

Mobility (UCM Outgoing students)

Summarize Guide for BAES students applying for an Erasmus grant AY 2026/27

(please, read carefully before starting to apply)

Updated, Dec 2st 2025

How do I apply for an outgoing mobility from UCM?

Firstly, to initiate the process for participating in the Erasmus programme, it is essential to thoroughly review the Erasmus Call for Applications for Programme Countries (EU and assimilated) for the academic year 2026/27, accessible on the official UCM website: <https://www.ucm.es//convocatoria-erasmus-estudios>

The application process is conducted online, and the relevant link will be provided in the relevant section.

Who has to Apply?

. **2nd year UCM BAES students** who will be going on compulsory mobility in their **5th semester** (from September 2026 to January 2027). Duration: 1 semester. Semester: 1st semester. Exchange Course: 3

. **1st year UCM BAES students** who will be going on compulsory mobility in their **4th semester** (from February 2027 to July 2027). Duration: 1semester. Semester: 2nd semester. Exchange Course: 2

IMPORTANT: You must request the destination (or major) assigned by Leuven

Deadlines

Submission of Applications	From December 2st to 19th 2025, both inclusive
Publication of the provisional list of Accepted and Rejected Applications	January 16, 2026
Deadline for Substantiation (10 working days)	Until January 30 2026, inclusive
Publication of the Final List Accepted and Rejected Applications	February 6, 2026
Publication of the Provisional list of Allocated Places	February 24, 2026
Online Acceptance of Placement	Until March 10 2026, inclusive
Publication of the final list Awarded Places 2026/2027	March 24, 2026

Online Application procedure

The electronic application form corresponding to each type of Erasmus+ mobility ***(it's mandatory to use the UCM Account and use a desktop or laptop computer, PC not MAC (never from a cell phone, tablet, or similar device)*** must be completed and is available at the following web address: <https://ucm.moveon4.de/form/53bd38820f9d308854000001/spa>

The student must select the following mobility option: *"Solicitud Convocatoria Erasmus+ con países del Programa (Unión Europea y asimilados)*

All sections should be completed. The application can be modified, saved and finally completed in multiple sessions before final submission.

Until December 19, 2025 (11:59 pm), you must apply for the Erasmus Grant and upload all the documentation. After, the application will no longer work and no documentation can be uploaded.

Documents required

- **Spanish students:** photocopy of ID National card.
- **EU students:** photocopy of NIE - TIE (Foreign Identity Card) or certificate of registration as a citizen of the European Union.
- **Non-EU students:** photocopy of NIE - TIE (Foreign Identity Card).
- **Bank ownership certificate of the applicant:** valid IBAN Number (do not enter XXX), which can be downloaded from your cell phone.
(For applicants who are beneficiaries of the Santander Grant, please provide your Banco Santander account details)
- **EUROPASS CV (English or Spanish)** including all merits not included in the academic transcript, including photocopies of diplomas, courses or professional experience.
- **Language certificate:** BAES students are **exempt** from the language proficiency requirement. During the application period, the student must upload the language certificate that was sent to Leuven in the application period or a blank document in the "language certificate" section in order to complete the application within the given deadline.

Additional Aids for students with fewer opportunities If you meet any of the requirements listed in section 8, 1-6, Erasmus Grant for Applications for Programme Countries (EU & assimilated):

1. Have a legally recognized and certified disability of 33% or more, or an equivalent degree of disability in the case of foreign students.

2-3. Economic barriers.

4-5. Social barriers: large family (family register), single-parent family (1. Family register showing that only one parent is supporting the student and the death certificate if both parents are listed in the family register / or 2. Family registration certificate)

6. Refugee status or entitlement to subsidiary protection, or having submitted an application for international protection in Spain.



You must provide proof by uploading the document to the application (in Spanish or in English) until December 19, 2025 (11:55 p.m.).

Additional Aids: point 11 Erasmus Grant for Applications for Programme Countries (EU & assimilated)

If any **modification to the application is needed** once it has been submitted please: baes@ucm.es

Acceptance and Administrative documents for the mobility

Applications will be reviewed by the BAES administration office. Publication of the final list Awarded Places 2026/2027 (BAES UCM Website): March 24, 2026

One or two months before the start of the mobility period, the UCM IRO will send the following **Administrative documents:**

1. **Financial Agreement:** this document must be signed through the electronic platform before the start of the mobility period. Instructions for managing the agreement's signature on the electronic platform will be sent beforehand.
2. **A compilation of documents,** among which are:
 - Erasmus Student Checklist – steps to follow
 - Erasmus Credential
 - Statement of Responsibility
 - Certificate of Arrival
 - Certificate of End of Stay

Once you have started the mobility, you must upload to “Portal para la movilidad de alumnos de la UCM” with your UCM username and password (<https://ucm.moveon4.de/form/53bd38820f9d308854000001/spa>):

- **The Certificate of Arrival,** signed and stamped by the responsible person for mobility at the host university **upon your arrival** to receive 80% of your Erasmus grant.

The expenditure date (signature date) must always be on or after the first date of mobility.

- **The certificate of End of Stay,** signed and stamped by the responsible person for mobility at the host university, **before you leave** to receive the remaining 20% of your Erasmus grant.

The expenditure date (signature date) must always be on or after the end date of mobility (*the date of the last day you are required to be at the host faculty due to lectures, exams, compulsory activities, etc.*)

Official documents must not contain any deletions or amendments (e.g., correction fluid, writing over text, etc.).

When will I receive my Erasmus grant?

The Erasmus grant is linked to the arrival and end-of-stay certificates, therefore the respective percentages of the Erasmus grant mentioned above are received two or three months after uploading each of the aforementioned documents.



Academic document: ONLINE LEARNING AGREEMENT

. **2nd year UCM BAES students** who will be going on compulsory mobility in their **5th semester** (from September 2026 to January 2027): we recommend starting to do the OLA in March 2026.

. **1st year UCM BAES students** who will be going on compulsory mobility in their **4th semester** (from February 2027 to July 2027): we recommend starting to do the OLA in July 2026.

According to point 12 of the Erasmus call for applications:

Exchange students are solely responsible for:

a) Have a valid **Health Insurance** ([European Health Insurance Card](#) or equivalent) and **Travel Insurance**, complementary to health insurance. This travel insurance must have coverage for: accidents, civil liability and repatriation.

You can purchase the travel insurance through, for example: [ERGO](#) or [Oncampus seguros](#) (is valid from any other insurance company)

“The European Health Insurance Card and travel insurance must be valid throughout the entire period of mobility”

b) Obtaining at their own cost passports, visas and other travel documents (*Acceptance by the host institution of an exchange student onto an exchange programme does not guarantee that the student will obtain a visa or necessary travel documents to enter the host country*).

c) Meeting all entry requirements of the host country.

d) Finding and paying for their own accommodation and living expenses.

However, the Host Institution will make all reasonable efforts to provide incoming Exchange Students with assistance in finding residential accommodation for the exchange period, provided that host institution's application procedures are fulfilled. See [Private Housing Agencies | Complutense University of Madrid \(ucm.es\)](#).

e) Travel expenses to and from the host country and within the host country.

If you have any questions, please contact us: baes@ucm.es

BAES UCM

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