INSTRUCTIONS TO APPLY FOR FROM ORI2 PLATFORM:
International Mobility Programme (visiting students)

1. Partner universities will nominate their students by email (by forwarding to the UCA the student's personal details: name, surname and email address) until the stipulated date in each call that will be updated on the Programme website. In addition, people wishing to carry out a mobility in the framework of this programme and take part in the exchange as freemovers must also apply for it by sending an email to alumno.visitante@uca.es

2. Once the nomination has been received, the International Office staff will send through the ORI2 platform a link to students' email addresses in order for them to start the completion of the application form (which can be displayed in English by changing the language in the upper right corner of the screen).

3. The link to access the platform is valid for 3 days, counting from the moment the student receives the email. However, once you access the application form and save some information, the link will remain available until the moment of submitting your application or until the closing date of the call. The application form is divided in 5 parts: mobility information, personal details, usual residence information, modules, and required documentation. If at the moment of fulfilling the application you do not have all the required information, you must click on the "Guardar" or "Save" button in order for you to not lose your progress up to that moment and access the application form again later on from the same link to change or add any information or attach files.

   Once the application form has been submitted though, you will not be able to access again to the ORI2 platform through the same link (which is personal and non-transferable). Therefore, if you make any mistake, we recommend you to send an email to alumno.visitante@uca.es

4. Every field of the 5 parts of the form must be completed:

a) **Mobility information:**

- *"Convocatoria"* or *Call* field*:* confirm International Mobility (visiting student) in the corresponding academic year and semester from the options displayed in the drop-down list.

- *"Nivel de estudios"* or *Study level* field*:* you have to confirm your study level from the six Higher Education first-cycle ISCED options from the drop-down list.

- *"Sector educativo"* or *Education sector* field*:* select a Unesco four-digit code from the following areas of knowledge shown among the drop-down options : Education, Arts and Human Sciences; Languages; Social Sciences, Journalism and Information; Business, Administration and Law; Natural Sciences, Mathematics and Statistics; Information and Communication Technologies; Engineering, Manufacturing and Building; Agriculture, Forestry, Fishing and Veterinary; Health and Wellness; and Services.

- *"Fecha de inicio"* or *Beginning of Mobility* field*:* include in the calendar displayed the beginning date of the mobility in the corresponding semester and year. The date must be in the format: dd/mm/yyyy. Dates can be confirmed in the UCA's official calendar, available at: http://secretariageneral.uca.es/calendarios-academicos).

- *"Fecha de fin"* or *Ending of Mobility* field*:* include in the calendar displayed the ending date of the mobility in the corresponding semester and year. The date must be in the format: dd/mm/yyyy. Dates can be confirmed in the UCA's official calendar, available at: http://secretariageneral.uca.es/calendarios-academicos).

International Relations Office - Oficina de Relaciones Internacaionales

Hospital Real, Plaza Falla,8,
E- 11003 Cádiz.
Tel. +34956015761
http://www.uca.es/web/internacional
internacional@uca.es

- *"Universidad de origen"* or *Home University* field*:* select your home institution among the drop-down options.

- *"Nombre de la persona de contacto en la Universidad de origen"* or *Name of the contact person at the Home University* field*:* include the name of the Academic Coordinator of the origin institution, since this information is the one that will be reflected in the Learning Agreement as the person authorizing the proposed study programme.

- *"Apellidos de la persona de contacto en la Universidad de origen"* or *Surname of the contact person at the Home University* field*:* include the surname of the Academic Coordinator of the origin institution, since this information is the one that will be reflected in the Learning Agreement as the person authorizing the proposed study programme.

- *"Email de la persona de contacto en la Universidad de Origen"* or *Email address of the contact person at the Home University* field*:* include an institutional email or one that is easy to transcribe, since it will be reflected in the Learning Agreement.

- *"Teléfono de la persona de contacto en la Universidad de Origen"* or *Telephone of the contact person at the Home University* field*:* include the institutional number with the international prefix in the format: +XX XXXXXXXXX, since it will be reflected in the Learning Agreement.

- *"Coordinador de centro de la Universidad de destino"* or *Host Academic Coordinator* field*:* choose a coordinator according to the selected modules. In case of having chosen modules of different degrees and faculties, you will be assigned to the Faculty in which the most of them are taught.

  Coordinators in Campus of Cadiz
  - **Faculty of Medicine:** Antonio José Chover (antoniojose.chover@uca.es)
  - **Faculty of Philosophy and Arts:** Francisco Rubio (internacionales.filosofia@uca.es)
  - **Faculty of Business and Economic Sciences:** Maria Carmen Camelo (rrii-economicas@uca.es)
  - **Faculty of Work Sciences:** Concepción Guil (movilidad.cctrabajo@uca.es)
  - **Faculty of Nursing and Physiotherapy:** Antonia Jesús de la Calle (antonia.jesus@uca.es)

  Coordinators in Campus of Jerez
  - **Faculty of Law:** Esther Hava García (esther.hava@uca.es)
  - **Faculty of Social Sciences and Communication:** Pilar González (pilar.gonzalez@uca.es)

  Coordinators in Campus of Puerto Real

- **Faculty of Sciences**: Laura Cubillana (laura.cubillana@uca.es)
- **Faculty of Sea Sciences and Environmental Sciences:** Carolina Mendiguchía (internacional.ccmar@uca.es)
- **School of Engineering (ESI):** Antonio Juan Gámez (movilidad.esi@uca.es)
- **School of Naval, Nautical and Radioelectronic Engineering:** Carolina Martin (carolina.martin@uca.es)
- **School of Naval and Ocean Engineering**: Francisco Javier Vicario (movilidad.navales@uca.es)
- **Faculty of Education Sciences:** Laura Howard (internacional.educacion@uca.es)

Coordinators in Campus of Algeciras
- **Polytechnic School:** Francisco Javier Gonzalez (javier.gallero@uca.es)
- **Faculty of Nursing:** Cristina Gavira (cristina.gavira@uca.es)

- *"Email del Coordinador de centro"* or *Email address of the Academic Coordinator* field: this field is autocompleted by default once the name of the Coordinator has been selected.

- *"Teléfono del Coordinador de centro"* or *Telephone of the Academic Coordinator* field: this field is autocompleted by default once the name of the Coordinator has been selected.

- *"Nivel de español"* or *Spanish Level* field (From A1 to C2 levels of the CEFR: when applicants' mother tongue is Spanish and they are pursuing university studies, their Spanish level is recognized as C2).

- *"Nivel de inglés"* or *English Level* field (From A1 to C2 levels of the CEFR: when applicants' mother tongue is English and they are pursuing university studies, their English level is recognized as C2).

International Relations Office - Oficina de Relaciones Internacaionales

Hospital Real, Plaza Falla,8,
E- 11003 Cádiz.
Tel. +34956015761
http://www.uca.es/web/internacional
internacional@uca.es

b) Personal Details:

- *"Documento de identidad"* or *ID document* field: include your passport number or NIE

- *"Sexo"* or *Sex* field: select your sex between the two options displayed in the drop-down list.

- *"Nombre"* or *Name* field: include your name as it appears on your passport.

- *"Apellido"* or *Surname* field: include your surname as it appears on your passport.

- *"Nacionalidad"* or *Nationality* field: select your nationality from the options displayed in the drop-down list.

- *"Lengua materna"* or *Mother tongue* field: select your native language from the options displayed in the drop-down list.

- *"País de nacimiento"* or *Country of Birth* field: select your home country from the options displayed in the drop-down list.

- *"Correo electrónico"* or *Email address* field: include the email address you use in your Home University or any other email address easy to transcribe.

- *"Teléfono"* or *Telephone number* field: include a contact number with the international prefix in the format: + XX XXXXXXXXX

- *"Fecha de nacimiento"* or *Birthdate* field: include in the displayed calendar your birthdate in the format: dd/mm/yyyy

c) Usual residence information:

- *"Municipio"* or *Town* field: include your town.

- *"Dirección Postal"* or *Address* field: include your home address.

- *"Código Postal"* or *Postal Code* field: include the postal code of your home address.

- *"País"* or *Country* field: select your country from the options displayed in the drop-down list.

![UCA Universidad de Cádiz]

International Relations
Office - Oficina de
Relaciones
Internacaionales

Hospital Real, Plaza Falla,8,
E- 11003 Cádiz.
Tel. +34956015761
http://www.uca.es/web/internacional
internacional@uca.es

d) Modules:

For the selection of your modules, you must take into account the semester in which the modules are taught as well as the number of ECTS credits allowed (from 6 ECTS to 30 ECTS per semester). It is recommended that students applying for the full academic year mobility include in their application form the modules for both fall and spring semester.
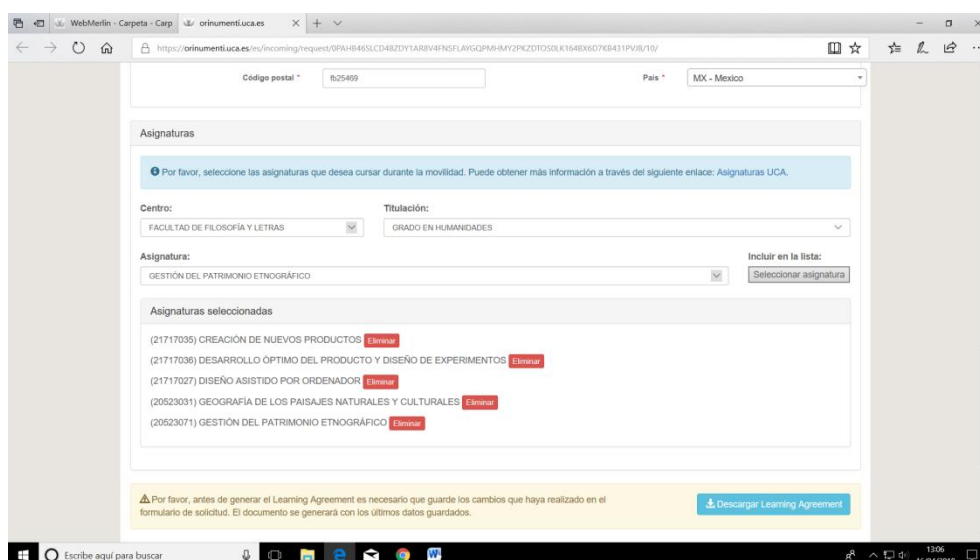
For further information, please visit this link**:** http://www.uca.es/grados/ (you have to search for the Degree in which you are interested and, when its comprising modules are displayed, look for the "acciones" or "actions" field, from which you can obtain the modules study programmes both in digital format -blue icon- and in PDF format -red icon-).

In addition, it should be noted that there are some modules with certain minimum requirements to be meet in order for the students to pursue them, as quotas, for first-year modules of the Faculties of Economic Sciences or Philosophy and Arts, or a Spanish B2 level for degrees such as Spanish Studies. This information is detailed in four lists of modules and its timetables, one for each campus of the UCA, available in the section "¿Qué estudiar?" or "What to study?" of the Visiting Students programme website at: http://internacional.uca.es/alumnos-internacionales-y-alumnos-visitantes

Likewise, on the program website you can find the information related to English modules offered by each campus and degrees, as well as specific information for Medicine students.

Furthermore, it should be noted that "Centro" or Faculty, "Titulación" or Degree and "Asignaturas" or Modules are linked, as well as the semester in which the latter are taught. If modules from different Faculties are to be selected, you have to include them by sorting them by the faculty where those modules are taught. So, firstly, add all modules taught in one faculty, and then repeat the process with other faculties' modules.

- *"Centro"* or *Faculty* field: choose the faculty where you want to carry out the mobility from the options displayed in the drop-down list.

- *"Titulación"* or *Degree* field: select the degree in which the modules you intend to carry out are offered from the options displayed in the drop-down list.

- *"Asignaturas"* or *Modules* field: select the offered subjects you wish to carry out according to the degree and the Faculty selected beforehand from the options displayed in the drop-down list.

It is necessary to save all changes made in the application form before generating the Learning Agreement, since this document will be created with the last saved information. **Once you download it, the Mobility Agreement has to be revised and signed by you as student and the Home University academic coordinator, who must include the institutional seal on it**. Subsequently, you must scan and upload to the platform the rest of required documentation.

e) Required documentation:

The required documentation must be sent all at once, since, if any file is missing, the platform does not allow you to submit the application otherwise.

- *"Copia expediente académico"* or *copy of transcript of records* file: include your transcript of records in PDF format from your computer by clicking the Browse button.

- *"Pasaporte"* or *Passport* file: include a valid Passport scanned in PDF format from your computer by clicking the Browse button.

- *Mobility Agreement* file*:* include the learning agreement in PDF format with the signatures and the corresponding seal.

- *"Acreditación del nivel de idiomas"* or *Foreign Language Certification* file:include in a single document your Spanish B1 level certification of the Common European Framework of Reference for Languages (CEFR), or *a copy of your passport if your mother tongue and study program language at your home University is Spanish*, as well as language level certification or any other accreditation if your selected modules require them for access.

  If a student does not have the corresponding language certification at the moment of applying for the exchange, they must prove, at least, that they are carrying out a language course in a training center (either by pre-registration or by registration) with the objective of obtaining this certification, which will ultimately determine the final acceptance of the student at the University of Cádiz.

- *"Carta de compromiso"* or *Commitment letter* file:include your Commitment letter in PDF format from your computer by clicking the Browse button. A sample of this document can be found in the section "How to register" on the Program's website: **http://internacional.uca.es/alumnos-internacionales-y-alumnos-visitantes**