Instructions Online application

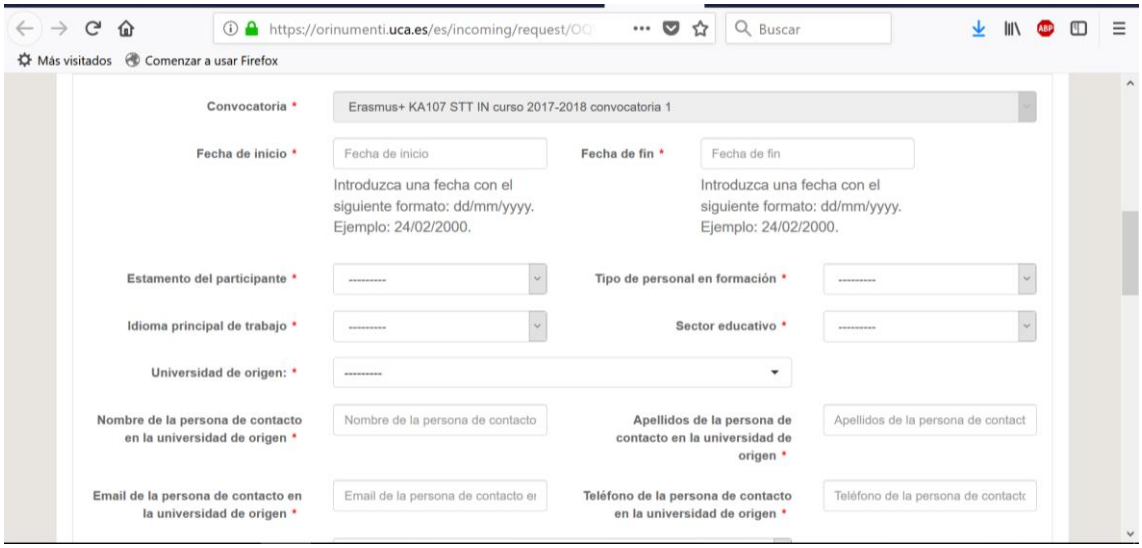
Personnel mobility for **training** at the University of Cádiz

Dear colleague,

Your University of Origin has selected you to participate in Personnel mobility for training at the University of Cádiz. Please, click on the link that is provided in your email and fill in all the necessary information. You have 2 days to make the online application. The last day to fill out the application is March 21, 2018. **Once submitted, you it cannot be accessed to make the changes.**

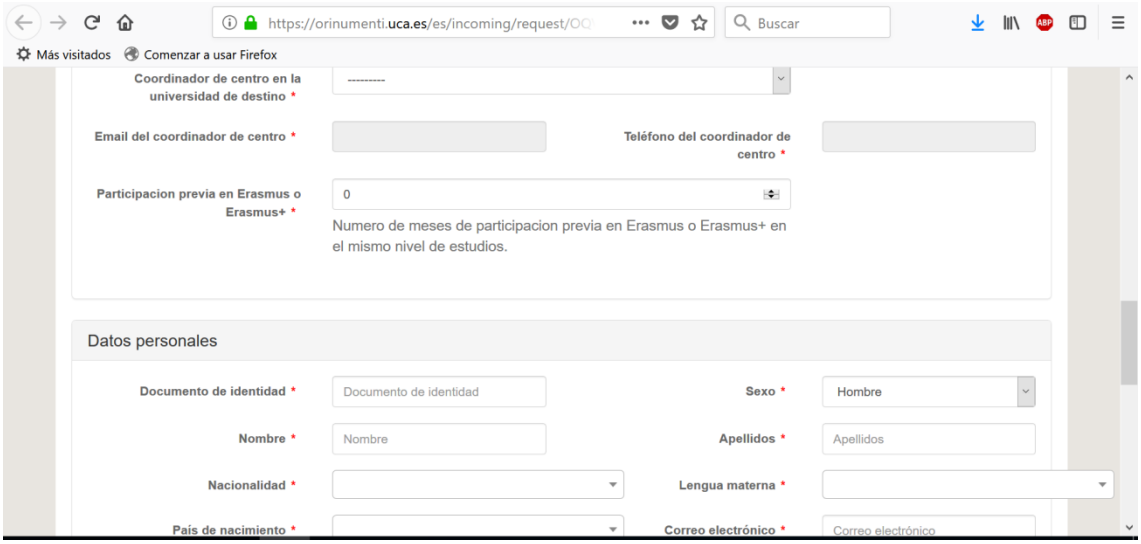
The link is sent personally to each participant. If you made an error when sending the form, your partner's link will not work because the personal information of the partner will be stored there as well. Write to **staff.in@uca.es.**

Instructions:



1. "Fecha de inicio" Indicate the first business day of your mobility at the UCA. If you are going to participate in the ***International Staff Week***, please, put 18/06/2018.
2. "Fecha de fin" Indicate the final business day of your mobility at the UCA. If you are going to participate in the ***International Staff Week***, please, put 22/06/2018. In other cases, we remind you that the total number of days of mobility must be 5 business days. Please, do not indicate Saturdays or Sundays, or travel days, or days that you intend to stay in Cádiz after or before your mobility. The best is to indicate as a start day a Monday, and the final day of your stay as a Friday.
3. "Estamento de participante". If you are a teacher at your University of Origin, choose "Personal Docente e Investigador"; if you work in administrative staff, choose "Personal de Administración y Servicios"

4. “Tipo de personal en formación”. Choose “Workshop”
5. “Idioma principal de trabajo”. Choose the language you will use mostly during your stay at UCA.
6. “Sector educativo” Choose the first point “-Education”.
7. “Universidad de origen” Choose the University of origin from which you come to the UCA.
8. “Nombre de la persona de contacto en la Universidad de Origen”. Write the name of the contact person at the University of Origin.
9. “Apellidos de la persona de contacto en la Universidad de Origen”. Write the surname of the contact person at the University of Origin.
10. “E-mail de la persona de contacto en la Universidad de Origen”. Write the email of the contact person at the University of Origin.
11. “Teléfono de la persona de contacto en la Universidad de Origen”. Write the phone number of the contact person at the University of Origin.



12. “Coordinador de centro de la Universidad de destino”: The participants of the ***International staff week***, please, indicate Rafael Vélez Núñez. If you plan to come during other dates, please, indicate the coordinator of the Faculty of the UCA in which you are going to teach (document available in http://internacional.uca.es/wp-content/uploads/2017/12/Informaci%C3%B3n-Centros-UCA-2017-2018.pdf).
13. “Participación previa en Erasmus o Erasmus+” indicate 0.
14. “Documento de identidad”. Indicate the number of the passport with which you will travel to Cádiz. It is essential that the number is correct, since based on this number the invitation and the payment check of the scholarship will be prepared.
15. “Sexo”. Choose “Hombre” (man) or “Mujer” (woman).
16. “Nombre” indicate your name in the way it appears in your passport. It is essential that the name is correct, since based on this number the invitation and the payment check of the scholarship will be prepared.

17. “Apellidos” indicate your surname in the way it appears in your passport. It is essential that the surname is correct, since based on this number the invitation and the payment check of the scholarship will be prepared.
18. “Nacionalidad” indicate your nationality (citizenship).
19. “Lengua materna” indicate your native language.
20. “País de nacimiento” Indicate the country where you were born, not necessarily the country of your current residence.
21. “Correo electrónico” indicate the e-mail by which you can get in touch with you.

22. “Teléfono” indicate your phone with international prefix.
23. “Fecha de nacimiento” indicate your date of birth.
24. “Municipio” Indicate the city where you live.
25. “Dirección” Indicate the street, the building, the floor, etc. of your postal address.
26. “Código postal” Indicate your postal address.
27. “País” Indicate the country where you reside.

28. Attach the passport to the tab “Fichero de pasaporte”
29. Attach your MobilityAgreement signed by you, by the University of Origin and the University of Cadiz to the tab “Fichero MobilityAgreement”.
30. Press the button “Enviar”.

Once the form is submitted, you can not make any changes or send it again.