

## “Application Form” Procedure

### Solicitud de admisión/Application Form

Choose the program you belong to and click “access”

You must access to the application form on-line, you must fill all data and click to “Registrar solicitud/Send”. You will then have to print out the application form. You need to scan and include (pdf o jpeg format) your passport or Id Card and a photo (jpg format) to crop your face for your student card.

Please, choose the program

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Access to application form on-line

Los estudiantes deben acceder al formulario on-line, completados los datos personales debe clicar en “Registrar solicitud/Send”. Por último es necesario que se imprima el formulario relleno, y lo conserves. Necesitas escanear tu pasaporte (en formato pdf o jpeg) para incluirlo en el formulario y una foto (formato jpg) en la que puedas recortar tu cara para tu carnet de estudiante.

Por favor, escoge el programa de intercambio

Por favor, escoge el programa

Acceso al formulario de solicitud on-line

**Datos personales/Personal Data**

All fields must be filled in

Apellidos/Family Name:

Nombre/Name:

nº pasaporte/passport no. or Id Card:

Fecha de nacimiento/date of birth:  
dia:  mes:  año/year:

Sexo/Sex:

Nacionalidad/Nationality:

Dirección/address:

Código postal/postal code:

Localidad/Town:

País/Country:

Teléfono:

Móvil/mobile:

E-mail:

**Universidad de Origen/Home University**

País/Country:

Universidad/University:

Área:

Estancia/Period of stay:

**Adjunta copia de tu pasaporte/Attach passport copy**

Fichero/File:  No se ha seleccionado ningún archivo.

**Adjunta una foto para tu carnet/Attach a passport photo for your student card**

Fichero/File:  No se ha seleccionado ningún archivo.

You must scan your passport or National ID (both sides, front and back) in jpg or pdf and it can't be bigger than 700 Kbytes.

You must add a photo of your full face and in colour, where you can select and crop your face. This photo will be used for your student card. Only jpg format is admitted. You can take the picture with your smartphone.

Click to submit your application.

Tiene registrada la siguiente solicitud como estudiante de intercambio, si quieres modificarla escribe un mensaje a [incoming@upo.es](mailto:incoming@upo.es)

Debes imprimir la solicitud y conservarla

You have done the following application, if you want to modify it, send a message to [incoming@upo.es](mailto:incoming@upo.es)

You must print the application, please save a copy of your application:

\* Ver resguardo de solicitud/print your application form



You must select the area which will appear on your student card.



This is the result which will be included in your student card.

Recortar Imagen / Crop Image

Click to finish

\* Salir sin recortar foto/exit without cropping image

You can also exit without cropping the image. In this case, you should send it by email to us in jpg.

Once your application has been properly submitted, you will see this message. You must print or save your application as a proof of submission.

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