

## **1. ONLINE NOMINATION PROCESS FOR UNIVERSITIES:**

From **March 15 to May 15** you should nominate your students through the website below:

Spanish Nomination Form

<http://www.uc3m.es/ss/Satellite/UC3MInstitucional/es/TextoMixta/1371220460346/>

English Nomination Form:

<http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220460346/Nomination>

Note that you need to log in with the password below:

For UNIVERSIT DEGLI STUDI DI NAPOLI FEDERICO II, THE PASSWORD TO LOG IN IS:  
87337045

Please do not transfer this password to your students. It is only for the university.

Please note that nominations by email will not be accepted. If you have sent us your students' information by email, please fill out our online nomination form as well.

Semester dates 2017/2018:

- 1st semester students: From September 1 to January 23 (exams period included).
- 2nd semester students: From January 19 to June 1 (exams period included)
- Full academic year students: From September 1 to June 1 (exams period included)
- Resitting exams: From June 14 to 29 (Not allowed by electronic means)

**Exams are not allowed by electronic means.**

## **2. NOMINATED STUDENTS:**

Once you have nominated your students and we have checked that everything is correct, they will be receiving an email with the steps to follow: UC3M account activation, documents submission, etc.

Please note that they will not need to fill out an online application form. With your nomination is enough.

## **3. FACT SHEET:**

Our updated Fact sheet will be available on our website soon:

[http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/International\\_Exchange\\_Students](http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/International_Exchange_Students)

Please check this information carefully and make the necessary updates on your own information systems.

Should you have any queries, please do not hesitate to contact us at [pcserint@uc3m.es](mailto:pcserint@uc3m.es)

Best regards,

UNIVERSIDAD CARLOS III DE MADRID  
International Relations and Cooperation Office  
Tel. +34 916249550 ? Fax: +34 916249339

Web:

[http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/International\\_Exchange\\_Students](http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/International_Exchange_Students)