



INCOMING.US.ES

Student's Manual

Welcome to the Universidad de Sevilla

Dear Student,

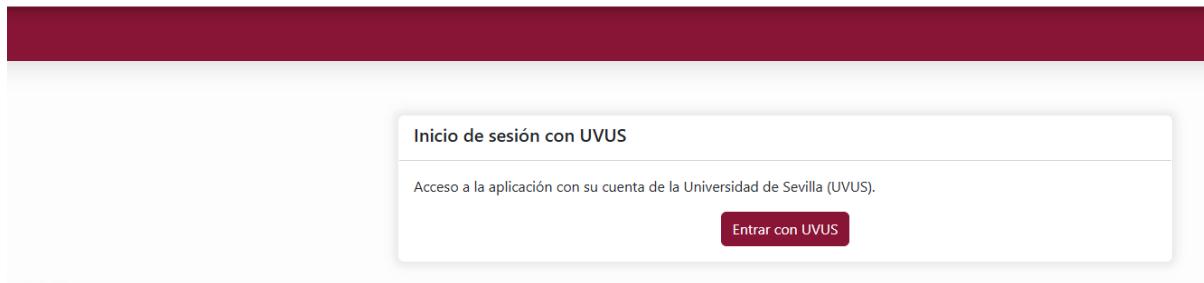
You have been accepted for a mobility period at the Universidad de Sevilla. In order to enrol in the appropriate courses, you need to complete several steps. Please keep this document for future reference.

1. You need to establish your full credentials in the university systems using your assigned UVUS (*Usuario Virtual de la Universidad de Sevilla*). Go to the [identity server](#) (gid.us.es) and complete this step. Without an established identity, you will not be able to use any other system. This is a one-time task.
2. Find out who your assigned Erasmus Coordinator is. At the Universidad de Sevilla, every School, Faculty, or Centre has a designated Mobility Coordinator. You should already know your destination School/Faculty/Centre; if not, this information should appear on your Learning Agreement or can be provided by your home university. Once you know your destination, find your coordinator's email on [this page](#). This person will be your main contact at the Universidad de Sevilla.
3. You must validate your Learning Agreement using the [incoming students](#) application (incoming.us.es). You will need to enter all the courses you wish to apply for, as well as some information related to your mobility. Please note that your Mobility Coordinator (and possibly additional Mobility Coordinators, depending on the courses you apply for) must validate your application. This application is available in Spanish and English.
4. Once your Learning Agreement has been validated, you must formally enrol at the Universidad de Sevilla using the same self-enrolment application as regular students, available at [auto-matricula.us.es](#).

Access to the Application

Prior to using the Incoming Application, you need to complete your initial login at id.us.es and choose a password.

When entering the address <https://incoming.us.es>, the identification screen will appear. At the top right of the page, you can choose the English version.



The screenshot shows a login interface for the UVUS application. At the top, the University of Seville logo and the text 'UNIVERSIDAD DE SEVILLA' are visible. Below this, the text 'Gestión de Erasmus (Incoming)' is displayed. A large red button at the top is partially visible. The main content area is titled 'Inicio de sesión con UVUS' and contains the text 'Acceso a la aplicación con su cuenta de la Universidad de Sevilla (UVUS)'. A red button labeled 'Entrar con UVUS' is centered at the bottom of this section.

By clicking “Log in with UVUS”, the SSO screen will be displayed, where you must enter the username and password provided by the University of Seville.

Creating an Application

You can view ongoing applications or create a new one (“New application”). Only one application may be created per call.

Using the “Edit application” icon, you may continue completing the information of an application that has already been started.



The screenshot shows a list of applications. At the top, the University of Seville logo and the text 'Gestión de Erasmus (Incoming)' are visible. To the right, there are links for 'Hola, pruebalum (alumno)', 'Salir', and 'Idioma'. A red button labeled 'Nueva solicitud' is located in the top right corner. The main content area is titled 'Solicitudes' and shows a table with one row of data. The table columns are: '#', 'Alumno', 'Universidad de origen', 'Unidad organizativa de origen', 'Año-mes de inicio', 'Fecha de presentación', 'Estado', and 'Fecha de firma'. The data in the table is as follows:

#	Alumno	Universidad de origen	Unidad organizativa de origen	Año-mes de inicio	Fecha de presentación	Estado	Fecha de firma
1	pruebalum (alumno) DE PRUEBAS ALUMNO	ESCOLA SUPERIOR DE ENFERMAGEM DO PORTO	biología	2024-09	(no definido)	En elaboración	

Editing an Application – Application Details

Pestaña ‘Datos de la solicitud’

This section is used to enter the general details of the learning agreement established at the home institution.

By clicking “Save”, the information is stored without being submitted for validation.

Datos de la solicitud Asignaturas

Datos de la solicitud	Asignaturas		
Universidad de origen ESCOLA SUPERIOR DE ENFERMAGEM DO PORTO	Unidad organizativa de origen biología		
Unidad organizativa de destino Facultad de Biología	Año académico 2024/2025	Año-mes de inicio 2024-09	Año-mes de fin 2025-02
Nivel EQF 6 - Grado	Habilidad de idioma Español (Chile)	Nivel CEFR de habilidad de idioma B1	
Código ISCED 0316 - Social and behavioural sciences, inter-disciplinary programmes	Adscripción ISCED		
Datos de contacto de la universidad de origen			
Nombre de contacto de origen coordinador	Apellido de contacto de origen apellidos		
Email de contacto de origen voorio@ues			
Datos del estudiante			
Nombre del estudiante pruebalum (alumno)	Apellido del estudiante DE PRUEBAS ALUMNO		
Fecha de nacimiento del estudiante 14/11/1992			
Nacionalidad del estudiante Australia	Género del estudiante Hombre		
Email del estudiante pruebalum@uem.us.es			

Volver Guardar Guardar y finalizar

Editing an Application – Courses

Datos de la solicitud Asignaturas

Solicitud del 27/06/2025 13:37:57

Nombre del firmante de la universidad de envío	
Correo del firmante de la universidad de envío	Cargo del firmante de la universidad de envío
Fecha de firma de la universidad de envío	Fecha de firma del estudiante
Documentos de la solicitud	
Documento original de la solicitud	
Seleccionar archivo...	
Asignaturas	
+ Añadir asignatura	
Microbiología II	Mostrar/Ocultar
Genética I	Mostrar/Ocultar
Microbiología Celular	Mostrar/Ocultar
Biología Celular	Mostrar/Ocultar

Solicitud del 27/06/2025 12:43:11

Volver Guardar Guardar y finalizar

You will need to upload the original application document: the file containing the document issued by the home university.

Courses: Click “+ Add course”. A new line will appear.

Nueva asignatura - Eliminar

Añadida Mostrar/Ocultar

.Click “Show”.

Nueva asignatura		- Eliminar	Añadir	Mostrar/Ocultar
Tipo de asignatura	Normal	Código de asignatura		
Nombre de la asignatura		Descripción		
Total de períodos académicos	Anual	Período académico		
Tipo de créditos	ECTS	Número de créditos		

In the “Course name” field, you can search by name and select the appropriate course. The “Course code” field will be filled in automatically.

Courses can also be deleted in this tab.

The acceptance or rejection status of each course is displayed via a side icon:

Course rejected (and reason):

Microbiología II  [Motivo denegación](#)

Course accepted and validated.

Genética I 

By clicking “Save”, changes are stored and can be edited later. By clicking “Save and finish”, the application is submitted for validation by the centre and can no longer be edited. Son obligatorios los siguientes campos:

Mandatory fields:

- Name of the coordinator (the person signing your LA) at the sending university
- Email address of the coordinator at the sending university
- Position of the coordinator at the sending university
- Signature date of the sending university
- Student's signature date

Validation

Once the centre administrator completes the validation and signs the application, the student receives an email with information about the process.

Asunto: Solicitud firmada: Aceptada

<input checked="" type="checkbox"/>
<h2>Gestión de Erasmus (Incoming)</h2>
Estimado/a pruebalum (alumno) DE PRUEBAS ALUMNO,
Su solicitud ha sido firmada y se encuentra en estado: Aceptada .
Asignaturas:
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Microbiología II (Denegada - lo veremos en setiembre)<input checked="" type="checkbox"/> Genética I (Aprobada)<input checked="" type="checkbox"/> Microbiología Celular (Aprobada)<input checked="" type="checkbox"/> Biología Celular (Aprobada)<input checked="" type="checkbox"/> Biología Celular del Desarrollo (Denegada - Prueba de denegación)
Si necesita realizar algún cambio, por favor acceda a la plataforma haciendo clic en el siguiente enlace: Acceder a la plataforma
Un saludo, Universidad de Sevilla © 2025 Gestión de Erasmus (Incoming), Universidad de Sevilla. Todos los derechos reservados. ATENCIÓN Por favor, no responda a este correo electrónico que fue enviado desde una dirección de correo automática.

Upon accessing the system, the applications screen displays the current status.

1 pruebalum (alumno) DE PRUEBAS ALUMNO	ESCOLA SUPERIOR DE ENFERMAGEM DO PORTO	biología	2024-09	09/07/2025 12:01:21	Firmado (Aceptada)	09/07/2025	
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Upon accessing the system, the applications screen displays the current status.

If the student does not agree with any of the rejections, or if the learning agreement has been modified at the home university, they may click the reopening icon. The process is then repeated by deleting and adding courses as appropriate.

Asignaturas
+ Añadir asignatura
Microbiología II Motivo denegación - Eliminar Mostrar/Ocultar
Genética I - Eliminar Mostrar/Ocultar
Microbiología Celular - Eliminar Añadida Mostrar/Ocultar
Biología Celular - Eliminar Añadida Mostrar/Ocultar
Biología Celular del Desarrollo Motivo denegación - Eliminar Añadida Mostrar/Ocultar

ONCE YOUR APPLICATION IS VALIDATED, YOU WILL NEED TO CONTINUE ON TO THE ENROLMENT APPLICATION.