



DUAL DEGREE ENROLLMENT

BEFORE YOUR ARRIVAL AT UCO

1. The acquisition of the title 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 subjects 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.html> (Non-Erasmus student 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:

- 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).
- Two passport-size photographs
- A photocopy of your identity card or passport
- A photocopy of a valid medical insurance in Spain

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. You will be issued a Certificate of Arrival and assisted in obtaining your Student Card at the local Police Station.
4. You must enroll in the courses needed to obtain a Double Degree. To do this, you must go to the Secretariat of the institution providing your Degree.
5. You are exempt from paying tuition fees, however you must pay Secretarial fees:
 - **Registration fee:** € 57.00
 - **University card:** € 5.50

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

AFTER YOUR RETURN TO YOUR COUNTRY OF ORIGIN

7. Once you have completed the necessary credits to obtain your title at the UCO, you must apply via email to the Secretariat of the institution providing your Degree, in order to initiate the procedure for issuance of the Title.
8. You must make payment of the corresponding fees by bank transfer and then send the receipt of payment by post / courier.
 - **Issuance of the title:** € 128.60
9. The institution will validate your payment and issue a pre-title or provisional title, which will be sent to you directly by post / courier.
10. Once the title reaches the Student Management Service, they will contact you offering three possibilities:
 - The title may be sent to the Embassy or Consulate of Spain in your country of origin.
 - The title may be collected by a designated representative through an official Affidavit.
 - You may pick it up personally.