ON-LINE APPLICATION INSTRUCTIONS

UNIVERSITY OF GRANADA

ARQUS EXCHANGE STUDENTS

incoming@ugr.es

Please go to
https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html
and choose the following options in the corresponding field:

SOLICITUDES-IN / APPLICATION FORM
SOLICITAR / APPLY FOR

Más información en: Oficina de Relaciones Internacionales

Ciclo de Estudios / *Level of Education*	Grado - Bachelor ▾
Año académico / *Academic Year*	2023/24 ▾
Fase / *Phase*	PRIMERA FASE (September-February or Full year) ▾
Programa de movilidad / *Programme Exchange Student*	ERASMUS ▾

Type up your current ID/Passport and create a password to acces the on-line application. Then, click on "NUEVO SOLICITANTE/SIGN UP"

Introduce the password you created again in order to gain access.
Remember your password, you will need it!

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]

== DUDAS, QUEJAS Y SUGERENCIAS ==

- Para cualquier duda, queja o sugerencia contacte con intlinfo@ugr.es indicando en ASUNTO: [alumno in]
- For questions, complaints or suggestions please contact with intlinfo@ugr.es indicating in SUBJECT: [alumno in]

You can see an application number will be generated. Complete your personal information step by step ("Residence permit" and "address in Granada" are not mandatory, you can leave both fields in blank.

Ciclo de Estudios *Level of Education*	Grado - Bachelor
Curso académico *Academic Year*	2020/2021
Fase *Phase*	PRIMERA FASE (September-February or Full year)
Programa *Programme*	ERASMUS

SOLICITUD DE ADMISIÓN / APPLICATION FORM	
Número de Solicitud *Applicant Number*	41062 **ON-LINE APPLICATION NUMBER**
Última modificación *Last edit*	24/04/2020 13:00:57

DATOS PERSONALES DEL SOLICITANTE / STUDENT'S PERSONAL DATA			
			As appearing in your passport
DNI-Pasaporte *ID-Passport nº.*	123456789	○ Hombre/Male	○ Mujer/Female

Preferably, introduce your university e-mail address.

Permiso de residencia *Residence permit*			
Clave de acceso *Password*	password created	Repita la clave *Repeat Password*	password created
Nombre *Given Name*			
1er apellido *1st Family Name*		2º apellido *2nd Family Name*	
Fec.Nacimiento *Date Of Birth(DD/MM/YYYY)*		correo-e *e-mail*	personal university e-mail

Choose your home institution from the drop-down menu.

UNIVERSIDAD DE ORIGEN / HOME UNIVERSITY	
País *Country*	ALEMANIA ▼
Nombre de la Universidad *Name of the Home University*	(D LEIPZIG01) UNIVERSITÄT LEIPZIG ▼
Dirección *Address*	
Correo electrónico Coordinador *e-mail of the Coordinator*	
Especialidad *Degree course*	
Nº de creditos superados (ECTS) *Nº. of credits completed (ECTS)*	0

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

CHOOSE **"ARQUS"** INSTEAD OF THE FACULTY/SCHOOL NAME and CHOOSE THE UGR DEGREE YOU WISH TO ENROL IN (it will be listed in the drop-down menu below ARQUS)

Estudiante extranjero *Foreign Student*	EARHEHRE GESHEH, DGHWORHG
Ciclo de Estudios *Level of Education*	Grado - Bachelor
Curso académico *Academic Year*	2020/2021
Fase *Phase*	PRIMERA FASE (September-February or Full year)
Programa *Programme*	ERASMUS
Universidad de Origen *Home University*	(D LEIPZIG01) UNIVERSITÄT LEIPZIG

DATOS ACADÉMICOS EN UGR / ACADEMIC DATA IN UGR	
Centro *Faculty or School*	ARQUS ▼
Titulación *Degree course*	Seleccione una Opción / Select one Option UGR DEGREE ▼
Periodo de estudios solicitado *Period of study requested at the UGR*	○ Primer Cuatrimestre / 1st Semester (Sep-Feb) ○ Segundo Cuatrimestre / 2nd Semester (Feb-Jul) ○ Todo el Curso Académico / Full year (Sep-Jul) ○ Otros / Other

List the courses you wish to enrol in:

Máximo de asignaturas a elegir 6 / Maximum of subjects to choose 6

Nº	Código / Code	Descripción / Description	Acción / Action
1			⊕ 💾

SIGUIENTE / NEXT

Academic information must be consulted directly with the UGR **Faculty/School** where the courses are taught. Also, if you wish to register courses from different degrees or Faculties, this information will be provided straightly by the corresponding UGR Faculty/School. The complete list of the UGR undergraduate academic programmes can be found **here.**

Guardar / Save

Máximo de asignaturas a elegir 6 / Maximum of subjects to choose 6

Nº	Código / Code	Descripción / Description	Acción / Action
1	2131151	POLÍTICA COMPARADA (GR. CC. POL. Y DCHO.) (Sep-Feb)	❌
2	2131132	COMPORTAM. POLÍTICO, PARTIDOS Y GRUPOS DE PRESIÓN (GR. CC. POL. Y DCHO.) (Sep-Feb)	❌
3			⊕ 💾

SIGUIENTE / NEXT

After the course selection, UPLOAD the corresponding documents to the on-line application. Once they are uploaded, the page will look like this:

Más información en: Oficina de Relaciones Internacionales

Certificación De Conocimiento De Lengua Española - Spanish Language Certification (not mandatory)

Suba / Modifique el archivo 'Certificación De Conocimiento De Lengua Española - Spanish Language Certification (not mandatory)', en formato pdf.
Upload / Edit the file 'Certificación De Conocimiento De Lengua Española - Spanish Language Certification (not mandatory)' in pdf format.

MODIFICAR / EDIT	VER / VIEW

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.

MODIFICAR / EDIT	VER / VIEW

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.

MODIFICAR / EDIT	VER / VIEW

SIGUIENTE / NEXT

! AQ students are exempt of presenting an official certificate, although may be required to upload a proof of language knowledge

Accept the Basic Information of Data Protection and click on "NEXT". You're almost done!

Click on ⟶ VISTA PREVIA DE IMPRESIÓN/ PRINT PREVIEW

And, finally, click on ⟶ IMPRIMIR / PRINT

You have succesfully completed the on-line application! Save it as .pdf file

IMPORTANT HIGHLIGHTS!

- Remember that, while the on-line application remains open, you can access and modify the information and the uploaded documents as many times as you need.

- It is also possible to register master courses from one or even from different Master Programme(s) together with the corresponding undergraduate courses. In that case, IT WILL BE NECESSARY TO COMPLETE AN ADDITIONAL ON-LINE APPLICATION FOR MASTER STUDIES.

- The number of credits permitted for students registering an undergraduate programme in MASTER COURSES is up to 6 ECTS credits if the lenght of stay is one term or up to 12 ECTS credits if the length of stay is full year.

- The number of credits permitted for students registering an undergraduate programme in MASTER COURSES is up to 6 ECTS credits if the lenght of stay is one term or up to 12 ECTS credits if the length of stay is full year.

- Finally, for any technical issue or any additional information you may need, we remain at your disposal. Simply contact us by sending an e-mail to **incoming@ugr.es**