

ENROLMENT INSTRUCTIONS FOR INCOMING ERASMUS STUDENTS 25-26

We explain in these lines how to enrol correctly, documentation to provide, and what you need to know about our Centre for your mobility.

CONTACT DETAILS:

International Center

(Avenida Ciudad Jardín, 20-22).

<https://internacional.us.es/centro-internacional>

movilidad@us.es

Welcome Office: [Welcome Office | University of Seville](#)

Faculty of Economic and Business Sciences

(Avenida de Ramón y Cajal, 1)

<https://fceye.us.es>

relintceye@us.es

More information on the FCEYE/MOBILITY website: [Guide for Foreign Students | Faculty of Economic and Business Sciences](#)

US ACADEMIC CALENDAR. _____

The course will begin:

FIRST SEMESTER:

From 8 September to 19 December 2025, for Bachelor's degrees.

From 6 October to 3 February 2026, for Master's degrees.

SECOND SEMESTER:

From 26 January to 22 May 2026, for Bachelor's degrees.

From 12 February to 10 June 2026, for Master's degrees.

Date of assignment of groups (effective enrolment):

- 1st semester or full course: **September 1 (L) to September 19 (V) 2025.**
- 2nd semester: **January 12 (L) to February 13, 2026**

INTERNATIONAL CENTER. _____

The international centre will contact you to send you information about your mobility: Access to SEVIUS, pre-selection of subjects, arrival registration, enrolment dates, classes and registration for language classes. When you arrive in Seville you have to go to the International Center to check in.

SUBJECTS. _____

When you submit your study agreement you have to choose the subjects and enter the **subject code** (See Study Plan). With regard to the subjects that you can choose from the Faculty of Economic and Business Sciences, you have several options:

- SUBJECTS WITH QUOTA: There is a limited number of places for specific subjects.

A place will be reserved in these subjects with a quota, in strict order of receipt of the Study Agreements to our email relintceye@us.es. Once the quota is full, the student will be informed so that they know that on that date there are no more places in that subject and can choose another.

- SUBJECTS TAUGHT IN SPANISH
 - o GRADES: <https://fceye.us.es/estudios/planes-de-estudios/grados>

The following subjects are not offered for international mobility:

- Final degree project
- Internships in companies
- o MASTER: <https://fceye.us.es/estudios/planes-de-estudio/master-universitarios>

If the student is not nominated for a Master's Degree and wants to enroll in subjects, he/she must have authorization from the coordinator of said Master's Degree.

TUITION.

- 1st semester or full course: **1 (L) to 19 (V) September 2025.**
- 2nd semester: **12 (L) January to 13 (V) February 2026**

Enrolment can be consulted at SEVIUS- file- other studies- enrolment.

Enrolment is made by the Secretary's Office, according to your learning agreement sent, and once it has been completed, we will send it to your email so that you can review it. Class groups will be assigned once we enrol, according to the pre-selected subjects and the study agreements sent.

Up to 3 subjects from other centres (CNP: Non-priority centres) can be enrolled for a semester or 4 for the entire academic year, in the Centre where these subjects are taught, with its prior approval.

Enrolment in Spanish and other languages is managed at the Institute of Languages. The student will send a form available on the website: [Welcome to Instituto de Idiomas | Institute of Languages](#) at matriculasidi@us.es

When you have your enrolment, you will have to pay a fee of 6.82 euros. You can make the payment of the pending bill by accessing the Receipt Management platform (<https://uxxi-ac.us.es/gestionRecibos>), printing the receipt for payment at a Santander Bank, or by online payment by bank card. Or, from the link Management of Academic Receipts available in the left sidebar of the intranet Sevius4 ([Virtual Secretary of the University of Seville](#))

Once you have the license plate, you have to check that everything is correct:

- **Review the semesters:**
 - C1: First semester (September to January)
 - C2: second semester (February to June).
 - You can see it in the information sheets of each study plan <https://fceye.us.es/estudios/planes-de-estudios/grados>
- **Review the codes of the enrolled subjects**, since the same subject can be in the three degrees, so they have different schedules, classes and teachers. <https://fceye.us.es/estudios/planes-de-estudios/grados>
- **Review the class group** in enrollment. You can see it in the "**GR**" **column**. It is important, because if you do not go to the right group you will not appear on the lists of teachers. <https://fceye.us.es/estudios/horarios/horario-grados>

To request **CHANGES OF GROUP OR SUBJECTS**, YOU MUST SUBMIT BY EMAIL TO relintceye@us.es, FROM THE MOMENT YOU RECEIVE YOUR ENROLMENT **UNTIL 13 February**, the documents "request for change of group and request for change of enrolment"

LEARNING AGREEMENT. _____

The **Learning Agreements must** coincide with the subjects enrolled. They will be signed once you have completed your full enrolment. **If you need the signature prior to enrolment, it will be signed provisionally, without a guarantee of places, and only if there are subjects from our centre (Faculty of Economic and Business Sciences) in the agreement.**

If you need to sign through the OLA application, we recommend that in the section: RECEIVING INSTITUTION RES. PERSON, put our email: relintceye@us.es, so that we can quickly access your learning agreement to be able to sign it. As soon as you upload it to the EWP platform, you must notify us in the email relintceye@us.es.

COINCIDENCE OF EXAMS. _____

When the exam calendar is published, you should check that you do not have exams on the same day.

If you have two exams on the same day, you can change one of them to another day, requesting it, **two months before the exam**, in the electronic registry of the US ([US Electronic Office](#)).

[Request to Change Exam Date | Faculty of Economic and Business Sciences](#)

HAPPY STAYING!