ON-LINE APPLICATION INSTRUCTIONS

UNIVERSITY OF GRANADA

INTERNATIONAL 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:

PROGRAMAS DE MOVILIDAD / MOBILITY PROGRAMS
UNIVERSIDAD DE GRANADA

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*: 2025/2026

Fase / *Phase*: PRIMERA FASE (September-February or Full year)

Programa de movilidad / *Programme Exchange Student*: ERASMUS

Plazo de inscripción ABIERTO - FASE 1
Application Form OPEN - PHASE 1

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]

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!

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.

SOLICITUDES-IN / APPLICATION FORM

DATOS PERSONALES Y ACADÉMICOS / STUDENT'S PERSONAL & ACADEMIC DATA

Más información en: Oficina de Relaciones Internacionales

Ciclo de Estudios / *Level of Education*	Grado - Bachelor
Curso académico / *Academic Year*	**2025/2026**
Fase / *Phase*	PRIMERA FASE (September-February or Full year)
Programa / *Programme*	ERASMUS

SOLICITUD DE ADMISIÓN / APPLICATION FORM

Número de Solicitud / *Applicant Number*	58942
Última modificación / *Last edit*	07/05/2024 10:29:09

DATOS PERSONALES DEL SOLICITANTE / STUDENT'S PERSONAL DATA
As appearing in your passport

DNI-Pasaporte / *ID-Passport nº.*	123456789	○ Hombre/Male	○ Mujer/Female

Si no tiene nacionalidad de un estado de la UE, pero viene de una universidad de la UE a través de programa Erasmus o convenio bilateral, debe aportar su permiso válido de residencia/estancia en la UE.
If you are not an EU citizen, but your home university is in the EU and you apply under Erasmus or bilateral agreement, please upload your valid EU residence permit.

Si renueva el pasaporte/permiso de residencia antes de su llegada, comuníquelo a la Oficina de Relaciones Internacionales (envía un e-mail a intlmobility@ugr.es)
If you renew your passsport/residence permit before your arrival, please inform the International Relations Office about the new document (send a copy to intlmobility@ugr.es)"

Permiso de residencia / *Residence permit*			
Clave de acceso / *Password*		**Repita la clave** / *Repeat Password*	
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*	

Preferably, introduce your **university e-mail address.**

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

CHOOSE THE **FACULTY/SCHOOL** (**CENTRO**) and CHOOSE THE UGR DEGREE YOU WISH TO ENROL IN (it will be listed in the drop-down menu). Finally, CHOOSE YOUR STUDY PERIOD.

SOLICITUDES-IN / APPLICATION FORM   Paso 2/7
DATOS ACADÉMICOS EN UGR / ACADEMIC DATA IN UGR

Más información en: <u>Oficina de Relaciones Internacionales</u>

Estudiante extranjero *Foreign Student*	EEE AAA, BBB
Ciclo de Estudios *Level of Education*	Grado - Bachelor
Curso académico *Academic Year*	2024/2025 **2025/2026**
Fase *Phase*	PRIMERA FASE (September-February or Full year)
Programa *Programme*	ERASMUS
Universidad de Origen *Home University*	(I CATANIA01) UNIVERSITY OF CATANIA

DATOS ACADÉMICOS EN UGR / ACADEMIC DATA IN UGR		
Centro *Faculty or School*	FAC.CC.EDUCACION ⌄	Choose your Faculty/School here
Titulación *Degree course*	GRADUADO/A EN EDUCACIÓN PRIMARIA (BILINGÜE) (256) Plan 20⬛0 ⌄	Choose your UGR Degree here
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	

SIGUIENTE / NEXT

List the courses you wish to enrol in. Add with the ⊕ button and record it with the floppy disc button. 💾

To erase a courses, click on ❌

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 **(.pdf).** Once they are uploaded, the page will look like this:

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

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

Total: **4 páginas**

Guardar | **Cancelar**

Destino

Guardar como PDF

Cambiar...

Páginas
- Todo
- p. ej. 1-5, 8, 11-13

Diseño — Vertical

Más opciones

IMPORTANT HIGHLIGHTS

It is also possible to register master courses from one or even from different Master Programme(s) together with the corresponding undergraduate courses.

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 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.

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

Thank you for choosing the UGR!