Dear student,

As a selected student for the <u>First Semester</u>: You must complete the online application until **15th of May.**

As a selected student for the <u>Second Semester</u>: You must complete the online application until **31st of October.**

We are aware that it can be a bit stressful to go through application procedures and we would like to reassure and guide you by having an **"online preparatory Meeting"** you will be informed by our office on the exact time and date. Do not miss it, you will be able to ask all your doubts. Preferably download (or test web-version) one day prior to meeting to prevent missing important information.

Here is the link in which we will be holding it: https://meet.google.com/bof-ammu-zpt

What are we going to talk about here?

- Deadline to complete the online application
- The link: https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html
- Selection of the courses (tentative plan of study)
- Acceptance letters will be sent by early-December/ mid-July
- All applications of students selected by our partner universities will be accepted (only some changes in course choice may happen)
- Those who haven't uploaded a copy of the ID are still in time to do so and the same applies for those who haven't selected any course (select at least one course)
- Uploading a Spanish language certificate (we are flexible but a certain level of Spanish is required)
- If you want to select courses taught at other Faculties you <u>cannot</u> include them now through our online application.
- Initial Learning Agreement

Last but not least, we have received very good student feedback on our WhatsApp service, and we continue to create the BROADCAST WhatsApp group of "Second term" incoming students at our Faculty. Via this communication we share most essential information, also you are able to reach us here during all work days. If you are interested in being included in this broadcast group please write to our WhatsApp: **+34608011763**

¨Hey my name is [insert full name], student of [insert your home university], I will be an Erasmus student at the University of Granada [insert semester and academic calendar year] and I would like to join the Broadcast list to receive information¨

<u>See application procedure below explained in 7 steps including all screenshots!</u>

Application procedure incoming students

Step 1: General enrolment: Bachelor (ALL, also Master students), 2024/2025, Segunda Fase, ERASMUS. DNI Passport: use your personal identification number or document number, important that you will be using this chosen ID-number throughout your entire mobility. Clave/password: you choose and REMEMBER.

SOLICITUD DE ADMISIÓN / APPLICATION FORM	
Número de Solicitud *Applicant Number*	60169
Última modificación *Last edit*	02/10/2024 10:31:39

DATOS PERSONALES DEL SOLICITANTE / STUDENT'S PERSONAL DATA As appearing in your passport			
DNI-Pasaporte *ID-Passport n°.*	123456789	◉ Hombre/Male	○ Mujer/Female
Si no tiene nacionalidad de un estado de la UE, pero viene de una universidad de la UE a través de programa Erasmus o convenio bilateral, debe aportar su permiso válido de residencia/estancia en la UE. *If you are not an EU citizen, but your home university is in the EU and you apply under Erasmus or bilateral agreement, please upload your valid EU residence permit.* Si renueva el pasaporte/permiso de residencia antes de su llegada, comuníquelo a la Oficina de Relaciones Internacionales (envía un e-mail a intlmobility@ugr.es) *If you renew your passsport/residence permit before your arrival, please inform the International Relations Office about the new document (send a copy to intlmobility@ugr.es)"*			
Permiso de residencia *Residence permit*			
Clave de acceso *Password*	••••••••	**Repita la clave** *Repeat Password*	••••••••
Nombre *Given Name*	ABRAHAM		
1ᵉʳapellido *1st Family Name*	BOGNETTI	**2ºapellido** *2nd Family Name*	
Fec.Nacimiento *Date Of Birth(DD/MM/YYYY)*	21/11/2001	**correo-e** *e-mail*	A.BOGNETTI@ST.UQ.CZ

Step 2A: Personal information. If you are an EU resident, leave item ¨blanco¨. If you do not have a second family name leave ¨blanco¨. Use home university student e-mail.
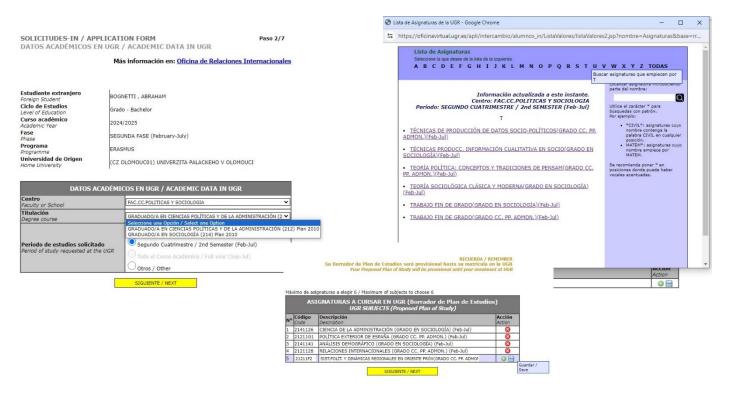
INFORMACIÓN DE CONTACTO / CONTACT INFORMATION	
Nacionalidad / Nationality	ALBANIA
País de nacimiento / Country of birth	ALBANIA
Localidad de nacimiento / Place of birth	TIRANA
Domicilio familiar / Home address	ABDI TOPTANI 1
Teléfono familiar / Family phone number	+31 6240 4444 2
Domicilio en Granada / Address in Granada	
Teléfono en Granada / Phone in Granada	

UNIVERSIDAD DE ORIGEN / HOME UNIVERSITY	
País / Country	REPÚBLICA CHECA
Nombre de la Universidad / Name of the Home University	(CZ OLOMOUC01) UNIVERZITA PALACKEHO V OLOMOUCI
Dirección / Address	KŘÍŽKOVSKÉHO 12, 779 00 OLOMOUC
Correo electrónico Coordinador / e-mail of the Coordinator	international.office@olomouc-uni.cz
Especialidad / Degree course	EUROPEAN STUDIES
Nº de creditos superados (ECTS) / Nº. of credits completed (ECTS)	

ATENCIÓN AL ALUMNADO CON DISCAPACIDAD / Assistance to students with disabilities and special educational needs

☐ Solicito apoyo para mis necesidades educativas especiales
I apply for special educational support.

Más información en /More information at:
http://internacional.ugr.es/pages/perfiles/estudiantes/discapacidad/index

SIGUIENTE / NEXT

Step 2B: Address & Phone in Granada – leave ¨blanco¨. Do fill in number of credits (the accuracy is not relevant).

Step 3: Choose our faculty, and select one of the departments (also when Double Degree). Select your provisional courses (with codes starting ´212´ & ´214´) that are available in the (2) second semester (search by letter) and SAVE. Selection of courses taught at other Faculties is not possible at this stage, you would be able to get enrolled once in Granada. In any case, do not leave the field "list of courses" empty; try to select at least one course of the list that is displayed.

While the application is open you will be able to make changes. During your mobility we will try to facilitate desired changes whenever possible, and if agreed prior with your home university.

Más información en: Oficina de Relaciones Internacionales

☑ **Solicito el Programa Mentor. / I apply for the Buddy Programme.**

CONDICIONES GENERALES
GENERAL CONDITIONS

- **Acepto que el Vicerrectorado de Relaciones Internacionales ceda mis datos personales al mentor que se me asigne.**
  I hereby accept that the Vice-Rector's Office for International Relations provides the buddy assigned to me with my personal information.

- **La UGR procurará asignar el Mentor más conveniente para el solicitante según los términos generales del programa.**
  The UGR will try to match suitable buddies under the general terms and conditions of the programme.

☑ He leído y acepto las condiciones generales del Programa Mentor de la UGR / I have read and accepted the general terms and conditions of the Buddy Programme launched by the UGR.

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Step 4: If interested, apply for ´Buddy Programme´, a local student that can help you find your way around Granada, and accept conditions.

Más información en: Oficina de Relaciones Internacionales

Acreditación Lingüística - Language Proficiency (not mandatory)

Suba / Modifique el archivo 'Acreditación Lingüística - Language Proficiency (not mandatory)', en formato pdf.
Upload / Edit the file 'Acreditación Lingüística - Language Proficiency (not mandatory)' in pdf format.

SUBIR / UPLOAD

Otra documentación (not mandatory)

Suba / Modifique el archivo 'Otra documentación (not mandatory)', en formato pdf.
Upload / Edit the file 'Otra documentación (not mandatory)' in pdf format.

SUBIR / UPLOAD

Pasaporte - Passport copy or an EU ID card (required)

Suba / Modifique el archivo 'Pasaporte - Passport copy or an EU ID card (required)', en formato pdf.
Upload / Edit the file 'Pasaporte - Passport copy or an EU ID card (required)' in pdf format.

SUBIR / UPLOAD

SIGUIENTE / NEXT

Step 5: Upload documents. Language proficiency proof is expected and recommended, we are flexible with all sort of proof: certificates, but also written and signed e-mails or statements by professors/ teachers/ tutors. A clearly visible copy of the passport (scan or stable food quality picture). Other documents are really not necessary, only optional.

Más información en: Oficina de Relaciones Internacionales

Por favor, cumplimente las siguientes opciones. *Please complete the following options.*			
Protección de datos	*Data protection*	**Carácter** *Character*	**Autorizo** *Authorize*
Autorizo a la Oficina de Relaciones Internacionales de la Universidad de Granada a ceder las direcciones electrónicas de contacto que figuran en sus Bases de Datos a otros estudiantes que participen en programas de movilidad de la UGR con la finalidad de intercambiar información relativa a los programas de movilidad.	*I authorize the International Relations Office of the University of Granada to hand over my email contact details registered at their data bases, to other students who participate in mobility programs of the University of Granada.*	Voluntario *Voluntary*	Si/Yes ● No ○
Autorizo a la Oficina de Relaciones Internacionales a ceder las direcciones electrónicas de contacto facilitadas en mi solicitud de movilidad a Instituciones u organismos asociados a la misma para la realización de estudios relevantes para la mejora del conocimiento sobre los procesos de movilidad en el Sistema Educativo de Educación Superior.	*I authorize the International Relations Office to hand over the email contact details provided in my application for a mobility at the University of Granada to Institutions or Organizations associated to the University of Granada in order to carry out relevant studies for the improvement of the mobility procedure in the Educational System of Higher Education.*	Voluntario *Voluntary*	Si/Yes ● No ○

Información básica sobre protección de datos. *Basic information on data protection.*	
Responsable *Purpose*	**UNIVERSIDAD DE GRANADA** *UNIVERSITY OF GRANADA*
Finalidad *Purpose*	**Solicitud de admisión en el correspondiente programa de movilidad** *Application for admission on the corresponding mobility programme*
Legitimación *Legal basis*	**Art. 6.1. e) RGPD: Cumplimiento de una misión realizada en interés público o en el ejercicio de poderes públicos conferidos al responsable del tratamiento.** *Chap. II Art. 6.1. (e) of the GDPR: 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'*
Destinatarios *Recipients*	**Se prevén cesión de datos a la Oficina de Extranjería en el caso de estudiantes extracomunitarios** *It has been established that the data of non-EU students will be shared with the Immigration Office (Oficina de Extranjería)*
Derechos *Rights*	**La persona interesada tiene derecho a solicitar el acceso, rectificación, supresión, oposición y limitación de sus datos, como se explica en la información adicional** *The person concerned can exercise the following rights in relation to their data: right to access, rectification, erasure ('right to be forgotten'), restriction of processing and to object, as is explained in the 'Additional information' section.*
Información Adicional *Additional information*	**La información adicional y detallada se encuentra su disposición en el siguiente enlace: http://sl.ugr.es/RGPDSolicitudAdmision** *Additional and detailed information is available via the following link: http://sl.ugr.es/RGPDSolicitudAdmision*

SIGUIENTE / NEXT

Step 6: We safeguard strict compliance with data protection law.

DIRECCIÓN DE CONTACTO
CONTACT ADRESS

UNIVERSIDAD DE GRANADA
FACULTAD DE CIENCIAS POLÍTICAS Y SOCIOLOGÍA - Relaciones Internacionales
Rector López Argüeta, s/n
Tel: 958246322 Fax: 958242030 e-mail: oriccps@ugr.es
http://www.ugr.es/local/ccpolsoc/

Acreditación Lingüística - Language Proficiency

No se ha subido el documento 'Acreditación Lingüística - Language Proficiency'.
Document 'Acreditación Lingüística - Language Proficiency' has not been uploaded.

Otra documentación

No se ha subido el documento 'Otra documentación'.
Document 'Otra documentación' has not been uploaded.

Pasaporte - Passport copy or an EU ID card

Para visualizar el archivo adjunto a la solicitud pulse el botón.
To view added file press button.

VER / VIEW

VISTA PREVIA DE IMPRESIÓN/ PRINT PREVIEW

Step 7: Final check of all completed data, double check if your documents have been uploaded correctly. When you have finished your application, you will NOT receive a confirmation of application. Apologies for the inconvenience, but this is a technical issue. In case, you can always print/ save a copy of all completed data in your files and save it under your name and ¨application number¨.