Hospital Real Plaza Falla, 8 | 11003 Cádiz Tlfno. 956 015066 vicerrectorado.internacionalizacion@uca.es https://internacional.uca.es/

ONLINE APPLICATION INSTRUCTIONS

(Exchange programme, visiting student and freemover- SPRING SEMESTER)

When we receive the nomination letter from your home university, the nominated student will receive a link from the address alumno.visitante@uca.es to his/her email address to apply online on the ORI2 platform (you can change the language to English at the top right of the screen).

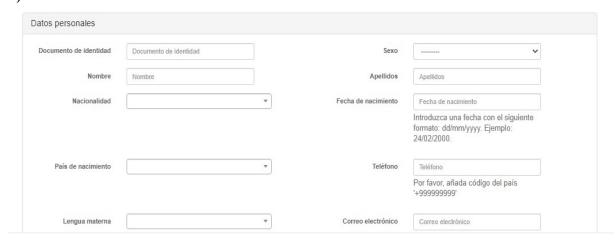
The link to access the platform is <u>valid for 10 days</u> from the receipt of the email. However, once the application form has been accessed, it will remain valid until the application is sent or until the closing date of the call. The application form is divided into: personal data, details of usual residence, general mobility data, sending/destination institution, subjects and required documentation.

If at the time of completing it you have all the details, you should click the "Guardar" button to store the information registered and later be able to access the form from the same link to change the details or attach the files.

However, once the form has been sent, it will not be possible to modify the details entered. Please, if you find any mistake in the details after submitting the form, please write to: alumno.visitante@uca.es

ALL fields should be completed in CAPITAL LETTERS:

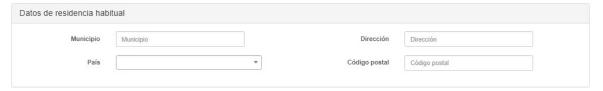
a) Personal Details



- Identity card: passport number
- Gender:
- First name:
- Last name:
- Nationality: country on whose passport you will be travelling
- Mother tongue:
- Country of birth:
- Email: email address in which you have received the link to this application
- Phone number: include the international prefix (+___XXXXXXXXX)
- Date of birth: dd/mm/yyyy



b) Details of usual residence:



- City:
- Address: include home address
- Postal code:
- Country: home country

c) General mobility details:

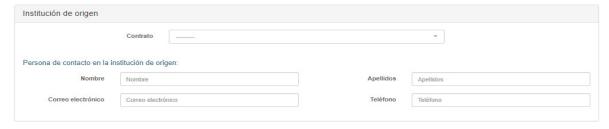


- Student's level of study:
 - o ISCED 6 First Cycle. Bachelor's Degree (BA)
 - ISCED 7 Second Cycle. Master's Degree (MA)
 - o ISCED 8 Third Cycle. Doctorate (PhD)

DO NOT CHOOSE Short cycle (ICED 5), or Not Elsewhere classified (ICED 9).

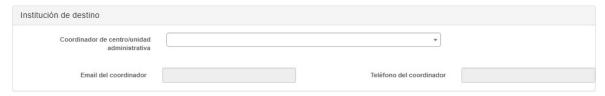
- Field of knowledge: choose the field of knowledge at your home university. You should choose a field with 4 digits (e.g. 0111 Educational Science, NOT 011 Education)
- Start date: 22/09/2022
- End date: 10/02/2023 or 28/06/2023
 - The Official Academic calendar has not been published yet. From June 2022 we will update the information in the following link: https://secretariageneral.uca.es/calendarios-academicos/
- Class: Students
- Level of Spanish: From A1 to C2 (when the applicant has the language as a mother tongue and is studying at university, it is recognised as C2)
- Level of English: From A1 to C2 (when the applicant has the language as a mother tongue and is studying at university, it is recognised as C2)
- Main language of instructions at UCA: "Spanish" (Although the University of Cadiz is expanding its offer in English, the official language is Spanish, therefore this language should be used)
- Previous participation in Erasmus or Erasmus+ "0".





- Agreement: enter the name of your home university in the search engine.
- First name of contact person at home university:
- Last name of contact person at home university:
- Email address of contact person at home university:
- Phone number of contact person at home university: (+ XXXXXXXXX)

e) Host institution



• Faculty Coordinator: click on the following link and you will find all the coordinators of the Faculties/Schools divided by Campus (Cádiz, Puerto Real, Jerez de la Frontera andAlgeciras):

https://internacional.uca.es/wp-content/uploads/2020/12/Fact-Sheet.pdf

g) Required documentation



Please attach the required documents in the online form:

- **Passport file:** Attach a copy of your passport.
- Language level accreditation file (a PDF with all languages): include in the same document the certificate of minimum B1 level of Spanish of the Common European Framework of Reference for Languages (CEFR) or a copy of the passport for those students whose mother tongue and/or study programme at their home university is Spanish; as well as the accreditation and the level of language according to the access requirements of the selected subjects.

If a student does not have the Spanish level B1 language accreditation at the time of applying for the mobility, he/she should sign a commitment of obtention of a minimum level B1 before starting the semester (download template at the website of the call: https://internacional.uca.es/welcome-center/students/international-and-visitors-students/compromiso-b1-espanol-2-3/?lang=en)





Click on the boxes of veracity of data and accept the legal conditions

IMPORTANT!

If you have checked all the details: click on "enviar solicitud"

If you do not have all the details: click on "guardar" and continue later using the same application link.