UNIVERSITY OF THE BASQUE COUNTRY

INCOMING EXCHANGE STUDENT APPLICATION GUIDE

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UNIVERSITY OF THE BASQUE COUNTRY

STEPS TO APPLY AS AN INCOMING EXCHANGE STUDENT

1. NOMINATION BY THE HOME INSTITUTION

The home university coordinator will send to the coordinator at the University of the Basque Country the Erasmus Student Application Form or Other Destinations Application Form (available in our website).


2. ACCES TO THE STUDENT MOBILITY MANAGEMENT SYSTEM

Once the Coordinator at the University of the Basque Country has received the information, he/she will preregister you in our Student Mobility Management System and you will receive an email with an invitation to complete an online application form.

Online application

In order to access the application, you will need to provide your ID (type of document and number) and your birth date.

Please note that the system supports INTERNET EXPLORER 8, CHROME and FIREFOX.

Once you start with the application form you cannot save information there for later access. If you stop and go back you will have to start again. This is why you should have all mandatory documents with you (passport or ID copy and learning agreement) before starting.

![UPV/EHU Incoming students Application Form](image-url)
Once you have access to the application form, you will have to fill in your personal data and your emergency contact information. Please note that the boxes marked with a red * cannot be left blank.

In order to continue your application, you will have to agree to have been informed about the conditions of acceptance.

- Answer the questions and click on “continue” button to open page 2.
You will provide information on your university of origin.

Please note that the boxes marked with a red * cannot be left blank.

- Answer the questions and click on “Continue” button to open page 3.
You will provide the academic information regarding your mobility.
You will have to read and accept the information on insurances before you can continue.

➢ Answer the questions and click on “Continue” button to open page 4.
Finally, you will have to attach the mandatory documents to your application. In the first box, you will see which documents you can attach and if they are mandatory or not.

Please select the document type and upload it using the “Examinar” button. The system accepts pdf, doc, docx, gif and jpg files that are up to 5MB each.

If you need to do any changes, you can select the uploaded file and delete it with the “Remove” button.

- When you are ready, press the “Continue” button to finish your application.

You will be able to review your application before the final submission. For any changes, you can go back with the “Back” button.

If all the information is correct, you can submit the application with the “Finish” button. You will be able to download a receipt of the application.
From this point on, you will no longer have access to the application.
This message indicates that you have successfully completed the process.
3. ACCEPTANCE

Once the application is reviewed and accepted by the coordinator at the University of the Basque Country:

- If you are an Erasmus student, you will receive an acceptance letter by email.
- If you are a student of Latin America/ Other destinations, you will have the acceptance letter sent by email and in original format to your home institution coordinator.

The next step will be to prepare the required documentation for your arrival.

All the information about each program is available in our website:

UPV/EHU: International Relations Office: Exchange Students


4. OTHER USEFUL INFORMATION

Concerning academic questions, contact the coordinator of your faculty in the UPV/EHU.


In order to prepare your stay in our university, please check our website for more information on the programme.

UPV/EHU: International Relations: Exchange students


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