

MASTER'S DUAL DEGREE ENROLLMENT

BEFORE YOUR ARRIVAL TO UCO

1. The acquisition of the diploma is governed by an agreement to be signed by both institutions. This agreement must be accompanied by an Annex providing a validation table or table reflecting the recognition of courses from both universities, and a table of courses that the student must study at the host University.
2. You must apply for your Exchange, specifying that you are doing so to obtain the Double Degree. In order to do this, visit the following link:

http://www.uco.es/internacional/extranjeros/matriculate/index_en.html

(Non-Erasmus students section)

You must fill out the registration form and submit the following documentation in PDF format to the following e-mail address: incoming@uco.es:

- Application form
- Learning Agreement, duly completed (only if the form is not provided by the home university)
- A certificate issued by the home university, verifying that the student has been selected to pursue the dual degree
- A photocopy of your identity card or passport
- A photocopy of a valid medical insurance in Spain (repatriation must be covered)

UPON YOUR ARRIVAL AT UCO:

3. You should visit the International Relations Office at the Rectorate (Avenida Medina Azahara, 5) where you will be given an Emergency Card and assisted in obtaining your Foreigner's Card at the local Police Station, if applicable (if you are a European citizen, it will not be necessary).
4. You must come to the IdEP (Avda. Medina Azahara, 5) and an arrival certificate will be issued there.

At the IdEP, you must enroll in the Master's degree courses required to obtain a Double Degree.

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5. You are exempt from paying tuition fees, however you must pay Secretarial fees (University card and Registration fee), which are as follows for the academic course 2014/2015:

- Registration fee: 59,10 €
- University card: 5,70 €

If you don't have an accident/medical insurance or you have one but it doesn't cover repatriation, you should purchase the insurance "UCO-CUM LAUDE" (19 €) when you complete your registration.

6. Once you finish your studies at the UCO, the International Office will send a Transcript of your grades to your Home University.

AFTER YOUR RETURN TO YOUR COUNTRY OF ORIGIN

7. Once you have completed the necessary credits to obtain your Diploma at the UCO, you must apply to initiate the process for the issuing of Diploma at the IdEP.
8. It is really important that you apply before coming back to your home country, in order to be able to deposit the issuing amount at the bank. You will be provided with a bank receipt specifying the due amount.
It is also possible that you authorize someone else to carry out this process on your behalf.
The fee or amount due for the academic year 2014/2015 is 176,00 €.
9. Since you submitted a copy of your identity card when enrolling, it won't be necessary that you present it again at the IdEP, unless your identity card has already expired.
10. Exceptionally, in case you do not apply for the Diploma before coming back to your country, you will be able to pay the amount by a bank transfer. In order to do this you must contact: master@uco.es.
11. The IdEP will send you a bank receipt with the due amount in electronic format. Once the bank transfer has been made, you must send a receipt/proof of your payment to this e-mail: (master@uco.es)
12. The IdEP will issue a temporary certificate of the Diploma that will be sent to you by post/courier. For this, you must update your permanent mail address in your home country.
13. Once the original Diploma arrives to the Student Management Office, they will contact you offering three ways of delivering:
- Mail it to the Embassy or Consulate of Spain in your home country.
 - It may be collected by a designated representative on your behalf. If you are designating a person to pick up your Diploma, please provide the designee a notarized affidavit authorising the pick up of your Diploma.
 - Pick it up in-person.

