

# 1

## REGISTRATION



1. After receiving the nomination from your home University you will receive a Registration email.
2. Complete the Online Registration Form by clicking in the link which appears in the email.
3. Log in with your email address and introduce the code which appears in the Registration email.
4. Complete your personal details.
5. You will receive an email with your UHU Username and Password. Those credentials will be valid for all your digital resources here in the UHU (Moodle, WiFi, UHU email, etc.).

**Remember that all your mobility documents will be managed through [UMove Alumnos](#)**

# 2

## PERSONAL AND ACADEMICS DETAILS



1. Log in the UMove Platform with your received credentials.

[www.umove.ual.es/mobilityUHU/home.seam](http://www.umove.ual.es/mobilityUHU/home.seam)

2. Accept our privacy policy by doing click on



# 3

## MY PLACEMENT - INFORMATION ABOUT MY STAY

1. Click in My Placement (you will have information and documents about your upcoming mobility).

Solicitudes Aceptadas

Universidad origen	Curso	Plan de estudios	Plaza	Periodo Estable	Datos de movilidad	Control de Estudios	Documentación	Financiación
UNIVERSITA DEGLI STUDI DI ROMA "LA SAPIENZA"	2021-22	ERASMUS	14141 Educación comercial y administración en mayor definición	1er Cuatrimestre	Acceso	Es necesario rellenar los datos de la Estancia	Acceso	Información no disponible para el estudiante

2. Click in "Access" and complete the necessary academic information.

3. Once you have completed your "Information about my Stay", your "Letter of acceptance" goes to our Vicerrector to be signed. Once it is signed, you'll receive an email (it takes about 1 week).

**Study cycles**  
1st cycle: Bachelor  
2nd cycle: Master  
3rd cycle: PhD

# 4

## LEARNING AGREEMENT

**Check with your home University if you are connected to OLA.**

### A. UNIVERSITIES WITH OLA

Complete your Learning Agreement in OLA or in your software (MoveOn, SIGMA, MobilityOnline,...). We will automatically receive it in our software UMove.



### B. UNIVERSITIES WITHOUT OLA

1. Send us an e-mail and we will unblock your LA so you can edit it.

2. Complete your LA in UMove following the **UMove Manual** you can find [here](#).

# 5

## SIGNATURE OF THE GRANT AGREEMENT AND ADDENDA (ONLY FOR KA107)



You need to use **Google Authenticator** to sign.

**IMPORTANT:** Since you are going to work with a single-use QR code generated by the application and that code is refreshed every 30 seconds, a lag greater than this time between the time of the device and the time Google Authenticator prevents using the signature. Therefore, it is important that the device time is set to "Automatic" and not set manually.

To set Google Authenticator, please follow **UMove Manual** (page 15) you can find [here](#).



**Universidad de Huelva**  
Vicerrectorado de Internacionalización y Compromiso Global

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