



# UNIVERSITY OF GRANADA

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INDUCTION DAYS



UNIVERSIDAD  
DE GRANADA

Vicerrectorado de  
Internacionalización



# WHAT INFORMATION WILL I RECEIVE IN THE SESSIONS?

- **Induction Days Session:**
  - Information about Granada.
  - Information about the UGR and its services.
- **Faculties Information Sessions:**
  - Academic Information.
  - At the International Relations Offices (ORIs) of the faculties (Enrolment and password to access the Virtual Office).



UNIVERSIDAD  
DE GRANADA



## Accommodation:



# GRANADA AND THE UGR

- Historic and monumental city.
- 45 minutes from the coast.
- 40 minutes from Sierra Nevada skiing resort

5 Campuses distributed throughout the city + 2  
Campuses in Northern Africa:

- Campus Centro
- Campus Cartuja
- Campus Fuentenueva
- Campus Aynadamar
- Campus de la Salud (PTS)

Campus Ceuta  
Campus Melilla

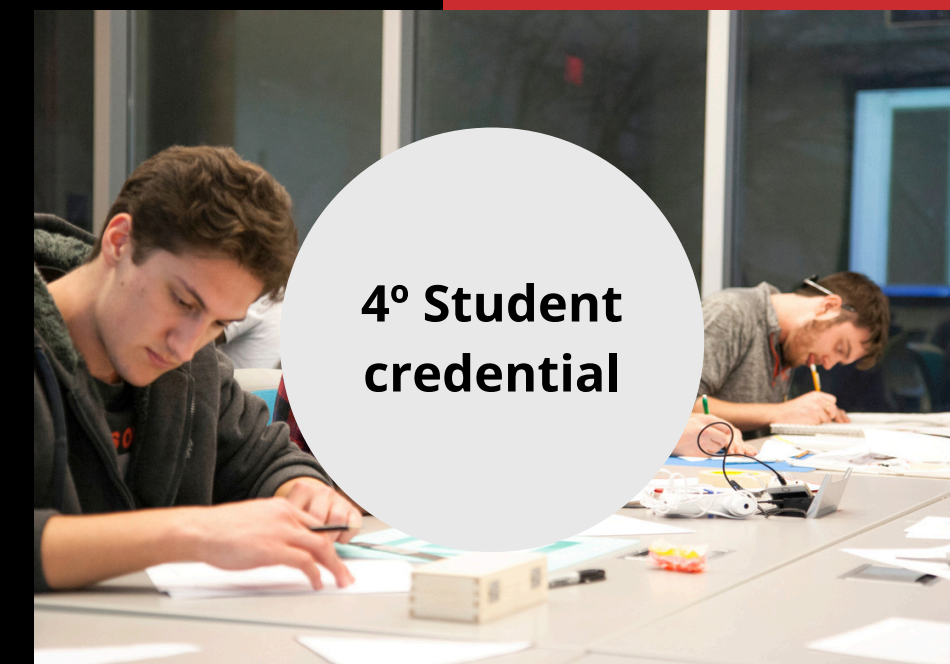


# 1. UGR SERVICES

**There are different kinds of services  
(leisure, support...)**

**What do you need to access the UGR services?**  
You must follow these 4 steps at your FACULTY.

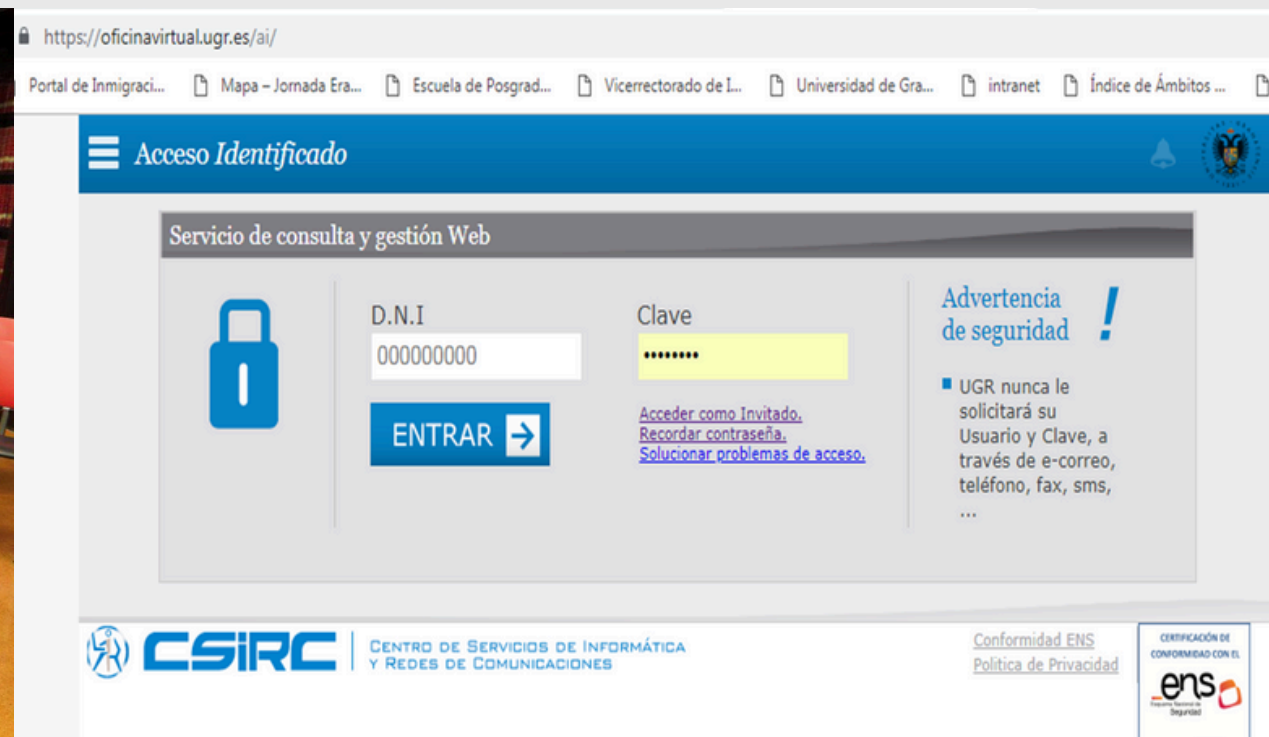
**STEPS TO FOLLOW** 





## How can you get access?

- Enter your passport/ID card number in the DNI box (the one you used to register online) and the 4-digit password.
- When you enrol at the Faculty or School, you will receive the password.





# TUI STUDENT CARD

- Once you enrol, make an appointment at the virtual office to go to one of the TUI points to get your student card.
- You only need your ID/passport, the same one you used for the enrolment.

## TUI Student Card as bus pass:

- Once you have your student card (TUI) you can go to the TUI points to validate it as bus pass.
- Requirements: to be under 25 and have permanent residence outside of Granada city.

PUNTOS DE  
EMISIÓN TUI





# STUDENT CREDENTIAL

## What is it and what do I need it for?

You need the CREDENTIAL together with your ID/passport:

- To register at the Official Registry of Foreign Citizens (Spanish Government procedures).
- To show that you are a UGR student (hand it together with the ID or Passport) while you get your card or in case you lose it.

## How can you get your credential?

Once you are enroled, you can obtain it by entering your online application: [https://oficinavirtual.ugr.es/apli/intercambio/alumnos\\_in/index.html](https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html)





University library

# 1.1 SUPPORT SERVICES



## Mentor-buddy programme

Our UGR regular students try to help international incoming students who enjoy a mobility period at UGR to integrate at the University and the city.  
programamentor@ugr.es



## UGR Solidaria

UGR Solidaria organizes volunteering actions with and for the people of Granada, Ceuta and Melilla. They put students in contact with non-profit organizations. Please, register at their website if you are interested in volunteering.



## Educational Psychology Office

Student Advising service for academic or psychological difficulties. They can help you with exam stress, cultural shock, relationships. They also organize free workshops and courses.



## **Health Guidance Office**

- Affective-Sexual and Gender Education
- HIV Early Detection Test
- Pregnancy Tests
- Training Activities
- Promotion of healthy lifestyle habits





# 1.2 CULTURAL ACTIVITIES AND SPARE TIME



## Casa de Porras

A wide range of cultural events, exhibitions and courses.

## La Madraza

A wide programme of cultural activities in the areas of: Visual & Performing Arts, Music, Heritage, Humanities, Cinema, Social Sciences and other.

## University Film Club:

Screenings take place on Tuesdays and Fridays:  
Sala Máxima del Espacio V Centenario  
(Avda. de Madrid) at 21.00 o'clock.

- Monthly programme free of charge.
- Wide selection of film cycles devoted to actors, directors, genres...
- All non-Spanish-language films are subtitled.

## Sports Centre:

- Rental facilities (e.g.courts)
- Indoor and outdoor activities  
(Winter sports facilities and Nautical campus )
- Participation in courses and competitions



# 2. ADMINISTRATIVE PROCEDURES





## Non-urgent health care



- **European Health Care Card:**

You must register at the nearest Health Centre. Check the **list** to find your Health Centre.

If you need to visit a doctor, ask for an appointment in advance. It is free of charge.

- **Private insurance:**



Please contact your insurance company to know how to proceed in case you need health care assistance.



## Urgent health care

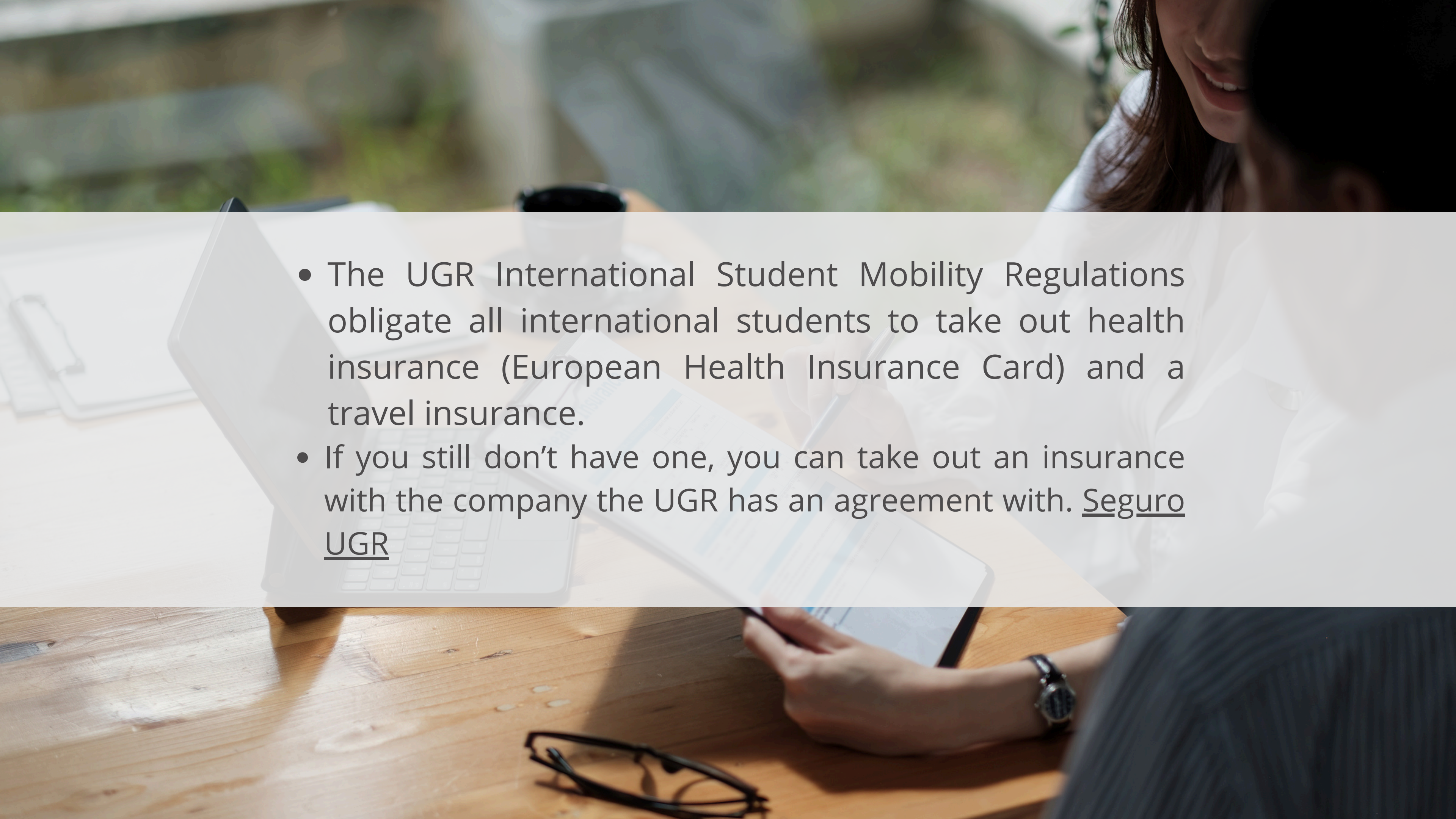
### **Emergency number: 112 (EU)**



- Hospital Virgen de las Nieves.  
Avda. de las Fuerzas Armadas,  
Granada, nº2. Telf. 902505061.



- Hospital Campus de la Salud.  
Avda. de la Investigación.  
Granada. Telf. 958020000.

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- A woman with dark hair, wearing a white lab coat, is seated at a wooden desk. She is looking down at a laptop screen, which displays a document with blue and white text. Her right hand is on the laptop trackpad, and her left hand is holding a pen. A pair of black-rimmed glasses lies on the desk in front of her. The background is a bright, out-of-focus office space with large windows and greenery.
- The UGR International Student Mobility Regulations obligate all international students to take out health insurance (European Health Insurance Card) and a travel insurance.
  - If you still don't have one, you can take out an insurance with the company the UGR has an agreement with. Seguro UGR



# AT THE IMMIGRATION OFFICE



**SITUATION 1**  
EU and Schengen citizens



**SITUATION 2**  
Non EU citizens studying in EU  
Universities



**SITUATION 3**  
Non EU citizens from non EU  
Universities



Should you have any difficulty in making an appointment: [buzón de consulta de extranjería](#). In the section of "oficina" select "Granada" y en el apartado de consultas select "consultas sobre cita previa".

# SITUATION 1

You are a student **from an EU country** or a country belonging to the **Schengen area**. What should you do?

Register at the Immigration Office/ MAKE AN APPOINTMENT

## Documents:

- Print and fill in the application form: **MODELO EX-18**.
- 2 copies of your passport or ID.
- 1 copy of your European health card or other health insurance.
- OFFICIAL ERASMUS STUDENT CREDENTIAL (issued by the UGR)
- Pay the tax and present the proof of payment: you can find the form to pay the fee in this link: **FORMULARIO DE TASA 790**, this fee can be paid at some ATMs as not all banks allow the payment of this tax at the bank counter.
- In the tax option, you have to select: "certificado de registro de residente comunitario" or "Tarjeta de residencia de familiar de un ciudadano de la Unión".



# SITUATION 2

I am a student from a **non-EU country**, I am studying at a **European university** and I come with an **EU mobility** programme, such as **Erasmus or Erasmus Mundus**. What should I do?

You do **not need a visa**, as long as you have a **valid residence permit card** from the country where you are studying regularly, **for the whole period of your mobility**. From the UGR International Relations Office we will notify the Immigration Office in Granada. Subsequently, we will send you by e-mail **the proof of the notification**. This proof along with your residence permit card (from the country where you are studying) and your passport, will prove your legal situation in Spain.

- **When can this communication be made?** From 3 months before to 1 month after your arrival in Spain.
- **What documents are required?**
  - A pdf scanned copy of your passport.
  - A scanned copy in pdf of both sides of the Residence Card of the EU country where your home university is located.
  - Fill in this **[Google form](#)**



# SITUATION 3

You are a student from **a non-EU country** and from **a non-EU university**.

- **If the visa covers a period shorter than 180 days:**
  - You don't have to go to the Immigration Office.
  - On your visa, you can find the Foreign National Identification Number (NIE), which means that your registration is already done.
  - If you are asked for your NIE for any procedure in Spain, you will be able to give that number.
- **If the visa covers a period longer than 180 days:**
  - You will have to apply for an appointment online at the Immigration Office in Granada to obtain your residence card or TIE (Tarjeta de Identidad de Extranjero), where your NIE will be printed.

**Documentation to be submitted**





# CERTIFICATE OF SPANISH

**CENTRO DE LENGUAS MODERNAS**  
Universidad de Granada

**UNIVERSITY OF GRANADA**  
Induction Days

**LANGUAGE EXCHANGE**

REGISTRATION NOW OPEN

**FEBRUARY 19 and 20**  
**18:00 h**  
**Centro de Lenguas Modernas**  
Placeta Hospicio viejo s/n

## Free CLM exam

### Registration for the exam

#### When do you have to take the exam?

If you do not have a Spanish certificate, please register for the level test (free of charge) at the CLM.

#### When are you not required to take the test?

- If you have already uploaded it on the online application or you have it with you now you do not have to take the test.
- Native speakers don't have to do the test.
- OLS is not considered a valid certificate.
- International Credit Mobility students do not have to take the test.

*Language courses and official language certificates:*

**info@clm.ugr.es**

<http://www.clm-granada.com>

Other Language and Culture centres



# SAFETY TIPS

## Contact the National Police:

Call **091**, the emergency number to report a crime, make a formal complaint or get information.

## Safety Tips:

- Stay alert on public transport. Beware of pickpockets.
- Always keep an eye on your personal belongings.
- Be careful when withdrawing money from an ATM and with what you post on social media.

## Where to make a complaint?



At the nearest **police station** to your home.



On the **web**: [www.policia.es](http://www.policia.es)



**S.A.T.E.** (*Tourist Attention Service*)

- **Address:** *C/Cárcel Baja, 3, Centro, 18001 Granada.*
- **Tourist Telephone Complaints Service:**  
902 102 112

# What should you do when you leave the session?

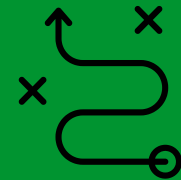
## CHECK-LIST

Go to the specific informative session at your Faculty and/or to ask for an appointment for the enrolment



Step 1

Step 2



Enrol and get the password for the Virtual Office at the Faculty

Request your student card in one of the TUI points



Step 3

Step 4



Make an appointment for the Immigration Office to get your NIE/TIE (if you need it).

Attend your lectures



Step 5



Facultad de caminos, floor -1 (ask at reception)



 **Santander**

 **Work Café**  
Santander

**Work Café Santander CARTUJA**  
*Universidad de Granada – Campus Cartuja*  
*C/ Profesor Clavera, s/n (Fac.CC. Económicas)*  
*Móvil: +34 635047194 – Paco*  
*Móvil: +34 691426420 - Rafael*  
*email: [6707@gruposantander.es](mailto:6707@gruposantander.es)*



Ubicación de la oficina

   
Maps

**Work Café Santander FACULTAD CIENCIAS**  
*Universidad de Granada – Campus Facultad de Ciencias*  
*Avd Fuente Nueva, s/n, (Facultad Ciencias)*  
*Móvil: +34 690 307 408 – Loli*  
*Móvil: +34 692 554 173 – Antonio*  
*Móvil: +34 680 850 089 – Andrés*  
*Email: [6714@gruposantander.es](mailto:6714@gruposantander.es)*



Ubicación de la oficina

   
Maps



## Faculty of Science Choir

- Formed by students, teachers and administrative staff.
- Rehearsals take place every Thursday from 17:30-20:30 p.m.
- Auditions on Thursday 12th Feb. and 20th Feb. If you are interested, please write to [corociencias@ugr.es](mailto:corociencias@ugr.es) to make an appointment.
- Requirements: Choral experience or knowledge of musical language  
Current members, history and repertoire on the web:  
<https://www.ugr.es/~corociencias/>



# FOR FURTHER INFORMATION

- **ADMINISTRATIVE PROCEDURES** - Oficina de Relaciones Internacionales Central:
  - Complejo Administrativo Triunfo, Avda. del Hospicio s/n
  - 958249030 - iro@ugr.es
- **ACADEMIC PROCEDURES** - Oficinas de Relaciones Internacionales de las Facultades





UNIVERSIDAD  
DE GRANADA

RELACIONES  
INTERNACIONALES  
Sesiones informativas para  
estudiantado

UF20\_01



## Ayúdenos a mejorar

Por favor, valore su satisfacción  
con el servicio prestado.

¡No le llevará más de un segundo!

