



UNIVERSITY OF THE BASQUE COUNTRY

INCOMING EXCHANGE STUDENT APPLICATION GUIDE

Index:

- 1. Nomination by home institution**
- 2. Access to the Student Mobility Management System**
- 3. Acceptance**
- 4. Other useful information**

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**Universidad
del País Vasco**

**Euskal Herriko
Unibertsitatea**

**CAMPUS OF
INTERNATIONAL
EXCELLENCE**

UNIVERSITY OF THE BASQUE COUNTRY

STEPS TO APPLY AS AN INCOMING EXCHANGE STUDENT

1. NOMINATION BY THE HOME INSTITUTION

The home university coordinator will send to the coordinator at the University of the Basque Country the Erasmus Student Application Form or Other Destinations Application Form (available in our website).

- **Erasmus** <http://www.ehu.eus/en/web/nazioarteko-harremanak/en-erasmus-students>
- **Latin America & Other destinations** <http://www.ehu.eus/en/web/nazioarteko-harremanak/en-latin-america-others>

2. ACCES TO THE STUDENT MOBILITY MANAGEMENT SYSTEM

Once the Coordinator at the University of the Basque Country has received the information, he/she will preregister you in our Student Mobility Management System and you will receive an email with an invitation to complete an online application form.

Online application

In order to access the application, you will need to provide your ID (type of document and number) and your birth date.

Please note that the system supports INTERNET EXPLORER 8, CHROME and FIREFOX.

Once you start with the application form you cannot save information there for later access. If you stop and go back you will have to start again. This is why you should have all mandatory documents with you (**passport or ID copy and learning agreement**) before starting.

UPV/EHU Incoming students Application Form

The screenshot shows a web form titled "Student identification" with a yellow background. It contains three input fields: "Document type:" with a dropdown arrow, "ID or passport no.:" with a text box, and "Date of Birth:" with a date picker icon. Below the date field is a small text example: "(Ex.: mm/dd/yyyy)". A yellow "Search" button is located below the form.

PAGE 1

Once you have access to the application form, you will have to fill in your personal data and your emergency contact information. Please note that the boxes marked with a red * cannot be left blank.

In order to continue your application, you will have to agree to have been informed about the conditions of acceptance.

- Answer the questions and click on "continue" button to open page 2.

UPV/EHU Incoming students Application Form			
Warning			
<input type="checkbox"/> I am informed that this application form is only valid for an Academic mobility at the University of the Basque Country (Sicue Programme, Erasmus programme, or a mobility in the frame of a bilateral agreement signed between my Sending Institution and the UPV/EHU).			
<input type="checkbox"/> I am informed that the applying for must be sent before the 30th June for the first four - month period and before the 30th for November for the second four-month period.			
Only one programme can be selected. Please make sure the programme and the name of the Faculty/School you will be attending are correct.			
Once the application period is closed, students and coordinators will receive a confirmation e-mail sent by the UPV/EHU.			
STUDENT INFORMATION:			
Personal data:			
(*) Required information			
Document type:	Passport	ID or passport no.:	55555
Date of Birth:	12/01/1992		
Place of birth:		Nationality:	
Surname:	STUDENT	Surname:	
Family name(s):	INCOMING	Gender:	Male
Address:			
(*) Required information			
Channel type:		Street:	
Number:		Stairway:	
Floor:		Letter:	
Country:		Department:	
Town:		Zip code:	
Cell phone no.:		Telephone:	
Personal e-mail:	ARRATE.UNANUE@EHU.ES		
ICE contact person:			
(*) Required information			
Name and surname:		Contact telephone number:	
E-mail:			
Back		Continue	

PAGE 2

You will provide information on your university of origin.

Please note that the boxes marked with a red * cannot be left blank.

- Answer the questions and click on "Continue" button to open page 3.

UPV/EHU Incoming students Application Form	
SENDING INSTITUTION INFORMATION:	
Studies at the Sending Institution:	
(*) Required information	
Country: <input type="text"/>	Name of the Sending Institution: <input type="text"/>
Faculty: <input type="text"/>	
What are you studying?: <input type="text"/>	Year in which you are enrolled at home institution: <input type="text"/>
Mother tongue: <input type="text"/>	Language of instruction at sending institution (if another): <input type="text"/>
Institutional International Relations Coordinator:	
(*) Required information	
Name and surname: <input type="text"/>	
Telephone: <input type="text"/>	Fax no.: <input type="text"/>
E-mail: <input type="text"/>	Department: <input type="text"/>
Academic Coordinator who has signed the Agreement (if He/She has changed):	
Name and surname: <input type="text"/>	
Telephone: <input type="text"/>	Fax no.: <input type="text"/>
E-mail: <input type="text"/>	Department: <input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

PAGE 3

You will provide the academic information regarding your mobility.

You will have to read and accept the information on insurances before you can continue.

- Answer the questions and click on “Continue” button to open page 4.

UPV/EHU Incoming students Application Form

APPLICATION FORM INFORMATION:

Academic Mobility information:

(*) Required information

Type of Mobility:	*	Study code (Contact your Coordinator):	*
What will you study while on mobility?:	*	Number of Credits to enrol on:	*
Student with special needs:	<input checked="" type="radio"/> No <input type="radio"/> Yes	Students with special needs are welcome to contact our 'Special Needs Support service' for a tailored, confidential support - discap@ehu.es : discap@ehu.es	
Spanish language level:	<input checked="" type="radio"/> No <input type="radio"/> Yes	Our main language of instruction is Spanish. Therefore it is highly recommended to have, at least, a B1 level in Spanish language.	

Name of Faculty and degree you want to study:

Faculty or School:	*
Field of study:	*

Period of Mobility:

(*) Required information

Starting date:	*	End date:	*
(Ex.: mm/dd/yyyy)		(Ex.: mm/dd/yyyy)	

Additional information:

Why did you chose the University of the Basque Country?:	
Add any other information you may like:	

Insurances

☐ I am informed that the UPV/EHU does not insure the incoming student, therefore, the incoming student must contract on his/her own a civil responsibility and accident insurance that covers the student academic and private stay.

Incoming students must have also contracted an individual health insurance.

Back

Continue

PAGE 4

Finally, you will have to **attach the mandatory documents** to your application. In the first box, you will see which documents you can attach and if they are mandatory or not.

Please select the document type and upload it using the “Examinar” button. The system accepts pdf, doc, docx, gif and jpg files that are up to 5MB each.

UPV/EHU Incoming students Application Form

DOCUMENTS REQUIRED FOR APPLICATION MUST BE UPLOADED:

Add document

(*) Required information

Type of document:

Document: (Máx: 5,0 MB) No se ha seleccionado ningún archivo. *

You have not uploaded the required documents.

If you need to do any changes, you can select the uploaded file and delete it with the “Remove” button.

- When you are ready, press the “Continue” button to finish your application.

UPV/EHU Incoming students Application Form

DOCUMENTS REQUIRED FOR APPLICATION MUST BE UPLOADED:

Add document

(*) Required information

Type of document:

Document: (Máx: 5,0 MB) No se ha seleccionado ningún archivo. *

Enclosed documents:

To edit an enclosed document, you must remove it in advance, in order to add it again with the correct data

Sel.	Type of document	Document	Download
<input type="checkbox"/>	COPY OF ID / PASSPORT (Compulsory)	Fallo microrrelatos 2015.doc	<input type="button" value="Show"/>

You will be able to review your application before the final submission. For any changes, you can go back with the “Back” button.

If all the information is correct, you can submit the application with the “Finish” button. You will be able to download a receipt of the application.

UPV/EHU Incoming students Application Form

This is the provisional summary of your application form, check it before continuing.

TEMPORARY SUMMARY:

Personal data:		
Document type:	Passport	ID or passport no.: 55555
Surnames and name:	STUDENT, INCOMING	Date of Birth: 12/01/1992
Cell phone no.:	666333222	Nationality: Albanian
		Personal e-mail: ARRATE.UNANUE@EHU.ES
ICE contact person:		
Name and surname:	lara carrasco	
	Contact telephone number:	555333000
Studies at the Sending Institution:		
Country:	Argentina	
Name of the Sending Institution:	Univeridad Nacional de Mar del Plata	
Faculty:	Facultad de Medicina	
What are you studying?:	Facultad de Medicina	Year in which you are enrolled at home institution: 3
Academic Mobility information:		
Type of Mobility:	America Latina	Study code: Teacher training and education science (broad programmes)
What will you study while on mobility?:	Degree	Number of Credits to enrol on: 20.0
Name of Faculty and degree you want to study:		
Faculty or School:	Faculty of Arts	
Field of study:	Bachelor's Degree in Philology	
Period of Mobility:		
Starting date:	09/01/2015	End date: 04/01/2016
Enclosed documents:		
Type of document	Document	Download
COPY OF ID / PASSPORT (Compulsory)	Fallo microrrelatos 2015.doc	Show
LEARNING AGREEMENT (Compulsory)	Epaia mikrokontakizunak 2015.doc	Show
Back Finish		

From this point on, you will no longer have access to the application.

This message indicates that you have successfully completed the process.

UPV/EHU Incoming students Application Form

Your application form for a Mobility Programme at the University of the Basque Country during the academic year 2015/16 has been correctly submitted.

Warning

The confirmation of your acceptance will be sent by email to the institutional coordinator you included in your application.
Remember that if you have any questions you can contact us.
For more information check out our website: <https://www.ehu.eus/en/web/nazioarteko-harremanak/en-exchange-students>

[Receipt](#)

3. ACCEPTANCE

Once the application is reviewed and accepted by the coordinator at the University of the Basque Country:

- If you are an Erasmus student, you will receive **an acceptance letter by email**.
- If you are a student of Latin America/ Other destinations, you will have the **acceptance letter sent by email and in original format** to your home institution coordinator.

The next step will be to prepare the required documentation for your arrival.

All the information about each program is available in our website:

UPV/EHU< International Relations Office< Exchange Students

- **Erasmus incoming** <http://www.ehu.eus/en/web/nazioarteko-harremanak/en-erasmus-students>
- **Latin America & Other destinations** <http://www.ehu.eus/en/web/nazioarteko-harremanak/en-latin-america-others>



4. OTHER USEFUL INFORMATION

Concerning academic questions, contact the coordinator of your faculty in the UPV/EHU.

- **List of institutional coordinators at the faculties**
<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-coordinators-contact>



In order to prepare your stay in our university, please check our website for more information on the programme.

UPV/EHU<International Relations<Exchange students

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-exchange-students>



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