



# SG STEP PROGRAMME

**Santander Group Erasmus Training Exchange Programme  
at International Offices**

## OFFER FORM

University: <b>UNIVERSIDAD DE VALLADOLID</b>	Country: <b>Spain</b>
Department: <b>International Relations Office</b>	
Contact Person: <b>Fátima Arévalo</b>	
Position: <b>International Officer, Responsible for International Students.</b>	
E-mail: <b>mariafatima.arevalo@uva.es</b>	
Position offered: <b>Traineeship stay</b>	
Placement duration: <b>from 3 to 6 months (at the end of the stay, at the student request, a extension may be accorded)</b>	
Brief description of the tasks to be carried out: <ul style="list-style-type: none"><li>- <b>Assisting the International Relations Office to manage foreign student recruitment and admission issues</b></li><li>- <b>Providing consultation and guidance for foreign students.</b></li><li>- <b>Translating documents from Spanish to English or to the student's mother tongue.</b></li><li>- <b>Other everyday small administrative tasks.</b></li></ul>	
Type of student to carry out these tasks: <input checked="" type="checkbox"/> <b>Bachelor student</b> <input checked="" type="checkbox"/> <b>Master student</b>	
Financial conditions: <b>The Universidad de Valladolid does not provide financial support, but the student is offered a 40 hour Spanish course for free at our Language Centre.</b>	

Note: **We recommend the students to have a B1 level of Spanish.**

Date: **18/05/2016**



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