



01. APPLICATION PROCEDURE FOR EXCHANGE STUDENTS TO ETSII

1. Deadlines

First/A/Autumn Semester & Whole Academic Year Europe Rest of the world	From the 11 th . of April 2013 till the 31 th of May 2013 the 15 st of May 2013
Second/B/Spring Semester Europe & Rest of the world	From the 11 th . of April 2013 till the 31 th of October 2013

2. Nomination.

The person in charge of international relations at the home institution must contact us by email to nominate the students officially as exchange students, (If they have already done it, don't worry about this point).

3. Request user ID and password (PIN number) at UPV

Go to <https://www.opii.upv.es/incomings> → click on *Request user ID and password (PIN number)*

4. Online Application

Go to <https://www.opii.upv.es/incomings> → click on *Apply for exchange. I already have user ID and password (PIN number) and follow all the steps*

4.1. Learning Agreement. Please, check carefully in order to provide us a valid proposal.

In your online application form, you should make a request of courses you would like to take at UPV. Changes are allowed during the enrolment period but please take into account the next points when planning your Learning Agreement:

- As an exchange student you will be asked to fulfill a number of credit points above **20 ECTS** per semester, including courses and your Master Thesis/Final Project if you intend to do it here.
- You should choose courses belonging to ETSII, although you are allowed to choose up to **2 courses** per semester (not exceeding 12 UPV credit points) **from a different UPV school**. We cannot guarantee a place in those courses since each faculty at UPV has its own policy.
- Courses at ETSII are taught either during the semester A or semester B. When choosing courses, pay special attention to the semester that the courses belong to.

4.2. Other documents to attach to the application form:

- Recent Transcript of Records
- Motivation Letter (in Spanish or English)
- Curriculum Vitae
- Spanish language certificate (at least level A1 of the CEFR or proof of having taken 100 hours of Spanish language)

4.3. Applying for the Mentor Student Program (Strongly recommended)



5. Study of the Applications by the International Office / Refusal

Take into account that whether the Learning Agreement fulfills the ETSII requirements for acceptance or not will strongly influence our decision.

6. Acceptance / Refusal of the application.

7. Mentor Student Assignment.

STAFF AT INTERNATIONAL RELATIONS OFFICE:

Arantxa Querol Monforte - Vice-Dean for International Relations

Josefina Soler Martínez - International Relations Officer

WEBSITE AND CONTACT INFORMATION:

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