

We are pleased to inform you that the application period for Erasmus students exchanges during the academic year 2012/2013 has started. We look forward to welcoming your students at our University! Please take notice of our current information sheet for international exchange students attached to this message.

APPLICATION PROCESS

Step 1 – Nominations:

We kindly ask all partner institutions to confirm to us by email (dprendon@ujaen.es) their ERASMUS nominations/selection of outgoing students stating their full name, student ID number, study programme and period of stay at the University of Jaén.

Step 2 – Applications:

All exchange students are required to submit a **Formal Application**. They must:

[1] Fill in (and also click on the *Send* button) our Exchange Students Application Form,

[2] After clicking on the *Send* button print it and give it to the persons in charge in the home University for signing and official stamping (*Home Institution Information* Section), and

[3] Send it by regular post (not by email, nor by fax) together with your [a] **home university original transcript of records** [b] **passport or identity card copy (page with photo only)** to this address:

David Peña fuerte Rendón

Sección de Relaciones Internacionales

Universidad de Jaén

Campus Las Lagunillas

Edif. "Bachiller Pérez de Moya" (C2-105)

23071 Jaén (Spain)

Regarding your *UJA Application Form* (first online and then as printed copy), please **make sure that you have filled in all the required information**, including your photograph (**identity card size**). All the information requested in the *Application Form* is mandatory, except that concerning languages other than Spanish.

Step 3 – Admission Letters:

After receiving the dully signed and stamped applications by regular post, the International Office will forward them to the student Academic Coordinator and the International Mobility Coordinator. After acceptance, the students will receive an official letter of acceptance and additional information about housing and other facilities.

APPLICATIONS DEADLINES

First semester or Full Academic Year students:
before 30th June 2012 for EU nationals

Before 31st May for non EU nationals or

Second semester students:

Before 30th November 2012

CHOOSING COURSES

The students are asked to look for courses to introduce in their applications and academics agreements using these links:

- **Courses in Spanish:**
http://www.ujaen.es/serv/vicint/home/academics_home.php (**Be aware of choosing the 2012/2013 option**)
- **Course in English or with support in English:**
http://www.ujaen.es/serv/vicint/home/academics_home.php?subtitle=cin (**only 2011/2012 information available by the moment**)

ACADEMIC CALENDAR

Information about 2012/2012 academic calendar is at your disposition through this link:

http://www.ujaen.es/serv/vicint/home/academics_home.php?subtitle=ca

Besides, we encourage all incoming students to take part in our Buddy program 2012/13 for campus orientation services. The 2012/13 Buddy program application form will be available from **15th June 2012 onwards** (http://www.ujaen.es/serv/vicint/home/buddy/upload_buddy_ext_f.php) and it will only be available to those students **who have already received their UJA admission letter**.