

# International Students Basic Guide

Welcome!

This guide aims to orientate international students in the mobility process to the

## Faculty of Social Science and Communication in Pontevedra

Doing an international stay in our Faculty is a great opportunity to adapt your CV to your personal needs and taste. It also helps to differentiate yourself in a very competitive international labour market.

### Steps to follow in the mobility process

**1.- Check general administrative information in our International Office (ORI) at:**

[http://www.uvigo.es/uvigo\\_en/administracion/ori/estranxeiros/cursar\\_uvigo.html](http://www.uvigo.es/uvigo_en/administracion/ori/estranxeiros/cursar_uvigo.html)

Please, follow administrative instructions carefully, either to come to our University or to leave it.

**Only Erasmus Mundus students!** Please send your doubts to the corresponding e-mail:

[emundusgreenit@uvigo.es](mailto:emundusgreenit@uvigo.es) (Erasmus Mundus Green IT)

[green-tech-wb@uvigo.es](mailto:green-tech-wb@uvigo.es) (Erasmus Mundus Green TECH WB)

[euroinkanet@uvigo.es](mailto:euroinkanet@uvigo.es) (Erasmus Mundus Euroinkanet)

[e-gov-tn@uvigo.es](mailto:e-gov-tn@uvigo.es) (Erasmus Mundus EGOVTN)

**2.- Check general information about Pontevedra's Campus at:**

<http://campuspontevedra.uvigo.es/index.php>

**3.- Check turistic information about Pontevedra City at:**

<http://www.visit-pontevedra.com>

**4.- In order to solve academic issues, please check our web page:**

<http://csc.uvigo.es> Check courses under each Degree in “Guías Docentes” and timetables in “Horarios”. Students also may contact by email the person-in-charge of international relations at the Faculty of Social Science and Communication: [cscinternacional@uvigo.es](mailto:cscinternacional@uvigo.es) to set an appointment and to get full information about the registering process.

**5.- Introduce yourself to the lecturers, attend the lectures and seminars and do not forget to take the exams!**

**6.- After completing your studies at our Faculty you will receive your Transcript of Records (ToR) by post at your home address and at your home University.** This

process may take around three working months, please be patient.

7. In the case of a **Double Degree Agreement student**, remember you may request your “Official Spanish University Degree Certificate” whenever you finish your studies at your home University. You will need your Home University FULL Transcript of Records, your

personal ID card or passport and pay required fees. The issuing of the “Official Spanish University Degree Certificate” may take up to three years!. Additionally, if you need it, request a certificate of studies from the University of Vigo. It takes the shortest time. Please check the person-in-charge of international relations at the Faculty of Social Science and Communication: [cscinternacional@uvigo.es](mailto:cscinternacional@uvigo.es)