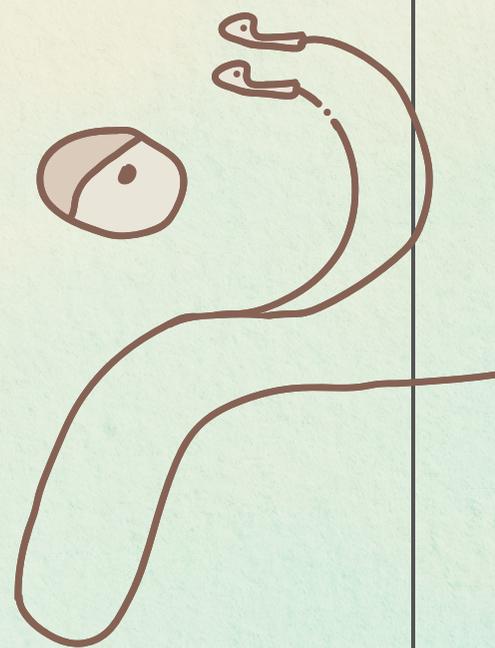
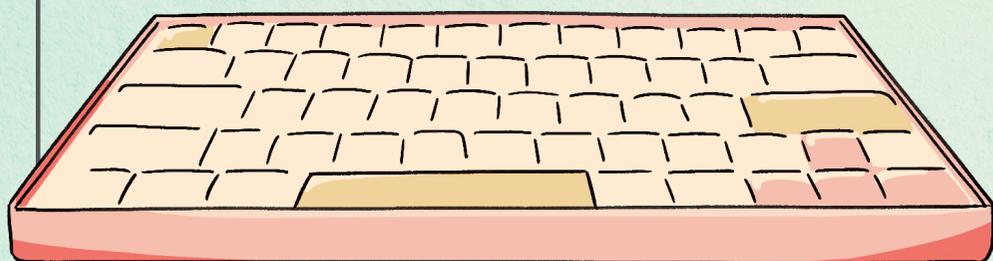


# FREQUENTLY ASKED QUESTIONS FOR INTERNATIONAL STUDENTS

[internacional.ugr.es](http://internacional.ugr.es)



# Quick start!

I've been selected by my home university to study at the UGR. What's the first step?

Before getting in touch with the UGR, you **NEED TO HAVE** some **essential information**.

Your **HOME COORDINATOR** has to inform you about the following:

- Which is the **UGR FACULTY/SCHOOL** where you have been/will be nominated for.

What do I have to do? And when?

Every **INTERNATIONAL STUDENT** has to complete an **online application** to be considered for admission.

There are 2 periods to complete the application:

- From **April 1st to May 15th** for students coming to UGR from **September** onwards (**1st semester/full year**)
- From **October 1st to October 31st** for students coming to UGR from **February** onwards (**2nd semester**)

How do I know what my international exchange student profile is? (1)

**ERASMUS.** You are an Erasmus+ student if you come from a **European University** or from a University associated to the Erasmus programme from: **Turkey, Iceland, Norway, Liechtenstein, Serbia** and **North Macedonia**.

**INTERCAMBIO (EXCHANGE).** You are an EXCHANGE STUDENT if you belong to a University with a **bilateral exchange agreement with UGR** from any geographical area: **Australia, Latin America, USA, etc.**

Students from **UNITED KINGDOM** Universities are also **EXCHANGE STUDENTS**.

How do I know what my international exchange student profile is? (2)

○ ○ ○ ○ ○

**FREE MOBILITY.** A Free Mobility Student is a student who wants to enrol at the UGR for an academic semester or a year **outside of a specific student exchange agreement between the UGR and the student's home University.**

It implies the payment of enrolment fees at the UGR.

What are the steps to follow to be accepted at the UGR if I am an **Erasmus+ student**?

○ ○ ○ ○ ○

**IN ORDER** to be successfully accepted at the UGR:

- Your **home coordinator** has to **NOMINATE you** to the UGR.
- The corresponding **UGR Faculty/School contacts you** to **GIVE YOU ACADEMIC INFORMATION AND INSTRUCTIONS**
- The International Relations Office **informs you** about the on-line application procedure.

What are the steps to follow to be accepted at the UGR if I am an **EXCHANGE student**?

○ ○ ○ ○ ○

**IN ORDER** to be successfully accepted at the UGR:

- Your **home coordinator** has to **NOMINATE you** to the UGR.
- The **IRO** **contacts your coordinator back** to provide all the **INFORMATION AND APPLICATION INSTRUCTIONS.**
- **Your coordinator has to share this information with you.**

What are the steps to follow to be accepted at the UGR if I am a **FREE MOBILITY student**?

Free mobility students need to present some additional documents, such as:

- Copy of passport or, in the case of EU students, copy of ID card
- Copy of academic records or list of subjects taken at home university, with corresponding grades
- [Authorization from Home University](#)
- Language proficiency certificate

Free mobility is restricted for some **areas\***

Is there a site with general information for incoming students to UGR?

**Yes!**

Please visit the site for International Students (incoming to UGR) at:

[Official site of the Vice-rectorate for Internationalization](#)

Here you will find all the necessary information to carry out your mobility experience with us!

## Online application.

I am filling in the online application and I have some questions ...

The first and most important thing to complete the [online application](#) is **TO READ THE INSTRUCTIONS IN ADVANCE**.

You can find them in both, **Spanish** and **English**:

- Instrucciones para completar la solicitud en línea en [español](#) (click!) 
- Instructions to complete the on-line application in [English](#) (click!) 

# Online application.

Online application is MANDATORY for all international students willing to carry out a mobility stay at the UGR to be considered for the admission.

The information you provide in your application **IS THE INFORMATION THAT WILL BE USED TO PROCESS YOUR ADMISSION DOCUMENTS**, so PLEASE:

- Write your **first name** and **last name** in their corresponding field.
- If you have only **one last name** DO NOT DUPLICATE IT.
- THE **ID/PASSPORT NUMBER** that you declare in your application has to be TO THE EXTENT POSSIBLE the official and valid document that you will bring to Spain as your identity document for the entire period of your mobility. **IF YOU NEED TO CHANGE IT AFTER COMPLETING THE APPLICATION** it is MANDATORY to communicate it **AS SOON AS POSSIBLE**.

I can not find my home university in the drop-down menu of the online application...

Before reporting as an error that your HOME UNIVERSITY IS NOT LISTED in the [online application](#), please make sure you have:

- chosen the **right** STUDY LEVEL (GRADO/MASTER)
- chosen the **right** study Mobility Programme (ERASMUS+/INTERCAMBIO)

How do I know which is my study level at the UGR?

If I am a Master student in my home university, will I be the same at the UGR as well?

For those candidates studying a **Master's degree at their home university**, please note that the Spanish university system establishes a duration of **4 years to obtain a Bachelor's degree** and **1 year to obtain a Master's degree of 60 ECTS**.

If the duration of the undergraduate studies at the home university is **3 years** and the duration of the Master's programmes is **2 years**, it will be **ESSENTIAL** to review the academic curriculum of the **UGR official studies catalogue** to determine whether the courses of your interest in Granada belong to Undergraduate or Master studies.

- <https://grados.ugr.es/>
- <https://maestros.ugr.es/>

My Study level and my Mobility Programme are correct and still I can not find my home university in the drop-down menu of the online application...

You have to make sure that your **HOME Faculty/School** has an **ERASMUS+ AGREEMENT IN FORCE (still valid)** with the **UGR Faculty/School** you are applying to.

**For instance**, if you belong to the **Faculty of Economics** at your home university, the **Erasmus+ agreement** will be signed with the **UGR Faculty of Economics**.

If you want to apply in Granada to the **Faculty of Political Sciences**, **it is not possible** to do it within the on-line application since it only allows you to choose the Faculty/School with which the Erasmus+ agreement is signed.

My Study Level and my Mobility Programme are correct and I can find my home university in the drop-down menu but I can not find the UGR Faculty/Degree I want to choose

If your HOME Faculty/School has an ERASMUS+ AGREEMENT IN FORCE signed with the INTERNATIONAL SCHOOL FOR POSTGRADUATE STUDIES (master programmes), take into account that those agreements are usually signed for a SINGLE MASTER PROGRAMME, so your home coordinator has to provide you with this information.

In this case, you have to fill in the application by choosing MASTER, and the only Faculty/School available in the drop-down menu will be the ESCUELA INTERNACIONAL DE POSGRADO.

Can I apply for courses or studies that belong to a different UGR Faculty/School from the one my home Faculty has an agreement?

You can choose courses from different UGR Faculties/Schools OUT OF THE ONLINE APPLICATION.

HOW?

- Choose the Faculty/School with E+ agreement in force with your home university on the online application and add this Faculty's/School's courses to your application.
- Courses from different Faculties/Schools: You have to contact DIRECTLY with each UGR Faculty/School. They will explain HOW TO INCLUDE THEIR COURSES IN YOUR LEARNING AGREEMENT.

Where can I find all the information on a specific course, such as: number of credits, semester, contents, contact information of the teachers, etc.?

Here you have an EXAMPLE of a TEACHING GUIDE >> GUÍA DOCENTE:

<https://grados.ugr.es/ramas/ciencias/grado-biologia/bases-quimicas-la-biologia/guia-docente>

The teaching period of each course is indicated in the GUÍA DOCENTE (teaching guide).

If you can not find a specific course at the online application, before reporting it as an error, **make sure that this course is taught in the period in which you are going to study.**

I completed the online application registering with an ID/PASSPORT number that IS NO LONGER VALID (e.g. I have a new passport, I made a mistake typing the number...). What can I do?

#### WHILE THE ONLINE APPLICATION IS OPEN:

If you completed or started to complete the online application and your ID/PASSPORT number changes, you can complete **A NEW APPLICATION WITH YOUR NEW NUMBER** and send an e-mail to [incoming@ugr.es](mailto:incoming@ugr.es) to INVALIDATE the previous one.

#### ONCE THE ONLINE APPLICATION IS CLOSED:

Once the application is closed, you have to send an email to [incoming@ugr.es](mailto:incoming@ugr.es) and attach your new ID/passport, so we can modify it internally.

I have finished filling out the online application, but I can not find the button to "SEND" it. What can I do?

The application does not have a SEND button, because the information is **automatically saved** by the system.

Once you finish completing the application, you have to click on **PRINT/IMPRIMIR** to save a copy of it.

Remember you can modify the application as long as the application process is open and the system will save the last modification as the valid one.

I am experiencing some informatic errors: the application can't save the information, my e-mail address is not valid, when I finish the process my information is shown with illegible characters...

Those are some of the most common mistakes that can occur. **REMEMBER:**

- IT problems have to be reported to [incoming@ugr.es](mailto:incoming@ugr.es) ALWAYS **INCLUDING A SCREENSHOT THAT SHOWS THE ERROR.**
- Some alphabets may be displayed incorrectly, so please try to use a standard encoding in your keyboard to complete your data.
- When a certain time passes without any action on the screen, the request fails. Just close and re-enter the application.

When I first registered at the online application I created a password, but I have forgotten it.

What can I do?

When you register for the first time, try to ALWAYS write down your password in a safe place so that you don't forget it!

You will use this password not only to access the application, but to check on your application status afterwards.

Nevertheless, below the REGISTRATION INFORMATION you can find a link that says "Forgot your password?" You can click on it and a new password will be forwarded by the system to the email account you have registered.

I am a native spanish speaker. What should I upload in the "Acreditación Lingüística - Language Proficiency" section?

Depending on the programme, the "Acreditación Lingüística - Language Proficiency" can be a "recommended" or a "mandatory" section.

When it is indicated as "recommended", being a native Spanish speaker, you don't need to upload anything in that section.

If the system indicates "mandatory" and you are a native Spanish speaker, you can upload a statement signed by you indicating your condition as a native speaker.

I have more questions and I can not find the answers in this document. What can I do?

You can check the documents included in the general information link titled "International Students and Partner institutions":

[http://sl.ugr.es/INFO\\_IN](http://sl.ugr.es/INFO_IN)

You can visit our web site [internacional.ugr.es](http://internacional.ugr.es)

You can send an email to:

[intlinfo@ugr.es](mailto:intlinfo@ugr.es)

[incoming@ugr.es](mailto:incoming@ugr.es)

[Faculties/Schools IROs](#)

When I am completing the online application, the following error shows up. What is it?

```
java.lang.Exception: [IN-METODOS] ERROR: No se han podido deshacer los cambios en Base de Datos.java.sql.SQLRecoverableException: La conexión está cerrada
```

This happens when you are inside the application for a long time without performing any action. Simply close the application and re-enter

I just completed the online application and saved a .pdf copy, but I realised that I need to change information/add a course/complete a missing field. Can I access to my application again?

You can modify and re-enter the application **AS MANY TIMES AS YOU NEED.**

**JUST REMEMBER:**

The re-entry is not anymore as **NEW USER** (this is only for the first access).

You need to remember the password that you have created to access the application, so keep it safe!

I would like to register for an international internship at the UGR, should I do it also through the online application or is it a different procedure?

Students from other universities or other educational systems can carry out internships at the UGR under signed programs and agreements.

It is an independent procedure different from the online application. You can find more information about it here:  
<https://internacional.ugr.es/en/students/incoming-mobility/internship>



# FREQUENTLY ASKED QUESTIONS FOR INTERNATIONAL STUDENTS

[incoming@ugr.es](mailto:incoming@ugr.es)

