

On arrival (First steps)

- **Visit the IWP** (International Welcome Point at *Plaça Cívica*) to be updated in UAB databases. If you uploaded a photo in your online application you may get your UAB student card. Otherwise, IWP will take a picture and you will get your student card in 4-5 weeks at *Suport Logístic i Punt d'Informació* in the *Facultat de Ciències* (main entrance).
- Get the **acceptation and signature of your Learning Agreement**: ask the UAB Erasmus coordinator (see contact details at the end), if you have not done it before.
- **Fill in the Exchange Student Sheet**. Inform the full postal address of your home University (Exchange Office, department, etc.), where UAB Transcript of Records (marks) will be posted after your stay.
- **Register/Enrol** at *Oficina d'Intercanvis* in the courses/lectures shown on your **Learning Agreement**. Deliver also **Exchange Student Sheet**, **passport copy** and **health insurance** copy.
- Ask *Oficina d'Intercanvis* to sign and stamp the **Arrival Statement** (if necessary).
- You can change your Learning Agreement until 6 weeks after your arrival (October 31st / March 31st).

Before leaving UAB

- Ask *Oficina d'Intercanvis* to sign and stamp the **Certificate of attendance** (if necessary).
- Remember that your **Transcript of Records** (marks) will be posted to the postal address shown on your Exchange Student Sheet after teachers to put your marks in the official Registry at the end of your stay (mid February, mid July or mid September -we are closed in August-).

Useful information

Universitat Autònoma de Barcelona (UAB) Homepage

<http://www.uab.cat/>

Faculty of Sciences web

<http://www.uab.cat/ciencias/> (general information)

Exchange & Mobility web pages (Exchange programmes, documents and procedures related, etc.)

<http://www.uab.cat/ciencias/> -> [Mobilitat i Intercanvi](#) -> Exchange Office / Incoming Students (left column menu)

Course catalogue (Syllabus)

<http://www.uab.cat/english/> -> [Studying](#) -> [EHEA degrees](#) ->  **Sciences** ([choose degree](#)) -> Study plan

Course contents (+ codes, period, language, etc)

<http://www.uab.cat/english/> -> [Studying](#) -> [EHEA degrees](#) ->  **Sciences** ([choose degree](#)) -> Study plan -> Study guides

Timetable & Exams

<http://www.uab.cat/ciencias/> -> [Informació Acadèmica](#) -> [Horaris i Exàmens curs 2014-15](#)

UAB Student's Card and NIA or NIU (Identification Student Number)

- NIA is your ID number as UAB student (7 digits).
- NIA appears on your UAB Student's Card.
- NIA is needed for seeing your record, in UAB libraries, *Campus Virtual*, Student Record, Registration, webmail, etc.

Setting and Changing your Student Password

NIA + password are needed in *Campus Virtual*, Student Record, Registration, webmail, etc.

- If you do not have the UAB Student's Card, follow:

<http://sia.uab.cat/> -> [Gestió de paraules de pas](#) -> [Obtenció del NIU i de la paraula de pas](#) (retrieves your NIA, needs Passport number and birth date)

- If you already have the UAB Student's Card, follow:

<http://sia.uab.cat/> -> [Gestió de paraules de pas](#) -> [Genereu-la amb la targeta de la UAB](#)

(if you forgot your password, you can also use this option)

- If you already set your password and want to change it, follow:

<http://sia.uab.cat/> -> [Gestió de paraules de pas](#) -> [Canvieu la paraula de pas](#) (changes password, needs NIU and current password)

Campus Virtual and Student's Webmail

- <http://sia.uab.cat/> -> [Campus Virtual de la UAB](#) (needs NIU and current password)
- <http://sia.uab.cat/> -> [Accés a Correu Alumnes \(e-campus\)](#) (needs NIU and current password)

Consulting and Printing your Student Record and Registration Sheet

- <http://sia.uab.cat/> -> [Consulta de l'Expedient Acadèmic](#) (Student Record at Registry)
- <http://sia.uab.cat/> -> [Consulta i Reimpressió de Matrícula](#) (Registration Form at Registry)

CONTACT - Exchange Office

(administrative support)

Office hours: 16-19h Deliver & pick up documents from 10 to 13h and 16 to 19h



E-mail: intercanvis.ciencies@uab.cat (recommended)

Postal address :

Oficina d'Intercanvis
Facultat de Ciències – Gestió Acadèmica
Universitat Autònoma de Barcelona
08193 Bellaterra (Cerdanyola del Vallès)
CATALONIA



Tel. (+34) 93 581 42 30
Fax (+34) 93 581 42 31

CONTACT - Exchange Co-ordinators

(academic support)

Degree	Co-ordinator	E-mail	Phone	Office
Mathematics & Statistics	PhD. Francesc Perera	Perera@mat.uab.cat	93 586 8572	C3b/154
Physics	PhD. Juan Camacho	Juan.Camacho@uab.cat	93 581 2792	C3/138
Chemistry	PhD. Jean Didier Pie Marechal	JeanDidier.Marechal@uab.cat	93 581 4936	C7/018
Environmental Sciences	PhD. Louis Lemkow	Louis.Lemkow@uab.cat	93 586 8774	Z/107
Geology	PhD. María Luisa Arboleya	MariaLuisa.Arboleya@uab.cat	93 581 1951	C2/192
Nanoscience & Nanotechnology	PhD. Josep Ros	Josep.Ros@uab.cat	93 581 1889	C7/339