

During your stay

It is advisable for foreign students to arrive in Tarragona a week before the start of classes each semester. This will allow them to sort out any questions regarding accommodation before classes start and to take part in the welcome week organized by the International Relations Office (ORI).

Administrative questions:

- Once they have arrived in Tarragona, the students must go to the ORI to collect their visiting students' certificate, their enrolment authorization and their enrolment forms. The Office is open to the public from 9.30 to 13.30 (Monday to Friday) and from 16.00 to 18.00 (Monday to Wednesday).
- **Visit to the faculty/school coordinators:** Before enrolling, students should visit the faculty/school coordinators, who will advise them regarding their choice of subjects and other important academic matters. Students must fill in an enrolment application form with the coordinators, who will then sign it and thereby approve the materials chosen.
- **Enrolment:** Students will enrol at the Secretary's office of the corresponding faculty/school. They must present the enrolment application form (with the subjects and credits which they wish to study in Tarragona), the enrolment authorization and a photocopy of their passport or identity card. They must pay the tuition fees approved for visiting students.
- **Library:** Students will be able to use the URV's libraries on presentation of a copy of their accrediting certificate and a photo.
- **Email:** Visiting students will be able to use the computers in the IT room in their faculty/school by presenting their accrediting certificate to the person in charge of the IT room. If they do not have an email address, they will be able to ask for a temporary one. As this is the normal means of communication at the URV, it is recommended that students give their email address to the International Relations Office and that they consult it frequently.

Academic questions:

- Any questions relating to academic matters should be directed to the coordinator of the appropriate faculty/school.