

ON-LINE APPLICATION INSTRUCTIONS

UNIVERSITY OF GRANADA

ARQUS EXCHANGE STUDENTS

incoming@ugr.es



UNIVERSIDAD
DE GRANADA

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 <i>Level of Education</i>	Grado - Bachelor	▼
Año académico <i>Academic Year</i>	2025/2026	▼
Fase <i>Phase</i>	PRIMERA FASE (September-February or Full year)	▼
Programa de movilidad <i>Programme Exchange Student</i>	ERASMUS	▼

Type up your current ID/Passport and **create a password** to access 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 <i>ID-Passport n°</i>	
Clave de acceso <i>Password</i>	

[¿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
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== 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]



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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

Curso académico

Academic Year

Fase

Phase

Programa

Programme

Grado - Bachelor

2025/2026

PRIMERA FASE (September-February or Full year)

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 n°.

123456789



Hombre/Male



Mujer/Female

Preferably, introduce your university e-mail address.

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



UNIVERSIDAD
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Choose your home institution from the drop-down menu.

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

ATENCIÓN AL ALUMNADO CON DISCAPACIDAD / Assistance to students with disabilities and special educational needs	
☐	Solicito apoyo para mis necesidades educativas especiales <i>I apply for special educational support.</i>
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

Ciclo de Estudios

Level of Education

Curso académico

Academic Year

Fase

Phase

Programa

Programme

Universidad de Origen

Home University

ERHEBUNG GESHEH, DGHWOHRG

Grado - Bachelor

2025/2026

PRIMERA FASE (September-February or Full year)

ERASMUS

(D LEIPZIG01) UNIVERSITÄT LEIPZIG

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

SIGUIENTE / NEXT

List the courses you wish to enrol in:

RECUERDA / REMEMBER

Su Borrador de Plan de Estudios será provisional hasta su matricula en la UGR
Your Proposed Plan of Study will be provisional until your enrolment at UGR

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

ASIGNATURAS A CURSAR EN UGR (Borrador de Plan de Estudios) UGR SUBJECTS (Proposed Plan of Study)			
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](#).

RECUERDA / REMEMBER

Su Borrador de Plan de Estudios será provisional hasta su matricula en la UGR
Your Proposed Plan of Study will be provisional until your enrolment at UGR

Guardar / Save

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

ASIGNATURAS A CURSAR EN UGR (Borrador de Plan de Estudios) UGR SUBJECTS (Proposed Plan of Study)			
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 online 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 successfully completed the on-line application! Save it as .pdf file

Imprimir

Total: 4 páginas

Destino

Páginas

Diseño

Más opciones

Guardar

Cancelar

Guardar como PDF

Cambiar...

Todo

p. ej. 1-5, 8, 11-13

Vertical

UNIVERSIDAD DE GRANADA

A las 13:13:05 horas del 24 de Abril de 2020.

ESTUDIANTE EXTRANJERO - SOLICITUD DE ADMISIÓN
FOREIGN STUDENT - APPLICATION FORM

Estudiante extranjero
Foreign Student
Ciclo de Estudios
Level of Education
Curso académico
Academic Year
Fase
Phase
Programa
Programme
Número de solicitud
Applicant Number

EARHEIRE GESHEH, OGHWONG
Grado - Bachelor
2020/2021
PRIMERA FASE (September-February or Full year)
ERAGNUS
41062

DATOS PERSONALES DEL SOLICITANTE / STUDENT'S PERSONAL DATA			
DNI-Pasaporte ID-Passport n°.	123456789	Género Sex	
Nombre Given Name	OGHWONG	1º apellido 1st Family Name	EARHEIRE
		2º apellido 2nd Family Name	GESHEH
Fec. Nacimiento Date Of Birth (DD/MM/YYYY)	01/01/2000	correo-e e-mail	bcb@ugr.es
INFORMACIÓN DE CONTACTO / CONTACT INFORMATION			
Nacionalidad Nationality	ALEMANA		
País de nacimiento Country of birth	ALEMANA		
Localidad de nacimiento Place of birth			
Domicilio familiar Home address			
Teléfono familiar Family phone number			
Domicilio en Granada Address in Granada			
Teléfono en Granada Phone in Granada			
UNIVERSIDAD DE ORIGEN / HOME UNIVERSITY			
País Country	ALEMANA		
Nombre de la Universidad de Origen Name of the Home University	(D LEIPZIG01) UNIVERSITÄT LEIPZIG		
Dirección Address			
Correo electrónico Coordinator e-mail of the Coordinator			
Especialidad Degree course			
Nº de créditos superados (ECTS) Nº. of credits completed (ECTS)	0		

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 length 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 length 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