

Erasmus+ INcoming for an internship at UEx

Guidelines:

1. This type of mobility is Not run by the International Office of the UEx
2. The student willing to come to the UEx for an internship will have to contact directly with the
 - [centre/](#)
 - [department/](#)
 - academic [coordinators](#)
 - [office](#)where he/she intends to come to.
3. That centre/office or person chosen to work with will be the one signing all the required documents.
4. These documents to be used will be the ones the home institution demands.
5. The tutor at UEx who signs the letter of invitation and rest of Erasmus+ documents will assist the student on:
 - Enrolling in *Secretaría* to have access to the services of the UEx (it does not imply the obligation of taking any subject, it is just to be registered in the system);
 - Registering the student in the UEx register of *Visitantes* for the proper use of the data;
 - Reminding the student to get in touch with the [ESN_UEx](#) for activities for internationals and contacting the [IELE](#) for any Spanish course needed.
6. The student will be responsible for arranging his/her Erasmus+ documents as his/her home institution requires and agreeing them with the tutor at the UEx.
7. The student must come with a valid EHIC or similar, plus another insurance covering all the stay (liability, travel and medical assistance for all the stay).