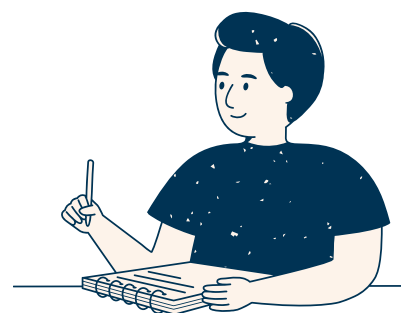


# Before you leave UAM

Final steps before returning home for incoming mobility students at  
Faculty of Business and Economics  
*Ciencias Económicas y Empresariales*

## 01. Attendance certificate

The SERIM office at UAM's Plaza Mayor is responsible for signing and issuing this certificate. Check your e-mail as they will inform you about how to obtain it.



## 02. Transcript of Records

You must download your Transcript of Records from our website. Pay attention to the uploading of grades closure date. Until June 6th the grades are still provisional. As from **June 7th, 2024** you can download your ToR and send it to your home university. Instructions regarding this process will be sent to your e-mail.

## 03. Learning Agreement

Your academic coordinator at UAM is responsible for signing your Learning Agreement. Send it per e-mail and attach a copy of your "matrícula" (SIGMA). Instructions and list of coordinators published on our website.

Unfortunately, UAM is not on EWP yet.



## 04. Satisfaction survey

We would appreciate it if you could take one minute to answer our satisfaction survey. This will help us to improve the incoming student's mobility experience at our Faculty.

<https://forms.office.com/e/KFKMp3GASW?origin=IprLink>

## 05. Contact information

IRO team faculty: [ori.economicas@uam.es](mailto:ori.economicas@uam.es)

**SERIM**

Erasmus team: [erasmus@uam.es](mailto:erasmus@uam.es)

Erasmus KA107: [erasmus.ka107.em@uam.es](mailto:erasmus.ka107.em@uam.es)

Non-european mobility: [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es)

SICUE: [sicue@uam.es](mailto:sicue@uam.es)

SEMP: [semp.mobility@uam.es](mailto:semp.mobility@uam.es)



## 06. Resit exams

If you need to take a resit exam, no sign up or registration needed. You can just go to the resit exam. Resit exam period from **June 4 - June 28**.

Check the dates on our website (Calendario evaluación **convocatoria extraordinaria**)  
Uploading of resit exams closure date **July 3rd**

We hope you have enjoyed your stay in Madrid and we wish you all the best.

**¡HASTA LUEGO!**