

# Erasmus Student Exchange 2013/2014 at the University of Jaén - Application Process

Dear colleagues/nominated students:

We are pleased to inform you that the application period for Erasmus students exchanges during the academic year 2013/2014 has started. We look forward to welcome your students at our University! Please take notice of our current information sheet for international exchange students attached to this message.

## APPLICATION PROCESS

### Step 1 – Nominations:

We kindly ask all partner institutions to confirm to us by email ([dprendon@ujaen.es](mailto:dprendon@ujaen.es)) their ERASMUS nominations/selection of outgoing students stating their full name, student ID number, study programme and period of stay at the University of Jaén.

### Step 2 – Applications:

All exchange students are required to submit a **Formal Application**. They must:

- [1] Fill in (and also click on the *Send* button) our [Exchange Students Application Form](#),
- [2] After clicking on the *Send* button print it and give it to the persons in charge in the home University for signing and official stamping (*Home Institution Information* Section), and
- [3] Send it by regular post (not by email, nor by fax) together with your **[a] home university original transcript of records [b] identity card copy (page with photo only)** to this address:

David Peñafuerte Rendón  
Sección de Relaciones Internacionales  
Universidad de Jaén  
Campus Las Lagunillas  
Edif. "Bachiller Pérez de Moya" (C2-105)  
23071 Jaén (Spain)

Regarding the *UJA Application Form* (first online and then as printed copy), please **make sure that you have filled in all the required information**, including your photograph (**identity card size**). All the information requested in the *Application Form* is mandatory, except that concerning languages other than Spanish.

### Step 3 – Admission Letters:

After receiving the dully signed and stamped applications by regular post, the International Office will forward them to the student Academic Coordinator and the International Mobility Coordinator. After acceptance, the students will receive an official letter of acceptance and additional information about housing and other facilities.

## APPLICATIONS DEADLINES

**First semester or Full Academic Year students:** Before 31<sup>st</sup> May for non EU nationals or before 30<sup>th</sup> June 2013 for EU nationals  
**Second semester students:** Before 30<sup>th</sup> November 2013

## CHOOSING COURSES

The students are asked to look for courses to introduce in their applications and academics agreements using these links:

You can find the undergraduate degree courses catalogue using this link:

<http://www10.ujaen.es/conocenos/organos-gobierno/second/inicio>

Once at the web site you must look for the “*Plan Docente 2013/2014*” link (Please, note that the 2013/2014 courses information won’t be available till approximately June 2013. In that case you must use the 2013/2014 courses information and correct your choices upon arrival).

Other useful links in order to look for courses are:

- **Courses in Spanish:**  
[http://www.ujaen.es/serv/vicint/home/academics\\_home.php](http://www.ujaen.es/serv/vicint/home/academics_home.php) (only 2012/2013 information available by the moment )
- **Course in English or with support in English:**  
[http://www.ujaen.es/serv/vicint/home/academics\\_home.php?subtitle=cin](http://www.ujaen.es/serv/vicint/home/academics_home.php?subtitle=cin) (only 2012/2013 information available by the moment)

## ACADEMIC CALENDAR

Information about 2013/2014 academic calendar is at your disposition through this link choosing the 2013/2014 option:

[http://www.ujaen.es/serv/vicint/home/academics\\_home.php?subtitle=ca](http://www.ujaen.es/serv/vicint/home/academics_home.php?subtitle=ca)

Besides, we encourage all incoming students to take part in our Buddy program 2013/14 for campus orientation services. The 2013/14 Buddy program application form will be available from **15th June 2013 onwards** ([http://www.ujaen.es/serv/vicint/home/buddy/upload\\_buddy\\_ext\\_f.php](http://www.ujaen.es/serv/vicint/home/buddy/upload_buddy_ext_f.php)) and it will only be available to those students **who have already received their UJA admission letter**.

If you have any questions, please do not hesitate to contact us.

We thank you kindly for your cooperation so far and look forward to welcoming your students in Jaén!

With kind regards,



**Sección de Relaciones Internacionales**

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