

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

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

- 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 <u>alumno.visitante@uca.es</u>
- 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 <u>alumno.visitante@uca.es</u>

Universidad de Cádiz	International Rela Office - Oficina de Relaciones Internacaionales	tions	Hospital Real, Plaza Falla,8, E- 11003 Cádiz. Tel. +34956015761 http://www.uca.es/web/internac internacional@uca.es	ional		
	inumenti.uca.e: ×			Θ		o ×
C Seguro https://orinumenti.uca.es/es/incoming/requestion	t/256EU71GWMFRNPG4JRDL75IFBFEWIFNW7Q	QEZN2IWRZYCEC5FC	HV8FQSAAH8D2JL/10/			☆ 🖾 🗄
	sidad		Bienvenido, u44047900 (Cerrar sesió	1).		
	diz PRUEBAS		Rol: Solicitantes	*		
INICIO CONVOCATORIAS MIS D Solicitud de admisión	ATOS					
Or favor, le rogamos que lea atentamen . Tiene hasta el 15 de Alard de 2016 pa eu publica de la construcción de la construcción de Una verá emetación os podra acceder a . Adjunte la documentación a la solicit.	te las siguientes recomendaciones antes de cor ra cumplimentar la solicitud. Si finaliza el plazo, oducido son correctos antes de finalizar, este formulario para realizar nuevas modificaci d únicamente cuando se disponga a hacer el e	ntinuar: , pòngase en contacto ones. nvío definitivo (no al j	s con la universidad. puardarta).			
Datos de movilidad						
Convocatoria *	Movilidad internacional (Alumno visitante) curso 20	018-2019 convocatoria 1	•			
Nivel de estudios del alumno "	•					
Sector educativo "						
Fecha de inicio *	Fecha de inicio	Fecha de fin *	Fecha de fin			
	Introduzca una fecha con el siguiente formato: dd/mm/yyyy, Ejemplo: 24/02/2000.		Introduzca una fecha con el siguiente formato: dd/mm/yyyy. Ejempto: 24/02/2000.			
Universidad de origen: *						
E O Escribe aquí para buscar	2 🔿 👩 🕅 🎱		e e e e e e e e e e e e e e e e e e e	- ~ -	d이 15:	30

- 4. Every field of the 5 parts of the form must be completed:
 - a) Mobility information:

Ø

- "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: <u>http://secretariageneral.uca.es/calendariosacademicos</u>).
- "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).



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 XXXXXXXX, 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 (rriieconomicas@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



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

- Faculty of Sciences: Laura Cubillana (laura.cubillana@uca.es)
- Faculty of Sea Sciences and Environmental Sciences: Carolina Mendiguchía (<u>internacional.ccmar@uca.es</u>)
- 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).

$\leftrightarrow \rightarrow$ O a	A https://orinumenti.uca.es/es/incoming/req	est/0PAHB46SLCD48ZDY1AR8V4FNSFLAYGQPM	IMY2PKZDTOS0LK16482	6D7K8431PVJ8/10/		□ ☆	5,≡	h	B	
	Datos de movilidad									
	Convocatoria *	Movilidad internacional (Alumno visitante) curso	2018-2019 convocatoria 1			\sim				
	Nivel de estudios del alumno *	ISCED-6 - First cycle / Bachelor's or eq. 🗸								
	Sector educativo *	091 - Health 🗸								
	Fecha de Inicio *	24/09/2018	Fecha de fin *	17/02/2019						
		Introduzca una fecha con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000.		Introduzca una fecha formato: dd/mm/yyyy 24/02/2000.	a con el siguiente r. Ejemplo:					
	Universidad de origen: *	UNIVERSIDAD AUTONOMA DE BAJA CALIFOR	RNIA - Mexico	•						
	Nombre de la persona de contacto en la universidad de origen *	Pilar	Apellidos de la per u	sona de contacto en la liversidad de origen *	Yañez					
	Email de la persona de contacto en la universidad de origen *	pilar yanez@itesm.mx	Teléfono de la per ui	sona de contacto en la liversidad de origen "	00526478963					
	Coordinador de centro en la universidad de destino *	RAFAEL VELEZ NUÑEZ (31250587G)		~						
	Email del coordinador de centro *	rafael velez@uca.es	Teléfono del co	ordinador de centro *	+34956211135					
	Nivel de español *	82 ~		Nivel de ingles *	B1	¥]				
	Participacion previa en Erasmus o	0								
	Erasmus+ *	Numero de meses de participacion previa e de estudios.	n Erasmus o Erasmus	en el mismo nivel						



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 dropdown 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 dropdown list.

JCA VICA	Universidad de Cádiz	Internationa Office - Ofic Relaciones Internacaior	H I Relations E ina de T nales <u>ir</u>	lospital Real, Plaza Fa - 11003 Cádiz. el. +34956015761 ttp://www.uca.es/web tternacional@uca.es	lla,8, /internacional
🔁 🖅 🐷 WebMerlin - Ca	arpeta - Carp 🔟 orinumenti.uca.es 🗙	+ ~			- o ×
\leftrightarrow \rightarrow \bigcirc \Leftrightarrow	A https://orinumenti.uca.es/es/incoming/req	uest/0PAH846SLCD48ZDY1AR8V4FNSFLAYGQPM	HMY2PKZDTOSOLK1648X6D7K8431PV/8/10/	۵	* * ~ &
	Datos personales Documento de identidad * Nombre * Nacionalidad * País de nacimiento * Teláfono *	fel256887544 Elsa MX - Mexico MX - Mexico =25845666325 El número debe cumplir el siguiente formato: +XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Seco Apellidos Lengua materna Correo electrónico Pecha de nacimiento	Mager Rodriguez Rodriguez Es - Spanish Es - Spanish rodriguez@gmail.com 1640/281 Introduces1 Introduces1	
	Datos de residencia habitual				
	Municipio *	Ciudad de mexico	Dirección	* residencial las quesaditas de san Juan	
	Código postal *	fb25469	Pais	MX - Mexico	•
	Asignaturas O Por favor, seleccione las asignaturas o	que desea cursar durante la movilidad. Puede	e obtener más información a través del sigu	liente enlace: Asignaturas UCA.	

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: <u>http://www.uca.es/grados/</u> (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.



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

- "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.

$\leftrightarrow \rightarrow \circ$ a	https://orinumenti.uca.es/es/incoming/request/08AHB46SLCD48ZDY1A88V4FNSFLAYGQPMHMY2PKZDTOS0LK164BX6D7KB431PV8/10y	ב ת	归	h	ß	
	Código postal * (h25469 Pais * (AX - Mexico	•				
	Asignaturas					
	O Por favor, seleccione las asignaturas que desea cursar durante la movilidad. Puede obtener más información a través del siguiente enlace: Asignaturas UCA.					
	Centro: Titulación:					
	PACULTAD DE FILOSOFIA Y LETRAS M GRADO EN HUMANIDADES	~				
	GESTIÓN DEL PATRIMONIO ETNOGRÁFICO	ura				
	Asignaturas seleccionadas					
	(21717035) GREACIÓN DE NUEVOS PRODUCTOS Elmas					1
	(21717036) DESARROLLO OPTIMO DEL PRODUCTO Y DISENO DE EXPERIMENTOS Eliminar (21717027) DISEÑO ASISTIDO POR ORDENADOR Eliminar					
	(20523031) GEOGRAFIA DE LOS PAISAJES NATURALES Y CULTURALES Eliminar					
	▲ Por favor, antes de generar el Learning Agreement es necesario que guarde los cambios que haya realizado en el formulario de solicitud. El documento se generará con los últimos datos guardados.	ent				
		.8	0 E 4	13)6 г	20

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.



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

- *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: <u>http://internacional.uca.es/alumnos-internacionales-yalumnos-visitantes</u>

🕒 🖅 🛞 WebMerlin - C	iarpeta - Carp 🔟 orinumenti.uca.es 🛛 🗙 🕂 🗸				-	٥	×
\leftrightarrow \rightarrow O \Leftrightarrow	A https://orinumenti.uca.es/es/incoming/request/0PAHB46SLCD48ZDY1AR8V4FNSFLAYGQPMHMY2PKZDTOS0	LK164BX6D7KB431PVJ8/10/	□ ☆	z≜	R_	Ŕ	
	(21717035) CREACIÓN DE NUEVOS PRODUCTOS Eliminar (21717036) DESARROLLO ÓPTIMO DEL PRODUCTO Y DISEÑO DE EXPERIMENTOS Eliminar (21717027) DISEÑO ASISTIDO POR ORDENADOR Eliminar (20523031) GEOGRAFÍA DE LOS PAISAJES NATURALES Y CULTURALES Eliminar (20523071) GESTIÓN DEL PATRIMONIO ETNOGRÁFICO Eliminar						^
	A Por favor, antes de generar el Learning Agreement es necesario que guarde los cambios que haya re formulario de solicitud. El documento se generará con los últimos datos guardados.	alizado en el 🛃 Descargar Learning Agreer	ment				
	Documentación requerida						
	Fichero Copia del Expediente Académico C:\ORINOMINACIONES Examinar						
	Fichero Pasaporte	C:\ORI\NOMINACIONES Examinar					
	Fichero Mobility Agreement	C:\ORI\NOMINACIONES Examinar					
	Fichero Acreditación de Nivel de Idiomas (un documento pdf con todos los idiomas)						
	Fichero Carta de Compromiso	C:\ORIINOMINACIONES Examinar					
	Enviar solicitud Guardar	l					
🕂 🔿 Escribe aquí pa	e Copyright Universidad de Cad		e ^م _	< 🗖 🕪	14:0)6	×
			^ '		16/04/	2018	1