



## INFORMATION ON HOW TO COMPLETE THE ON-LINE APPLICATION CORRECTLY

In order to access the online application, please click here:

[https://oficinavirtual.ugr.es/apli/intercambio/alumnos\\_in/index.html](https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html)

*Level of study:* Please choose the corresponding level of study:

- Undergraduate
- Postgraduate (Master or Ph.D.)

*Academic year:* Choose the corresponding academic year.

CLICK *NEXT*

Choose the corresponding **academic period:**

- *Primera fase:* Full year or first term (Sept. – Feb. o Sept. – Jul.) or
- *Segunda fase:* Second term (Feb. – Jul.)

Choose the corresponding *Mobility Programme:*

*Erasmus* (European partner universities with an existing bilateral agreement)

*Intercambio/Exchange* (non-European partner universities with an existing bilateral agreement)

*Erasmus Partner Countries (International Dimension)* (non-European partner universities with an existing inter-institutional agreement within the framework of an Erasmus project, Mobility with Partner countries)

*Libre movilidad/Free Mobility* (students applying out of the above mentioned programmes or out of an existing agreement)

Introduce a valid ID or Passport number.

Create a *password* you can easily remember to access the application for the first time. **Do not forget your password!**

CLICK *NEW USER*

—to access for the first time—



### **Personal information:**

After accessing the application, you can start filling your personal information in. Please, write down your personal details **as they appear on your ID/Passport**. The system does not recognize special characters. If your name or surname contains any, please find the closest equivalent.

E-mail address: enter a valid student address from your home university if you have one. Hotmail servers can create conflicts with UGR servers: please, do not enter a @hotmail.com address.

In the most likely event that you don't have a valid address in Granada, please, leave the box in blank.

### **Academic information.**

Please, select your **home university** from the list and state its official address, as well as your coordinator's personal and contact details.

Please select your study field or area at your home university.

Please indicate the estimated number of credits achieved at your home university.

### **UGR academic information:**

Choose the UGR Faculty/School where you have been nominated to by your home university. If you are a postgraduate student, please select the **International School for Postgraduate Studies**. Picking up a specific Faculty/School determines the choice of courses to be included on your study plan.

Choose the name of the Degree you are willing to study in Granada.

Choose the study period.

The **"Otros"** option is only for students carrying out internships or research activities.

### **Proposed Study Plan to be carried out at the UGR:**

Please pick up the courses of your interest one by one to create your **proposed study plan (future learning agreement)**.

Click on the Green icon (+) to open the list of courses.

Courses are listed in alphabetic order; you need to select the first course letter to access the full name of the courses starting with that letter.

Once you have selected the course of your interest, click on the **floppy** icon to save your choice and repeat the process until you complete your proposed study plan.

**PLEASE, BEAR IN MIND THAT YOUR STUDY PLAN PROPOSAL IS PROVISIONAL.**

**The final selection of courses will be done straightly at the moment of the registration and it will be subject to the availability of spots and deadlines for each course.**

If you cannot find a specific course, it may be because it is not taught during the chosen term or because it is not available due to specific restrictions. Furthermore, the academic offer available at the time of completing the online application is the one valid for that current academic year, so it may vary for the next one.

In order to look into specific courses and their description, please locate your degree in the following website:

Undergraduate studies: <http://grados.ugr.es>

Postgraduate studies: [http://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/oferta\\_formativa/oferta\\_completa](http://escuelaposgrado.ugr.es/pages/masteres_oficiales/oferta_formativa/oferta_completa)

Once there, you need to find the "Oferta Académica" section (containing a list of all the courses) and "Guías Docentes" (containing a full description of that specific course). If you need further assistance, please refer directly to the specific Faculty /School of your interest. Contact details are available here:

<http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros>



### **Buddy programme:**

The Buddy programme is an online platform matching international students and local students. After the pairing is complete, international students can benefit from a personalised welcome, thanks to their local buddy. It includes: support for administrative procedures, one-to-one visit of the city and place of study. It is thought to improve the welcome phase and the integration of international students. If you wish to participate in this initiative, just click on [Solicito el Programa Mentor](#).

### **Documents to upload:**

You will be required to upload some documents depending on the **PROGRAMME\*** you belong.  
**An ID / Passport copy is mandatory for all of them.**

### **Disclosure of personal information:**

This step will permit, if you consent, to use your personal and academic data for public disclosure. Two of the permissions are mandatory in order to manage your application. The rest of them are optional.

### **Application report:**

Once you have completed all the steps, you will access to a screen with the following message: [Solicitud Grabada Correctamente/Application correctly saved](#). Please, print out this form by clicking on “Print Preview” or export a .pdf copy to your computer by clicking on [Vista previa de impresión](#).

### **WHAT TO EXPECT AFTER THIS?**

Once the application deadline is over, your application will go through **two levels of verification**.

- **Administrative verification:** the International Relations Office verifies that the basic information introduced by the student is correct and that all the required documents have been uploaded. In some cases, a verification of the nomination by the home university is required.
- **Academic verification:** on the second level, the Academic Coordinator of the corresponding Faculty /School will check the proposed study plan. Some notes regarding possible changes or additional information might be stated at [Observaciones](#).

Once the verification process has been carried out for all applicants, you will receive an e-mail asking you **to check on your application status**. In the event of a positive response, the official UGR acceptance letter will be forwarded from that moment on.

**For further assistance, please contact us at:**

**Academic enquiries:** <http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros>

**Administrative enquiries:**

Intercambio (Exchange): [intlinfo@ugr.es](mailto:intlinfo@ugr.es) / [intlmobility@ugr.es](mailto:intlmobility@ugr.es)

Erasmus+: Erasmus. [intlinfo@ugr.es](mailto:intlinfo@ugr.es) / [intlerasmus@ugr.es](mailto:intlerasmus@ugr.es)

Erasmus+: International Dimension (Partner Countries). [intlinfo@ugr.es](mailto:intlinfo@ugr.es) / [intldimension@ugr.es](mailto:intldimension@ugr.es)