

INSTRUCTIONS FOR UNIVERSITIES SENDING INTERNATIONAL EXCHANGE STUDENTS TO THE UNIVERSIDAD DE SEVILLA ACADEMIC YEAR 2026-2027.

The students selected by their Home University to carry out an exchange at our University during the second semester academic year 2026/27 must be registered by the Home University on the online app available on [SEVIUS](#), Universidad de Sevilla's Virtual Administration or *Virtual Secretary*.

Prior to the nomination Home Universities will have to activate, [Universidad de Sevilla's 2 factor authentication](#). [Click here for further instructions](#) (Spanish only).

The app will be available **from March 2nd to June 30th 2026** for full-year and first semester students.

Please follow the instructions below carefully:

- 1) **The Home University** is responsible for registering its students. This step confirms the Home University's official nomination. Therefore, no additional lists of nominees or emails of any kind concerning this matter are necessary. **Make sure** that all students have been nominated according to the profile indicated in the Inter-institutional Agreement in terms of **area of study, educational level, and knowledge of foreign languages**.
- 2) **Most classes are taught in Spanish, with some exceptions. Please check with the secretary of each Center.**
- 3) Made sure that the students are in possession of **a compulsory health insurance policy covering medical and sanitary repatriation**, and, in addition, a civil liability insurance for Erasmus Traineeship.
- 4) The Home Universities can access the form via their username and password - which could be the same as previous Academic Years. They can also use the app to check the status and details of our Inter-Institutional Agreement.

IMPORTANT: Please remember that this username and password are for the exclusive use of Home University and must not, under any circumstances, be shared with students.

- 5) Once the students have registered, each of them will receive an email with their username (UVUS) and instructions on how to obtain their password and activate the 2-factor authentication. Students can change their passwords through this link: gid.us.es

IMPORTANT: In any administrative process with Universidad de Sevilla all students registered with us are required to use the same ID or Passport number as that used when first registering.

- 6) Once the students have received their usernames and passwords, they will can access [Virtual Secretary](#)

To access it, it is necessary to have the 2- factor authentication enabled. For further instructions, please click [here](#).

- 7) Once in *Virtual Secretary*, the student will be able to perform, among others, the following tasks:
- Complete or modify application information, where necessary.
 - Check their application status.
- 8) Students' application forms will be checked at our office. If they are in order, we will then accept them officially
- 9) After acceptance, **students can download their Admission Letter from the application**, which, if applicable, will allow them to begin their visa application process.
- 10) Once the students have been accepted, they can fill in the Learning Agreement. You can find the data of those responsible for mobility at the different Centers can be found in the following link: <https://www.us.es/internacional/responsable-por-centros>

IMPORTANT: To guarantee subsequent academic recognition students must verify that their final registration fully coincides with the signed Learning Agreement. Any subsequent modification in subject enrolments must therefore be reflected in a new, duly signed, Study Agreement.

- 11) Admitted students must register within the official established period according to the instructions that will be sent to them.

Incoming students at Universidad de Sevilla will be able to download a pdf copy of their grades and their Transcript of Records signed by Universidad de Sevilla through this link: sede.us.es. This pdf has legal effects and a URL where its authenticity can be verified securely. Therefore, grades are no longer issued by the Centro Internacional.



ÁREA DE INTERNACIONALIZACIÓN

VICERRECTORADO DE PROYECCIÓN
INSTITUCIONAL E INTERNACIONALIZACIÓN

Avda. Ciudad Jardín 20-22
41005 Sevilla

Should you need any additional information or have any further requests, please do not hesitate to contact the person responsible for your country, as shown in the following table.

MARÍA relint14@us.es	FÁTIMA relint21@us.es	Ma JOSÉ relint52@us.es	PABLO relint23@us.es	PEDRO relint25@us.es
AUSTRALIA	UNITED STATES	CHINA	AUSTRIA	ARGENTINA
BOSNIA- HERZEGOVINA	ITALY	COLOMBIA	BELGIUM	BRAZIL
INDIA		CUBA	BULGARIA	CHILE
JORDAN		CZECH REPUBLIC	CANADA	COSTA RICA
MALAYSIA		DENMARK	ESTONIA	CROATIA
MALTA		EGYPT	FRANCE	CYPRUS
MONTENEGRO		FINLAND	GERMANY	DOMINICAN REPUBLIC
SWITZERLAND		GEORGIA	LATVIA	ECUADOR
TAIWAN		JAPAN	LITHUANIA	GREECE
THAILAND		MEXICO	LUXEMBOURG	HUNGARY
UKRAINE		MOROCCO	NEDERLANDS	ICELAND
		NORWAY	REPUBLIC OF TURKIYE	IRELAND
		PANAMA	ROMANIA	PARAGUAY
		POLAND		PERU
		PORTUGAL		SLOVENIA
		SLOVAKIA		UNITED KINGDOM
		SOUTH KOREA		URUGUAY
		SWEDEN		
		TUNISIA		