Welcome to the UCV

Where people matter
Welcome to the UCV

Dear Student,

This guide contains valuable information about your exchange period at Universidad Católica de Valencia "San Vicente Mártil", which will help you settle in. We hope you find it useful!

The UCV has 13 different campuses located in 5 emblematic cities in the area of Valencia, such as Valencia, Godella, Torrente, Alzira, and Xàtiva. Each building has its own facilities and services like: library, canteen, students’ counselor, etc.

By uniting faith and reason, the UCV seeks to facilitate a strong college community through an atmosphere of academic friendship, while also providing a highly personalized experience for each student.

Welcome to our institution!

UCV

San Juan Bautista Building
C/ Guillem de Castro, 175 Valencia 46008 Spain
incoming@ucv.es

FOLLOW US!

UCV.BuddyProgram
http://blogs.ucv.es/international-relations/
ucv_ori
ucv_ori
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THE CITY OF VALENCIA

Valencia is one of the most vibrant, forward-thinking and cosmopolitan cities in Spain. It is the country’s third largest city and has a heritage, culture and nightlife to rival the best cities in Europe. Valencia is very proud of its dedication to forward thinking architecture and cultural projects. The world famous City of Arts and Sciences is a cultural center stretching over 2 km and made up of buildings and open spaces that look like they are straight out of a science fiction film.

The city is also a great place to head if you fancy relaxing in the outdoors. Not only does it boast 13 km of golden sandy beaches, there are also parks and gardens throughout the city offering tranquility and beauty.

The riverbed of the River Turia has been dried out and now offers 9 km of parks and botanical gardens that cut right through the heart of the city.

Valencia is located by the Mediterranean Sea, just in front of the astonishing Balearics Islands.

It is almost 350 km far both from Madrid and Barcelona. Valencia train station is connected with all main domestic destinations. It takes only 1-1 hour and 20 minutes to get to Madrid by speed train (AVE)!

Valencia is a relatively small city. However, if you don’t want to go on foot, public transport is a good idea.

VLC VALENCIA TOURIST APP

https://itunes.apple.com/co/app/vlc-valencia/id696019162?i=en&mt=8
There are several ways to travel round the city:

Metro & tramway · www.metrovalencia.es

Bus · www.emtvalencia.es

Valenbisi · www.valenbisi.es

Pidetaxi (taxis in Valencia)
WHICH ONE IS MY CAMPUS?

The UCV has many campuses in Valencia and other surrounding cities like Godella, Torrent and Burjassot. All our Campus can be easily reached either by metro, bus or bicycle.
<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>DEGREE</th>
<th>ADDRESS</th>
<th>HOW TO GET THERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sagrado Corazón</td>
<td>- Teacher Training</td>
<td>C/ Sagrado Corazón, 5</td>
<td><strong>Metro:</strong> Line 1 (yellow line).</td>
</tr>
<tr>
<td></td>
<td>- Social Education</td>
<td>Godella 46110</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Social Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ursula</td>
<td>- Biotechnology</td>
<td>C/ Guillem de Castro, 94</td>
<td><strong>Metro:</strong> Lines 1, 3 and 5 (yellow, red and green lines).</td>
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<tr>
<td></td>
<td>- Marine Sciences</td>
<td>Valencia 46001</td>
<td><strong>Train:</strong> Estación del Norte.</td>
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<tr>
<td></td>
<td>- Veterinary</td>
<td></td>
<td><strong>Bus lines:</strong> 1, 2, 5, 7, 28, 60, 62, 63, 73, 79, 80, 81 and 95.</td>
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<tr>
<td>Marqués de Campo</td>
<td>- Business Administration</td>
<td>C/ Corona, 34</td>
<td><strong>Metro:</strong> Lines 1, 3 and 5 (yellow, red and green lines).</td>
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<tr>
<td></td>
<td>- Multimedia and Digital Arts</td>
<td>Valencia 46008</td>
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<td></td>
<td></td>
<td></td>
<td><strong>Bus lines:</strong> 1, 2, 5, 7, 28, 60, 62, 63, 73, 79, 80, 81 and 95.</td>
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<tr>
<td>La Inmaculada</td>
<td>- Physiotherapy</td>
<td>C/ Ramiro de Maeztu, 14</td>
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<tr>
<td></td>
<td>- Podiatry</td>
<td>Torrent 46900</td>
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<td></td>
<td>- Sports Sciences</td>
<td></td>
<td></td>
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<tr>
<td>San Carlos Borromeo</td>
<td>- Medicine</td>
<td>C/ Quevedo, 2</td>
<td><strong>Metro:</strong> Lines 1, 3 and 5 (yellow, red and green lines).</td>
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<td>- Dentistry</td>
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<tr>
<td></td>
<td>- Human Nutrition and</td>
<td></td>
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<td>Dietetics</td>
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<td>Virgen de los</td>
<td>- Nursing</td>
<td>C/ Espartero, 7</td>
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<td>Desamparados</td>
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<td><strong>Bus lines:</strong> 1, 2, 5, 7, 28, 60, 62, 63, 73, 79, 80, 81 and 95.</td>
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<tr>
<td>San Juan y San</td>
<td>- Law</td>
<td>C/ de Jorge Juan, 18</td>
<td><strong>Metro:</strong> Lines 3, 5 and 7 (red, green and orange).</td>
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<td>Vicente</td>
<td>- Criminology</td>
<td>Valencia 46004</td>
<td><strong>Bus lines:</strong> 2, 3, 5, 10, 13, 32, 41 and 81.</td>
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<tr>
<td>Padre Jofré</td>
<td>- Psychology</td>
<td>Av. de la Ilustración, 4</td>
<td><strong>Metro:</strong> Line 1 and 2 (yellow and pink lines).</td>
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<tr>
<td></td>
<td>- Occupational Therapy</td>
<td>Burjassot 46100</td>
<td><strong>Train:</strong> Line 4 (blue).</td>
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<tr>
<td></td>
<td>- Speech Therapy</td>
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ACADEMIC CALENDAR 2019/20

1ST SEMESTER:
Welcome day: Wednesday 4th September 2019.
Classes from 5 September 2019 to 18 January 2020 (1st exams’ session included).
Exams resits 1st semester: 17 – 25 February 2020

2ND SEMESTER:
Welcome day: Monday 20 January 2020
Classes from 21 January to 16 June 2020 (1st exams’ session included).
Exams resits 2nd semester: 1 – 11 July 2020

ACCOMMODATION

Our university does not have an accommodation office as such. However, we provide students with a list of useful contacts:

Beroomers

Through Beroomers you can easily and safely book your accommodation online, click on the following link to access the service:
https://alojamientoSucv.beroomers.com/
As a UCV student you will benefit from exclusive conditions, including a 25% off the cost of the service.

For more information email help@beroomers.com or call this number +34 622 196 943

**HousingAnywhere**
https://housinganywhere.com
If you have specific questions, you can contact them at: vip@housinganywhere.com

**Uniplaces**
https://uniplaces.com
For being a UCV student you get to benefit from a 25% discount on Uniplaces Service Fee by using the promocode: UCV2019
For more information, contact: partnerships@uniplaces.com

**Interested in staying at a Student Hall? You can contact:**

**Collegiate Marina Real**
This student residence is the perfect Valencia home for you as you'll be living just a few short minutes away from the city's beautiful beaches. With excellent transport links to reach UCV and the city centre - less than 15 minutes away.

UCV Students can benefit from a 100 euro discount selecting UCV1920 code in the field "How did you hear about Collegiate AC?" when creating your HYPERLINK "https://en-myaccount.collegiate-ac.es/" Collegiate Account during the booking process. This discount will only be applicable for stays higher than 24 weeks in Collegiate Marina Real.

For more information, please contact: marinereal@collegiate-ac.com
HOW TO OBTAIN THE NIE DOCUMENT (Only for Non-EU Students)

Once you are settled in Valencia, should you need to apply for a NIE or ID certificate, you need to make an appointment on this link, in the first month:

https://sede.administracionespublicas.gob.es/icpplus/index.html

The following step is to select Provincias Disponibles: Valencia. And then accept (aceptar) Under Trámites Disponibles para Provincia Seleccionada you need to click on CNP-Toma de huellas (Expedición de tarjeta).

Finally, you need to go to the Comisaría de Patraix, located in Calle Gremis nº 6, Valencia, with all the documents requested on their website.

Please bring with you your Passport, UCV acceptance letter & official sheet, an ID sized picture. (More documents could be asked when you go to the Comisaría).

Comisaría de Policía de Patraix
Calle Gremis nº 6, 46014 Valencia
Phone: 963 59 33 09

Comisaría de Policía de Bailén
Calle Bailén nº 9, 46007 Valencia
Phone: 963 41 76 31
HOW TO OPEN A BANK ACCOUNT

If you want to open a bank account in Spain, these are the **required documents** for Non-EU Students:

- Passport
- Visa
- Identity Document of the country of origin
- Proof of address or census certificate
- The UCV Letter of Acceptance
- The UCV Enrollment Sheet
- Proof of income

As a suggestion we recommend you to open an account at Banco Santander: Gran Vía Fernando El Católico, 25. 46008 Valencia.
HEALTH INSURANCE

IF YOU HAVE A REAL EMERGENCY DIAL 112 (AMBULANCE)

NON-EU RESIDENTS must have a medical insurance to enter in Spain. You must obtain it in your country; ask the International Center of your University to help you with this procedure.

If you need any medical assistance during your stay, you should always bring with you:
Passport + Health Insurance policy

‘English friendly’ centers:
In case of emergency: HOSPITAL QUIRON http://www.quironsalud.es,valencia
HOSPITAL IMED VALENCIA www.imedvalencia.com
For family doctor matters: CLINICA SOROLLA http://clinica-sorolla.com/

EU CITIZENS are covered by the European Health Service. You must ask for your European Health Card (valid for one year) before leaving your country. You can use it to receive medical services either in Spain or in any other EU country.

In Spain, health care is provided at Centros de Atención Primaria -CAPs- (Primary Health Care Centers, or CAPs) and Hospitals. CAPs have fixed opening hours and you will be assigned one depending on where you live.

Check your nearest Centro de Salud on: http://www.san.gva.es/buscador_recursos
(Go to Acceso por domicilio, and choose VALENCIA, the city where you are living and the address).

If you need any medical assistance during your stay, you should go to the closest CAP and bring with you:

- ID Card
- European Health insurance card
- Proof of your address (for example, your rent contract).

With those documents, you will be able to ask for a Provisional SIP card (Valencian health card) there if you need assistance. If you need to see a General Practitioner (Family Doctor), you should ask at your CAP to be assigned one.

How can I get an appointment at my CAPs?

When you have your Provisional SIP card, you may get an appointment on-line through this link: http://www.san.gva.es/cita_previa/citaprevia_cas.html

After 3pm, most CAPs have an Emergency service, where you can get seen without a previous appointment if you consider that it is not a hospital emergency but you are in need of assistance. However, you may need to wait a while.
Hospitals will assist you in case of emergency. Please bear in mind you should only go there when you have a serious emergency and bring your European Health Card with you. Please do avoid going to a hospital’s ER if you are not in need of urgent medical assistance. You should see a specialist or a family doctor instead.

If you need any medical assistance during your stay you should always bring with you: ID (or Passport) + European Health Insurance card

For any queries please contact: nursing@ucv.es

SECURITY INFORMATION PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Emergency</td>
<td>112</td>
</tr>
<tr>
<td>Local Police in Valencia</td>
<td>092</td>
</tr>
<tr>
<td>National Police</td>
<td>091</td>
</tr>
<tr>
<td>Fire Department Emergency</td>
<td>112</td>
</tr>
</tbody>
</table>

OUR UCV CLINICAL SERVICE

UCV offers to all the students the possibility to get access to Odontology, Physiotherapy, Podiatry, Psychology, Occupational Therapy and Speech Therapy Services at Clinicas UCV. They are opened for all our Incoming students in Valencia and in Torrent, also in English. If you need more information or make an appointment, please, dial 963920624 or send an e-mail to: clinicas.universitarias@ucv.es

Don’t forget to bring with you your updated UCV enrolment sheet.
OFFICIAL ENROLMENT

Incoming students may go to classes before doing their official registration. When you are sure about the courses you are going to take, you must see your UCV academic coordinator. He/she is the person in charge of doing your official enrolment. At the end of the process he/she will give you a document, called "justificante de matrícula" (enrolment sheet) with the list of subjects you are enrolled in.

Please, check it carefully. On this document, you will find information about: your password to access your personal intranet (see below), as well as information on how to get your photo taken (for your UCV student card) and how to activate your UCV mail box.

THE UCV INTRANET

On the Intranet you can find a lot of academic information and services about the UCV.
See below a screen shot of the Intranet:

**INTRANET**

Your user name and access code to enter the Intranet can be found on your "justificante de matrícula" (enrolment sheet).

There, you will find the following information:
- The list of your subjects, in Académico -Matricula Actual.
- Datos personales, (to be able to change your UCV-picture), on Departamentos.
- Useful information concerning exam dates, procedures and marks/grades (Notas provisionales).
- How to enter to your courses information. Click on the "Acceso Plataforma Docente" tab.
ACADEMIC PLATFORM (CAMPUS VIRTUAL)

This is the platform on which instructors upload their class materials, syllabi, notifications, schedule, attention hours, etc.

You may access if from the UCV homepage, https://www.ucv.es, at the top bar.

You will find your class materials, as well as some important information regarding deadlines, tasks, tutorials, etc, in your "Campus Virtual".

Please make sure you visit your "Campus virtual" on a regular basis. You are the sole responsible for keeping up to date with all your classes requirements.
THE UCV STUDENT CARD

This card grants you access to the different services provided by the University: photocopy service, library and computer lab. You can also obtain some discounts when you go to a museum, join a gym or a sport club, etc.

How to get the UCV student’s card

1st step: You have to be enrolled at our institution through the international coordinator. The international degree coordinator does your enrolment at UCV.

2nd step: Once your UCV card is ready, it will arrive to the International Relations Office. You will receive an e-mail from the International office, where you’ll be able to pick it up.

How to change your photo?

You need to have MiUCV App.

Then you have to click on MiSocial, go to the MENU. Next step: “Seleccionar Imagen”. and finally: “Enviar imagen”.

Last step: Go to your intranet click on departamentos, datos personales and validate your new picture.
CERTIFICATE OF ARRIVAL / CONFIRMATION OF STAY

At your arrival at our institution and before your departure from the UCV, if you need to get the confirmation of arrival/certificate of arrival signed, please, come to the International Relations Office and bring the hard copy with you. You need to have the document signed and stamped by our international incoming responsible. Don’t forget to do it!

I WOULD LIKE TO STAY LONGER AT UCV · HOW DO I DO IT?

You can extend/reduce your period of stay at the UCV (only for the current academic course). If you want to do so, you MUST get the authorization of your home institution and your UCV coordinator. Then inform us at: incoming@ucv.es

For Incoming Students from Erasmus+ KA107 program, please contact us at: ka107@ucv.es

If during your enlargement period you need to do a Trainneship, you must submit all the compulsory documents needed for this kind of mobility. (Criminal Record Certificate from your home country and from Spain).

CHANGING YOUR COURSES AFTER ENROLMENT AT THE UCV

Once you are officially registered, should you need to make any change in your enrollment, you will need permission from both your home university and your UCV international coordinator.

Once you have your home university’s approval, you must ask your UCV International coordinator for an appointment. Your UCV International Coordinator is the only one who can make those changes. Once those changes are done, you will get a copy of your new “justificante de matrícula”.

Once the semester is over, the International Office will send your home university’s International office your official transcript of records (ToR) by e-mail. This ToR will contain the following information: name of the subject, number of credits, the exams session done and the result.
SPANISH COURSES / DELE CERTIFICATES

If you are a non-native Spanish speaker, we strongly suggest you to have a B1 Diploma of Spanish as a Foreign Language (DELE) before you come to the UCV. For Traineeships in Dentistry, Physiotherapy and Medicine, the exchange student MUST hold a B2 Spanish Level. You can obtain this diploma by taking the Instituto Cervantes official exams. You should have obtained this diploma within the last two years.

If you do not have this certificate, you are solely responsible of the necessary skills to take courses in Spanish.

The Instituto de Lenguas UCV offers 6 ECTS-Spanish Courses per mobility for all incoming students who are willing to improve their level of Spanish. Those courses might be: ESPAÑOL A1, A2, B1, B2 and C1. In the spring / summer months they also offer intensive courses for those who want to get more level before coming back to their country.

The UCV is the only University Centre for Languages in the Valencian Community with the seal of quality from the Instituto Cervantes.

UCV BUDDY PROGRAM

This program is meant to offer our International students a mentor service during their stay at the UCV. If you have joined the Buddy Program you should have been assigned a Buddy who will give you a hand with both academic and social issues.

In case you are staying with us for the whole academic year, you still have the possibility to apply for the 2nd semester.

We will do our best to make the Buddy Program really helpful for you.

You can find us at San Juan Bautista campus or contact by e-mail to ori@ucv.es.

FOLLOW US!

facebook: UCV.BuddyProgram, twitter: ucv_ori, mail: http://blogs.ucv.es/international-relations, twitter: ucv_ori
OTHER GENERAL SERVICES AT UCV

1. COMPUTER LAB.
There is one computer lab in almost in each campus. You may use your username and the password to log into the UCV computers.

2. LIBRARY.
There is one library almost in each campus. You can check the library’s database on the following link: [https://www.ucv.es/alexandria/doc_ini.aspx](https://www.ucv.es/alexandria/doc_ini.aspx). You are able to borrow a book with your ID-Card or with your UCV Students card.

3. PHOTOCOPY SERVICE.
If you have charged your UCV card wit, you will be able to print out documents and make photocopies. You can also pay your photocopies with cash. Check where the Photocopy service is located at your campus. You will need your UCV Students card to get access to the Photocopy machine.

4. SPORTS ACTIVITIES (SAFD).
Sports activities, prices, dates and conditions are available at [www.ucv.es/safd](http://www.ucv.es/safd). If you need more information, please, contact them directly: safd@ucv.es

5. UCV STORE.
Welcome to the UCV On-line Shop, where you will find different UCV gifts [https://mall.ucv.es/h/en/](https://mall.ucv.es/h/en/). If you need more information, please, contact them through: tienda@ucv.es

6. VOLUNTEERING SCHOOL.
If during your stay at the University, you want to do volunteering, social or solidarity activity, you can sign up on our Volunteering School. We work with children at risk of social exclusion, immigrants, prisoners, sick or disabled people and many others! [http://www.ucv.es/alumnos/escuela-de-voluntariado-y-accion-social/presentacion](http://www.ucv.es/alumnos/escuela-de-voluntariado-y-accion-social/presentacion). Email: escueladevoluntariado@ucv.es.

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WE WISH YOU A VERY INTERESTING, FUN AND FRUITFUL STUDY PERIOD AT UCV.

YOUR STAY WITH US MAKES OUR INSTITUTION BETTER.

THANK YOU FOR CHOOSING UCV.

UCV International Relations Office

incoming@ucv.es