

Useful information for Partners

11 June 2013

Dear Partners:

We would like to remind you that **online application deadline for Erasmus incoming students is 15th June**. Please, be aware that you have to send the **nomination of your selected students by e-mail** to your counterpart at UGR (if you have not done it yet). Please find here the contact details of the International Relations Offices at the different Faculties and Schools at UGR:

<http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros>

Instructions to fill in the online application can be found here:

<http://internacional.ugr.es/pages/perfiles/estudiantes/onlineapplicationinstructionsenglisherasmusneutro>

Online application available at:
https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html

Incoming students can **apply online for a mentor when filling the online application**. Information about our **Buddy Programme or Programa Mentor** available at <http://internacional.ugr.es/pages/perfiles/estudiantes/nuevas-iniciativas-para-estudiantes-internacionales>

Online application for Erasmus students wishing to come for the **2nd semester will be opened from 1st October to 31st October, 2013**.

We expect to send an e-mail about the admission of your students by 9th July.

Our orientation week will take place from 16th to 21th September. Updated information about the activities will be published

at:<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/jornadas-incoming>

The official academic calendar for 2013-2014 is already published at <http://secretariageneral.ugr.es/pages/calendarioacademico20132014pdf>

More useful information for incoming students at our International Student Guide

<http://sl.ugr.es/04fF> and at:

<http://internacional.ugr.es/pages/perfiles/estudiantes/estudiantes-internacionales>

Our Information Sheet for Partner Universities is available here:<http://internacional.ugr.es/pages/perfiles/socios/socios>

We inform you that University of Granada will be closed from 1st to 31st August, but there will be a person in charge for international relations in this period for urgent matters. The information will be published during the closing period at our website noticeboard: <http://internacional.ugr.es/>

Incoming students' transcripts of records are officially sent by the staff in charge of the International Relations Office at the corresponding Faculty or School once the grades achieved at the UGR are registered on their records.

Regarding our outgoing students, we would like to remind our Partners that an official transcript of records (signed and stamped) is an essential document for the recognition of credits. Transcripts of records should be sent to the International Relations Office of the Faculty or School that signed the bilateral agreement, not to our central International Relations Office.

We would like to inform you as well that University of Granada will celebrate its Second **International week in October 2013**. During this week we will organise various activities concerning international mobility, scholarship programmes to study abroad targeted at UGR students, researchers, graduates, lecturers and admin. personnel. Throughout the week we will promote our partner Institutions. Then, we would like to ask you to send us some promotional material about your institution (e.g. posters, leaflets, flyers etc) which we can use and hand out to students who are interested in visiting you and/or studying with you.

Best regards,

**Vice-Rector's Office for International Relations and Development
Cooperation**

University of Granada

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