



Relaciones Internacionales
Nazioarteko Harremanak
International Relations

ON-LINE UD FORM

INSTRUCTIONS

DO NOT FILL OUT THE ON-LINE UD FORM UNTIL YOU HAVE ALL ADDITIONAL COMPULSORY DOCUMENTS SCANNED (see point 9.) TO BE UPLOADED

Fill in the on-line UD form for as follows:

- 1.** Please read the authorization at the beginning of the on-line UD form and remember to mark the answers in all four options.

- 2. Fill in the general information relating to the mobility requested:**
 - **Mobility programme:** select the relevant mobility from the list.
 - **Period:** select the length of studies at UD.
 - **Campus:** select from the list the Campus where studies will take place.
 - **Course:** select the academic year in which studies will take place.
 - **Host Center:** select from the list the School or Faculty where studies will take place.
 - **Studies:** select the field of study you come to UD for.
 - **Type of mobility:** select the mobility you are going to do.

- 3. Fill in your personal details. All the data should be the same as in the document that you will attach scanned (passport or ID card).**



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4. Fill in information on the Home University:

Select from the list the name of the Home University; if it is not available, then specify it.

Complete all the data requested: postal address and the Institution Coordinator's details.

5. Emergency contact details

It is very important that you fill out this part correctly, as we will be contacting the indicated persons in case of an emergency.

6. Academic Data:

- **Faculty/ Institute /School:** fill in the information about the Faculty, Home Institute or School at your home university.
- **Degree Course:** fill in the information about the degree course at your home university.
- **Current Year:** indicate current year.
- **Departmental coordinator:** information from the Home University.

7. Language competence:

- **Mother Tongue**
- **Language in which classes are given at your Home University**



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8. Indicate briefly why you wish to take part in this exchange: fill in the reason why you want to take part in this mobility.

9. Spanish Courses:

- Indicate which course/s you would like to take and your level of the language.

10. Compulsory Additional Documentation to be uploaded in PDF format:

Please name the file according to the following:

- ✓ Copy of your legal ID card or passport, **ID_SURNAME Name**
- ✓ Copy of your European Health Insurance Card (only for EU citizens) and/or private medical insurance (all students), **INS_SURNAME Name**
- ✓ Sending Institution's statement (Nomination letter) of the student's participation in a mobility to the University of Deusto specifying programme: **NOM_SURNAME Name**
- ✓ Statement/Certificate/Proof of Enrollment in the Home University for the period of the mobility indicating: field, level and year of studies. **ENROL_SURNAME Name**

These two statements might be provided in one document. If it is one document, please name it **NOM_ENROL_SURNAME Name**.

- ✓ Passport-sized photograph with white background saved as **jpg file, PIC_SURNAME Name**
- ✓ Provisional Learning Agreement signed by the home coordinator/s. If you are a Bilateral Agreement student (not Erasmus), please check with your university whether you need a Learning Agreement. Should a Learning Agreement not be a requirement for you, please prepare a document with the list of courses (with no signature) that you would like to take at UD, **LA_SURNAME Name**



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Should you not have the Certificate of Enrolment for the academic year in which you will be doing your mobility, please upload again the Sending Institution´s statement of participation in the mobility to UD. When you have it, please forward it to incoming@deusto.es.

11. Save

Once you click on SAVE you will see a message on screen confirming that the information has been registered. You will also receive a confirmation message by mail. Please make sure that next to "Student's personal data" you get a five digits number. If there is no number this means your information has not been registered and you will have to fill it out again.

12. Modifications

Please click on the following link to make any changes on your form or to upload another document, please access the following link or the one you will be sent once you complete the on-line form:

http://www.relint.deusto.es/movilidad/be_student_login.asp

You will need to introduce the ID or Passport Number you indicated originally on the form.

Thank you!

Incoming Area Team