

## Instruction for the online application

### Erasmus+ KA171

2024-25 academic year

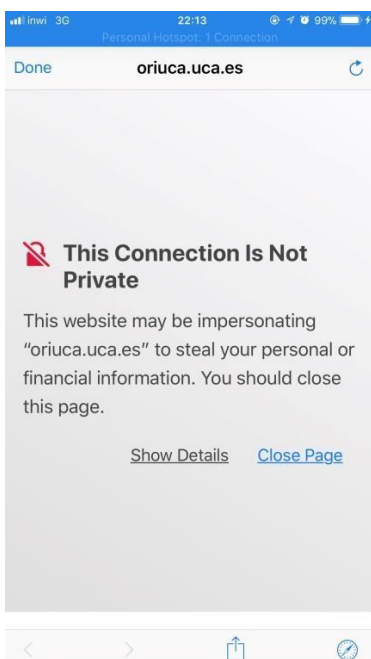
2<sup>nd</sup> semester

All the nominated students have received an individual the link to do the registration online. If the student is nominated by the Partner University, but has not received the email with the link from [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es), he/she should check the spam folder and if he/she doesn't have the email there, urgently to write to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es)

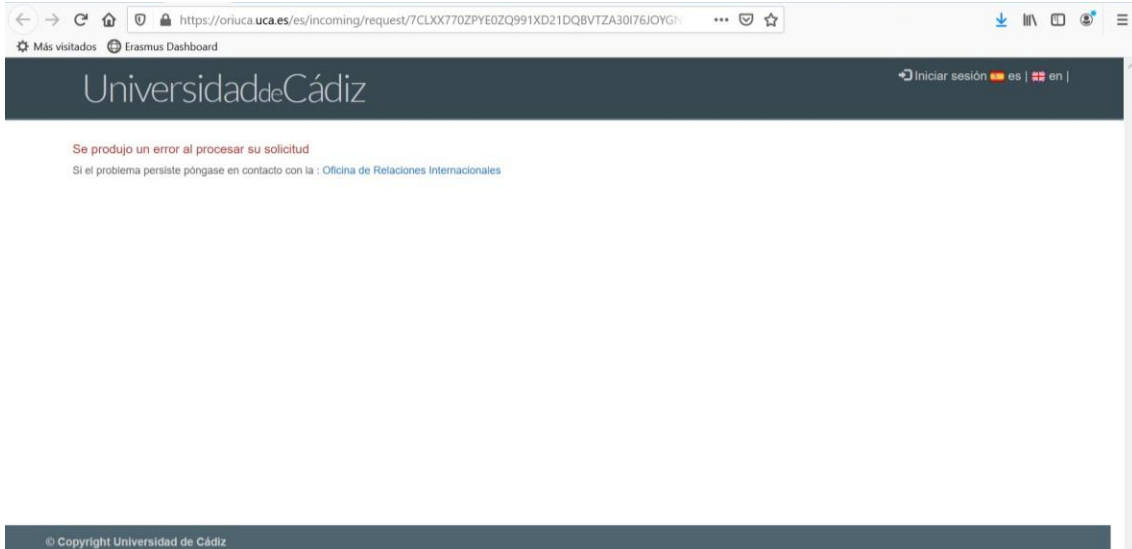
The online form will be open till **12/12/2024 (included)**. If the student has filled in the form and do not have all the documents to attach, he/she should press *Guardar/Save* and the page will save the information. Later the student can enter the same link and continue filling in the form and uploading the documents. **The student will not be able to change any information in the form only if the student has sent it.**

The link is **different for each student**, so if you have any problem when you have sent your registration form, please, write to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es). **You cannot use the link of your friend: it will have his personal information.**

Some students have informed us about one problem about the registration:



This is a problem related to the permission of the explorer the students are using to fill in the form. If the students have this message, please, click on “Show details” and include this webpage as exception and give the permission to enter it. We guarantee this is UCA’s page.



Please, use another internet brother. Try with Goggle chrome.

### Instructions to fill in the form

If you have filled in the form and do not have all the documents to attach, press **Guardar/Save** and the page will save the information. Later you can enter the same link and continue filling in the form and uploading the documents. **You will not be able to change any information in the form only if you have sent it.**

You can change the language from Spanish to English on the right top corner

Use CAPITAL LETTERS (except for the email address) and complete ALL fields

### **Personal details:**

**ID document:** passport number. Number of the **Passport (NOT ID Card)** you are going to use to come to Cadiz. This number will be used in order to do the Invitation Letter for the Consulate and then your visa.

**Telephone number**– Phone number. It should contain “+” and “9 digits”

**Email address:** double check it, it is very important you write it right

### **Mobility information:**

**Level of studies:** choose first, second or third cycle

**Study field:** 4 digits code (must be the same you write on learning agreement)

**Beginning of mobility:** **10/02/2025**

**End of mobility:** **25/06/2025**

**Level of Spanish:** choose the level of Spanish.

**Level of English:** choose the level of English.

If the student knows only one of the languages, please, choose A1 in the language the student does not know.

**Main working language:** Spanish / English (only PhD students and MA students without Spanish certificate)

**Previous participation in the Erasmus+ Programme:** put the number of months the student has been Erasmus+ before at the same cycle of studies. For example, if it is a master student and he/she participated in the Erasmus+ programme the last year as Bachelor student, he/she should indicate “0”. If it is PhD student and participated as Erasmus+ student the last year, as PhD student too, he/she should indicate the number of months of the last year.

We would like to remind you that the students can be Erasmus+ students only 12 months (360 days) during one cycle of study.

### **Home University**

**Agreement:** choose your home university on the menu

**Contact person at the Home University:** person responsible for Erasmus+ students

### **Host University**

Institutional Coordinator in Faculty/School: international mobility coordinator at the Faculty at UCA (BA/MA students). See Our FactSheet <https://internacional.uca.es/wp-content/uploads/2020/12/Fact-Sheet.pdf> / Natalia García Carbonell (PhD students)

### **Save the Form**

#### **Requested documents**

Documentación requerida <small>(suba los documentos sólo cuando vaya a enviar definitivamente la solicitud)</small>	
Pasaporte/Passport	<small>Sólo documentos PDF de máximo 5MB.</small> <input type="button" value="Examinar..."/> No se ha seleccionado ningún archivo.
Learning Agreement	<input type="button" value="Examinar..."/> No se ha seleccionado ningún archivo.
Certificado de español	<input type="button" value="Examinar..."/> No se ha seleccionado ningún archivo.

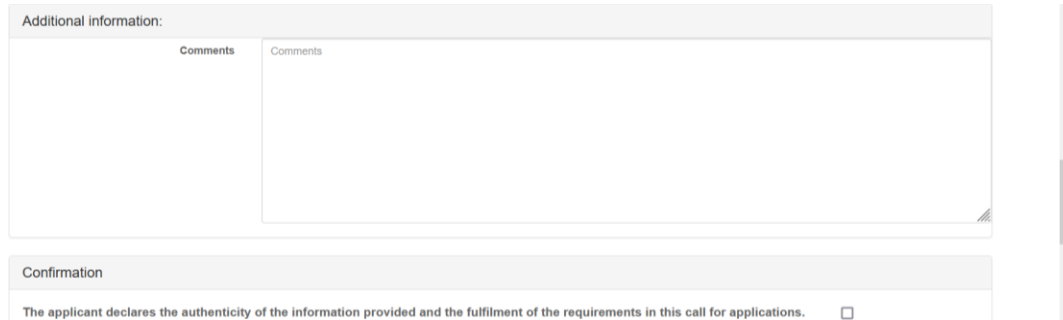
Please, attach all the needed documents:

**Certificado de español** the Spanish/English/ other language Certificate/s all together.

**Passport:** Attach only the page of your **passport** with the personal information in English

**Learning Agreement** The document have to be signed by the student, Home University coordinator and UCA’s academic coordinator

### Additional information



Additional information:

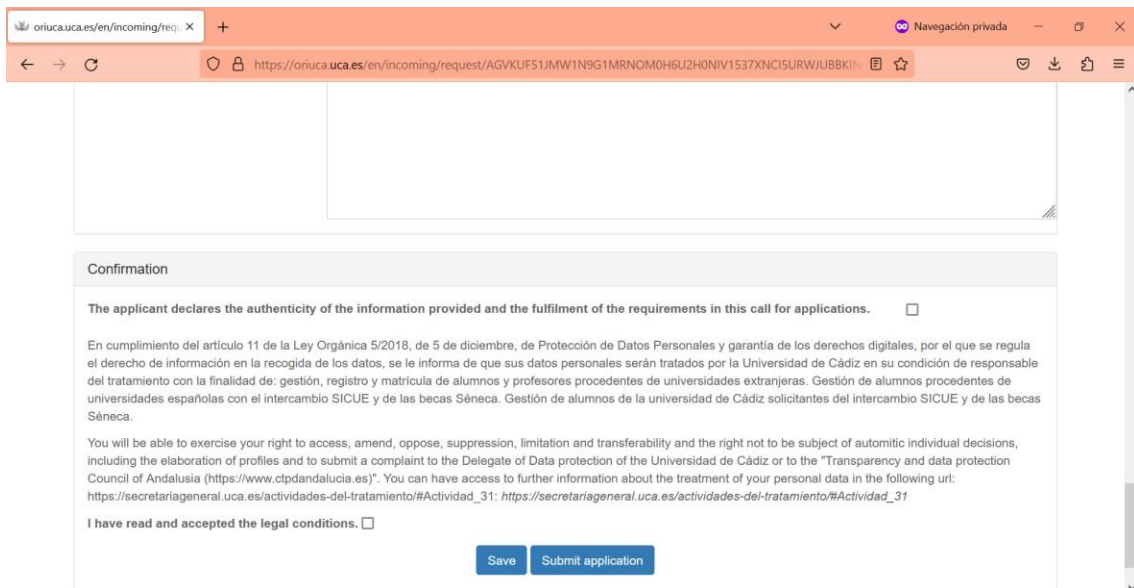
Comments

Confirmation

The applicant declares the authenticity of the information provided and the fulfilment of the requirements in this call for applications.

If you have any comments about your mobility, please, write here. It’s not mandatory. For example, if you are changing your passport you should indicate this in this field.

### Confirmation:



Confirmation

The applicant declares the authenticity of the information provided and the fulfilment of the requirements in this call for applications.

En cumplimiento del artículo 11 de la Ley Orgánica 5/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales, por el que se regula el derecho de información en la recogida de los datos, se le informa de que sus datos personales serán tratados por la Universidad de Cádiz en su condición de responsable del tratamiento con la finalidad de: gestión, registro y matrícula de alumnos y profesores procedentes de universidades extranjeras. Gestión de alumnos procedentes de universidades españolas con el intercambio SICUE y de las becas Séneca. Gestión de alumnos de la universidad de Cádiz solicitantes del intercambio SICUE y de las becas Séneca.

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I have read and accepted the legal conditions.

Save Submit application

You have to accept the rules of the Call (the first point) and the legal conditions (the second point).

**When you have attached all the document send the form: click on “Submit application”.**

The student should fill in the form, attach all the needed documents and send the **registration form till 12/12/2024 included.**