



Vicerrectorado de Relaciones Internacionales
Oficina de Relaciones Internacionales

ONLINE APPLICATION FOR ERASMUS STUDENTS

Diagram of Procedures

Stages	Done by
<div style="border: 1px solid green; padding: 5px; display: inline-block; margin-right: 20px;"> <p>ONLINE APPLICATION. Must fill in: personal and academic data and a proposed plan of studies</p> </div> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>TO SEND BY E-MAIL: - Erasmus Nomination</p> </div>	<ul style="list-style-type: none"> - Erasmus student - Coordinator of Home University
<div style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p>PREVALIDATION OF NOMINATED STUDENTS</p> </div>	<ul style="list-style-type: none"> - Administrative Coordinator - UGR
<div style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p>VALIDATION OF THE PROPOSED PLAN OF STUDIES FOR PREVALIDATED STUDENTS</p> </div>	<ul style="list-style-type: none"> - Academic coordinator of the corresponding Faculty /School at the UGR
<div style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p>SENDING OF THE ACCEPTANCE LETTERS AND INFORMATION PACK</p> </div>	<ul style="list-style-type: none"> - Administrative Coordinator of the International Relations Office-UGR

Instructions for Applicants

First of all, you must make sure that the International Relations Coordinator at the Home University has nominated you as a candidate for the Erasmus programme, which means that he/she has forwarded your personal details by e-mail to the Coordinator of International Relations at the Faculty/School of the UGR at which you are going to study. This step is absolutely essential in order to start the online application procedure.

Then, go to the following website in order to register.

https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html

Note: Be sure you enter using the safe domain **https**, not http. Otherwise you will not be able to fill in correctly your application because an error will occur.

On the access screen you will see:

- Academic year: 2010-2011
- Phase: SEGUNDA FASE
- Programme Exchange Student: You must select **LLP/ERASMUS**

You will need to create an account and password to be able to use this site. So, type in your ID card or passport no. (leaving no spaces) and create a password. **Important: If you are from a non-EU country you must type in your passport no. (not your ID no.), since the Spanish Consulates usually require us to include only this number in the acceptance letter we send you, which you will need in order to apply for your visa.**

- **Note: Don't forget your password!!!**

Please save the password for future access to the website. (If you lose or forget your password, send an e-mail to intlerasmus@ugr.es and we'll sort it out for you in a couple of days).

If it's the first time you use this site, click on "Nuevo solicitante / Sign up". If you have already filled in the form and you want to change something, click on "Entrar / Entry".

SOLICITUDES-IN / APPLICATION FORM
SOLICITAR / APPLY FOR

Más información en: [Oficina de Relaciones Internacionales](#)

Año académico Academic Year	2010/2011
Fase Phase	SEGUNDA FASE (February-July)
Programa de movilidad Programme Exchange Student	LLP / ERASMUS

Erasmus (excepto Erasmus Mundus - except for Erasmus Mundus)

ATTENTION : Please, click here to read the instructions before filling in the application.

IMPORTANTE : Lea por favor las instrucciones antes de rellenar la solicitud

Plazo de inscripción ABIERTO - FASE 2
Application Form OPEN - PHASE 2

DNI-Pasaporte
ID-Passport nº

Clave de acceso
Password

¿Ha olvidado su contraseña?/Forgot your password?

1. Si es su primer acceso, introduzca DNI (o PASAPORTE) y pulse el botón NUEVO SOLICITANTE
If this is your first access, introduce your ID (or Passport number) and select SIGN UP button
2. Si ya está registrado introduzca su DNI (o PASAPORTE), su PASSWORD y pulse el botón ENTRAR
If you are registered, introduce your ID (or Passport number), your PASSWORD and select LOG IN button

NUEVO SOLICITANTE / SIGN UP

ENTRAR / LOG IN

STEP 1/4: PERSONAL AND ACADEMIC DATA

Fill in the application form, including your personal and academic details, and upload a photo. If you have problems in reducing the photo size, please read the instructions below.

- **Note: Fill in your personal data exactly as it appears in your passport because we will use this data for your acceptance letter. If the spelling of your name or the passport no. does not coincide, you will have problems when applying for your visa at the Spanish Consulate. So, BE SURE THERE ARE NO MISTAKES IN YOUR PERSONAL DATA!!!**
- **Note: If you have a non-hotmail account, please use this one because our server sometimes fails when sending messages to hotmail accounts.**

If you have any problems with filling in your home university data, please send an e-mail to intlerasmus@ugr.es explaining the problem and we will try to solve it for you as soon as possible.

Note: ECTS credits refer to the workload distribution system per academic year used by universities whose study plans have been adapted to the Bologna Plan. One academic year is equivalent to 60 ECTS credits. If your home university uses a different credit system, please try to convert the number of credits you have already completed to the equivalent in the ECTS system.

Once you have filled everything in, click on "Siguiente / Next".

STEP 2/4: ACADEMIC DATA IN UGR

Select the Faculty or School where you wish to study. This is very important because you will be linked to the Faculty / School you choose. Furthermore, the subjects you will be able to take in your provisional plan of study will be those taught in this Faculty / School (**Propia**) and those called free electives (libre configuración - **LC**) which are from other Faculties.

Select the Degree Course at the selected Faculty or School

Select the period of study: first semester or full year. The option "Others" is only for those who are going to carry out a placement as part of their Degree Course at a UGR Faculty or School, or those who plan to spend a research period that does not coincide with the established semester dates.

Once you have filled everything in, click on "Siguiente / Next".

STEP 3/4: PROPOSED PLAN OF STUDY

Choose the subjects that you plan to study at the UGR (proposed plan of study). Remember that **you can only choose subjects from the list**.

- **Note: If you don't find a subject in the list the reason will probably be that it is not given in the semester you have chosen or that the subject is annual and you have chosen only one semester. However, the list of subjects is based on the academic offer for the academic year 2009-10 because the academic offer for the academic year 2010-11 is still not available, there may possibly be variations.**
- **Note: The proposed plan of study is only provisional. Enrolment on the courses must be made on arrival at the UGR and is subject to the availability of places in the corresponding Centre.**

Once you have filled everything in, click on " Siguiente / Next".

STEP 4/4: APPLICATION REPORT

Finally, please print out the form by clicking on "Print Preview". A new window will be opened with your form. Choose "Imprimir / Print" again. To log out, please click on "Salir" or "Exit / Cerrar Sesión".

AND AFTER THIS...?

Once your application is completed and the deadline has expired, the Administrative Coordinator will verify that you have been nominated by your Home University and will pre-validate your application. Then, the Academic Coordinator will check your tentative plan of study.

- If your tentative plan of study is ok, he/she will definitively validate your application and send you a confirmation by e-mail.
- If your tentative plan of study is partially ok, the Academic Coordinator will add the pertinent notes to the confirmation e-mail.
- If your tentative plan of study is not ok, you will receive an e-mail as well.

ONCE THE ADMISSION PROCEDURE IS FINISHED YOU WILL RECEIVE AN E-MAIL ASKING YOU TO CHECK THE STATUS OF YOUR APPLICATION BY ENTERING AGAIN IN YOUR ONLINE APPLICATION WITH YOUR ID/PASSPORT NUMBER AND THE PASSWORD YOU CREATED. There you will find:

- the admission report
- the student guide
- the history of your applications (if you made more than one)
- the consult application form (**the one you have to print in order to bring to the Welcome Meeting in February**)
- a form you can fill in, in case you want to change your password.

When you come to the University of Granada you have to hand in at the Welcome Meeting which will take place from 14th to 18th February (one week prior to the start of the academic year): **the printed application form once validated (from the consult application form), one passport-size photo (if you didn't upload a photo when filling in the online application) and a copy of your ID card or passport.** With these documents you will be registered as an Erasmus Student at the UGR and will receive your international student card, which you will need in order to enrol for courses.

Note: You can check the specific information about the Welcome Meeting once it is published by the beginning of September on the notice board at our website: <http://internacional.ugr.es> or at:

http://internacional.ugr.es/pages/perfiles/estudiantes/estudiantes_int

Note: If you are not able to attend the Welcome Meeting, you will have to hand in these documents at the International Relations Office (for the address, please see below).

For any information or enquiries, please contact:

Universidad de Granada
Vicerrectorado de Relaciones Internacionales
Oficina de Relaciones Internacionales
Complejo Administrativo Triunfo
C/Cuesta del Hospicio s/n
18071 Granada (España)



Fax: (00 34) – 958 243 009

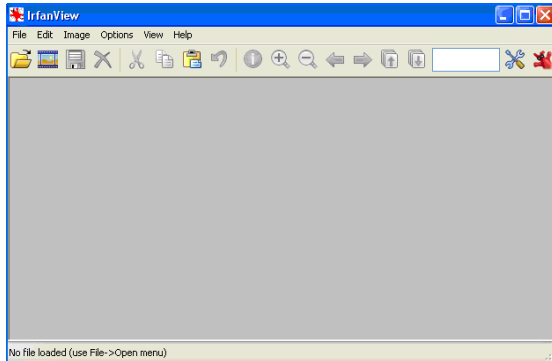
intlerasmus@ugr.es

Photo Sizing

If you're going to study at the UGR as an exchange student, please read these instructions, which refer to the correct sizing of photos according to the established format and size requisites of the online application.

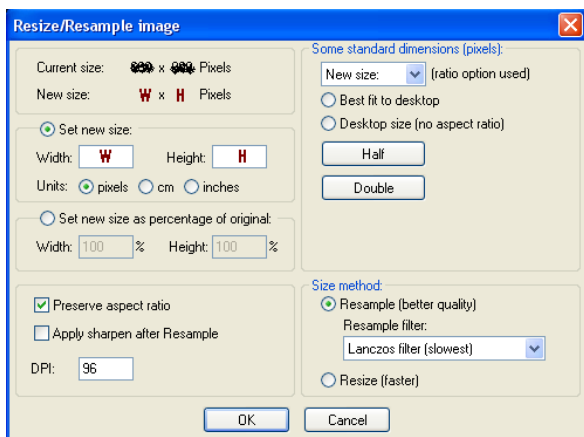
1. In order to size the photograph you can use the programme *IrfanView* which you can download at <http://www.irfanview.com/>

2. Once the programme is installed you can open it using the following path: *Start* → *All Programmes* → *IrfanView*



3. In IrfanView, open the image you want to edit: *File* → *Open*

4. Once the image is open you can change the size: *Image* → *Resize\Resample*



a. Modify the size of the image in the section *Set new size*:

Width: 90 Height: 110 Units: pixels

b. You can have a look at the new size in the upper section, called *NEW SIZE*. You can change the measurement regarding the value you mainly introduced in order to keep a stable proportion of *Width x Height*. You must verify that *Width x Height* in *NEW SIZE* will fall within the minimum and maximum established for the online application. If not, you must alter the measurement that falls outside the range:

70 < Width < 183 86 < Height < 221

c. Once the size has been modified and you have verified that the value of *NEW SIZE* is inside the established range click on *OK* and the image size will be changed.

5. Lastly, you must save the image in JPG format: *File* → *Save as*, where you choose Type : JPG – JPG/JPEG Format.