ONLINE INCOMING EXCHANGE STUDENT APPLICATION
UNIVERSITY OF NAVARRA

Universidad de Navarra

Congratulations on your successful exchange nomination!
We're excited about the prospect of you studying at the University of Navarra.
To help make the application process smoother,
we have created this guide full of tips to help you successfully complete
the online incoming exchange student application.

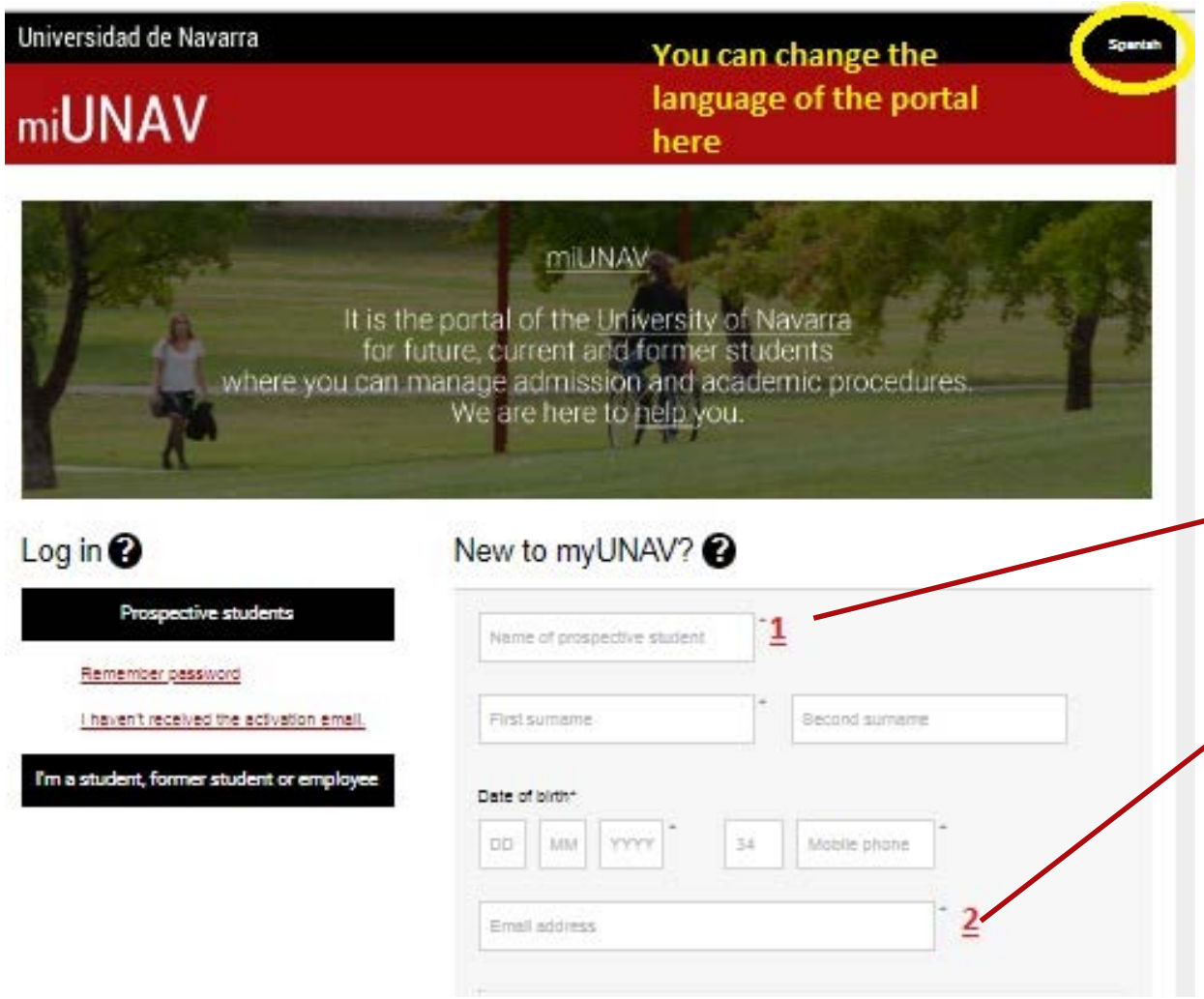
STEP 1>>>

Email from UNAV COORDINATOR

After the nomination deadline (May 1st), you will receive an email with a link to the University of Navarra´s incoming exchange student application as well as your exchange code.

STEP 2>>>

Registering at miUNAV and creating a miUNAV account.
Please fill in the required information.

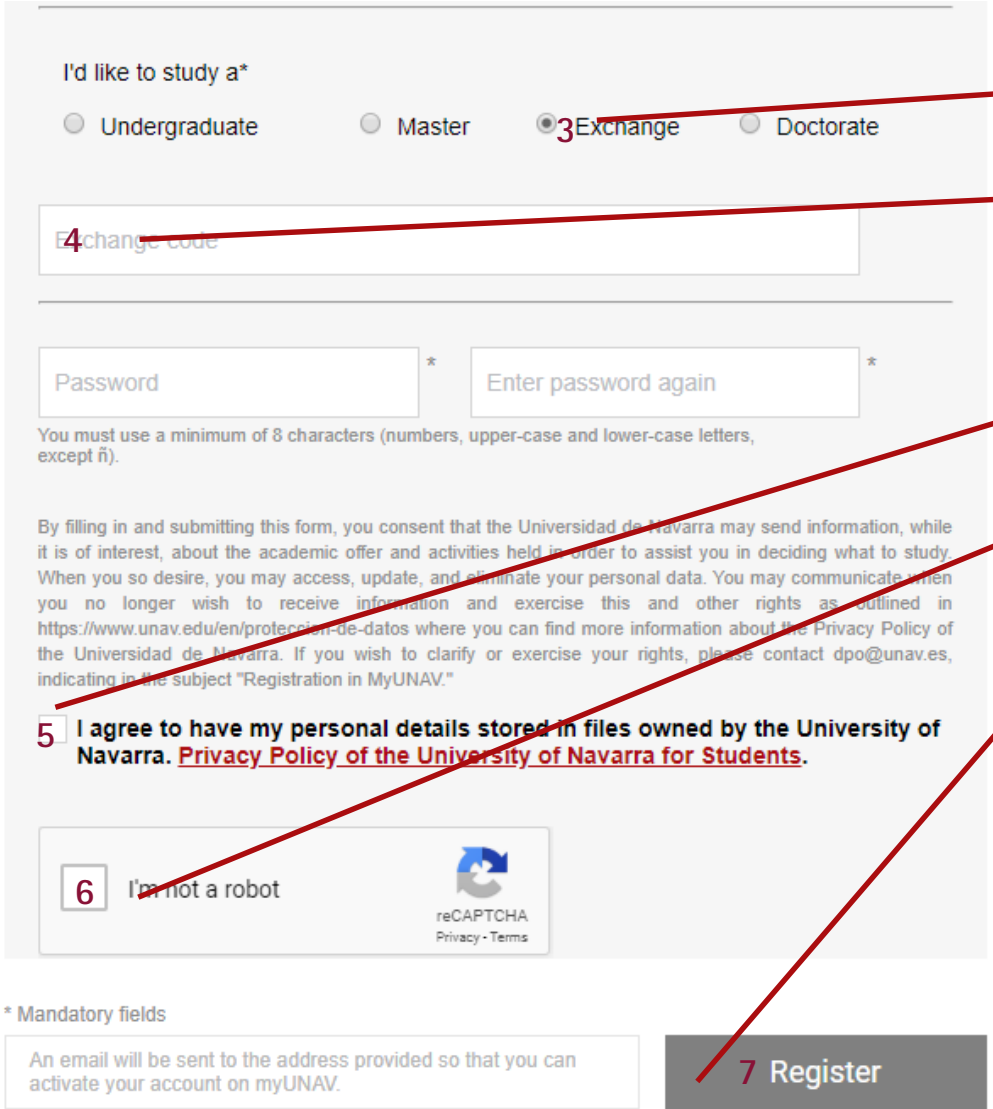


1. Make sure the name and surname(s) you give are as listed on your current passport.

2. We recommend you to write your email address you use frequently. This log in information will be used during all the application process and cannot be changed

STEP 2>>>

Registering at miUNAV and creating a miUNAV account.
Please fill in the required information.



3.Select exchange.

4. Introduce the Exchange Code **you received by email from the UNAV coordinator.**

5.Please click on the box.

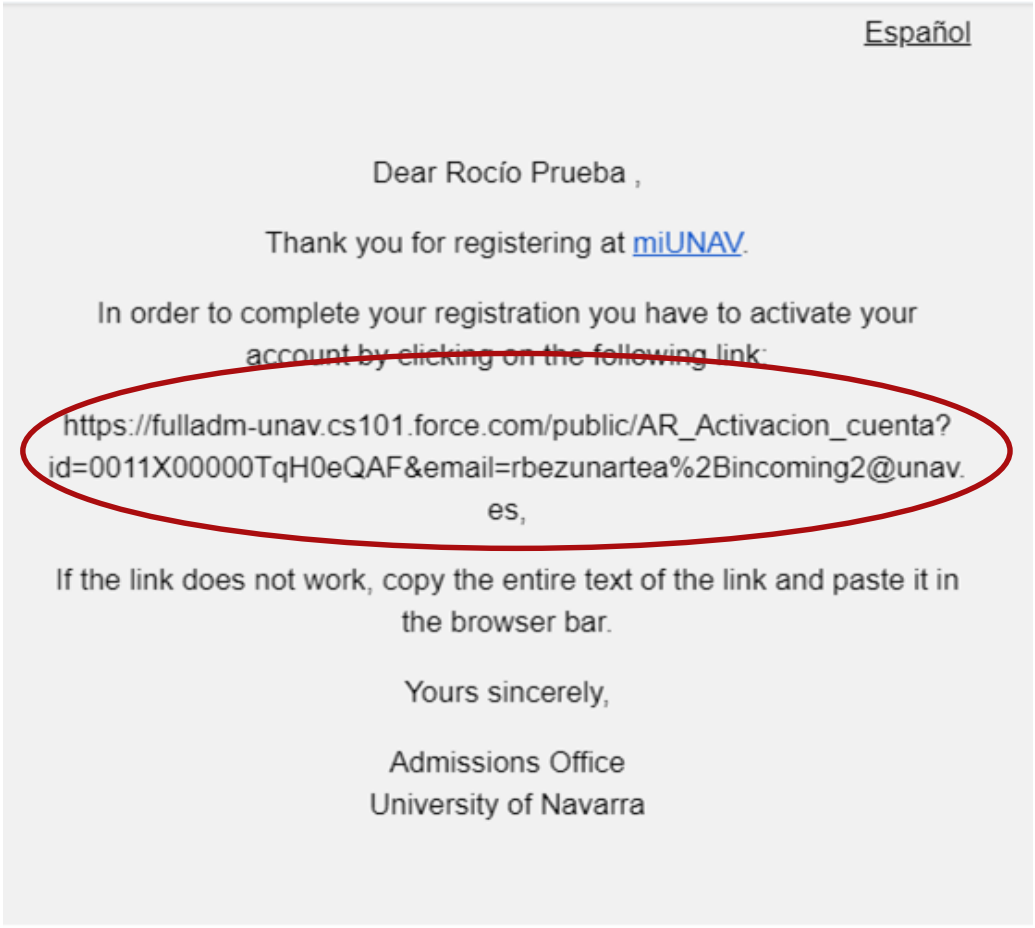
6.Please click on the box.

7.Click on Register.

Make sure to take note of your e-mail and password as you will need them to access to the Application on line.

STEP 3>>>

Activating your account in miUNAV



Español

Dear Rocío Prueba ,

Thank you for registering at miUNAV.

In order to complete your registration you have to activate your account by clicking on the following link:

https://fulladm-unav.cs101.force.com/public/AR_Activacion_cuenta?id=0011X00000TqH0eQAF&email=rbezunartea%2Bincoming2@unav.es,

If the link does not work, copy the entire text of the link and paste it in the browser bar.

Yours sincerely,

Admissions Office
University of Navarra

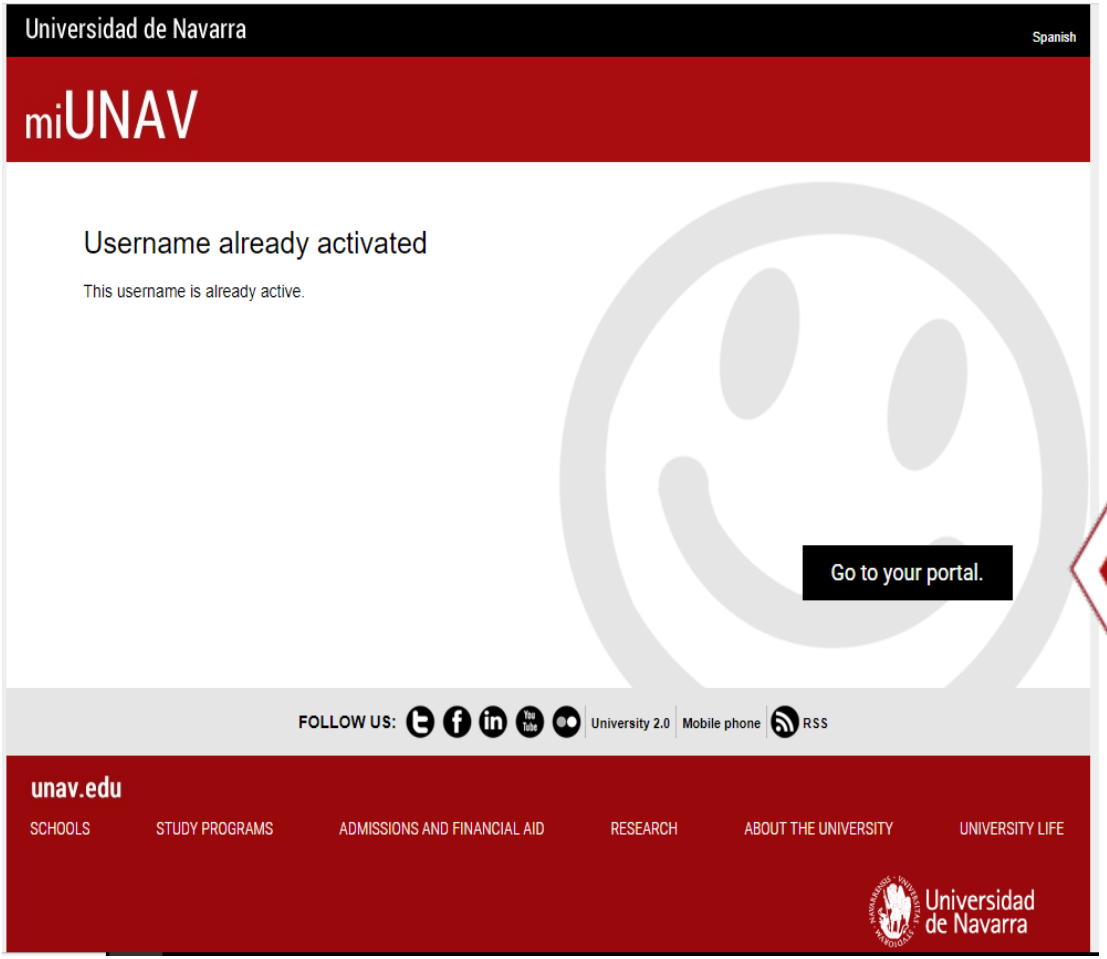
You will receive an email from admissions office with the subject: "Activate your account in MiUnav" that will include a link. You **must** use this link to activate your account in MiUnav.

Link to activate* your account in MiUnav Clicking on the link will activate your Username.

*Important: If the link does not work, copy the entire text of the link

STEP 3>>>

Activating your account in miUNAV



In order to move to the next step, you must click on the "Go to your portal" button.

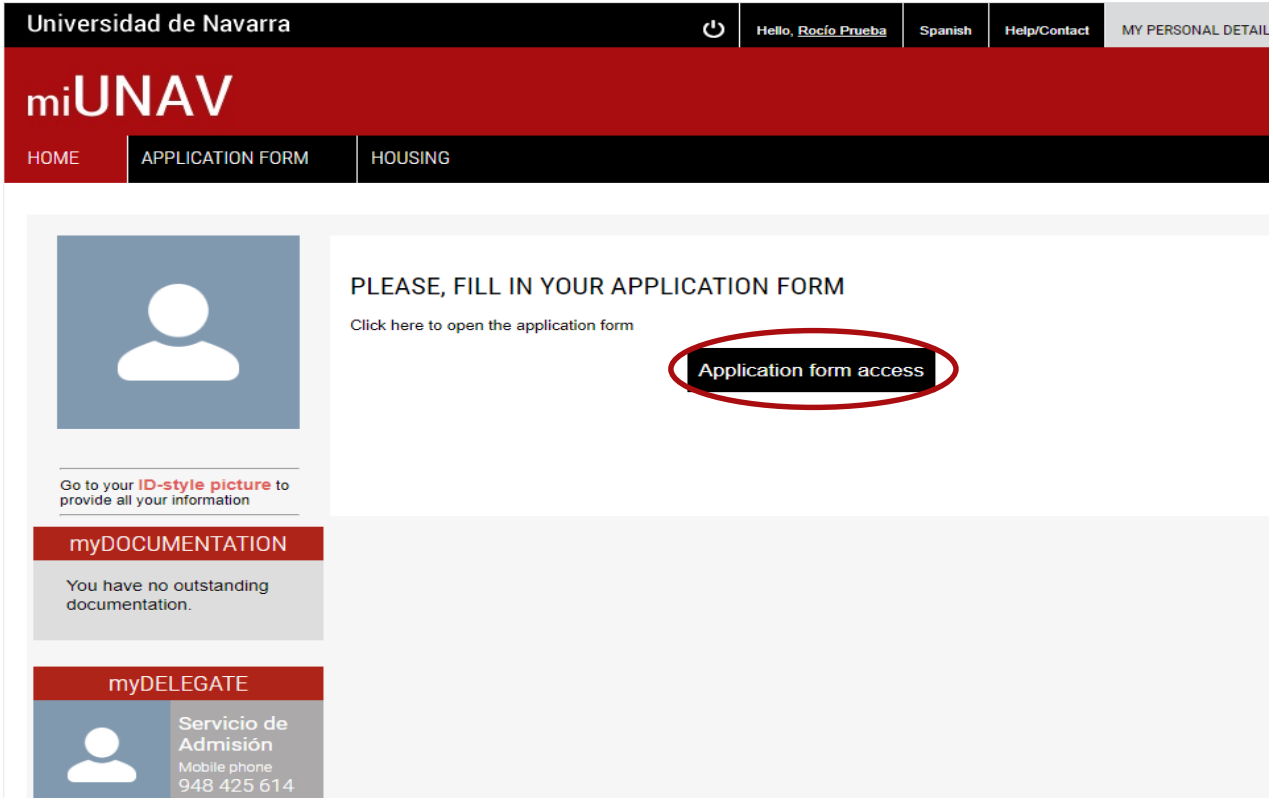
STEP 3>>>

Activating your account in miUnav

Clicking on the "Go to your portal" button will take you to the user identification log-in page. Use your email and password you registered with at MiUNAV.

STEP 4>>>

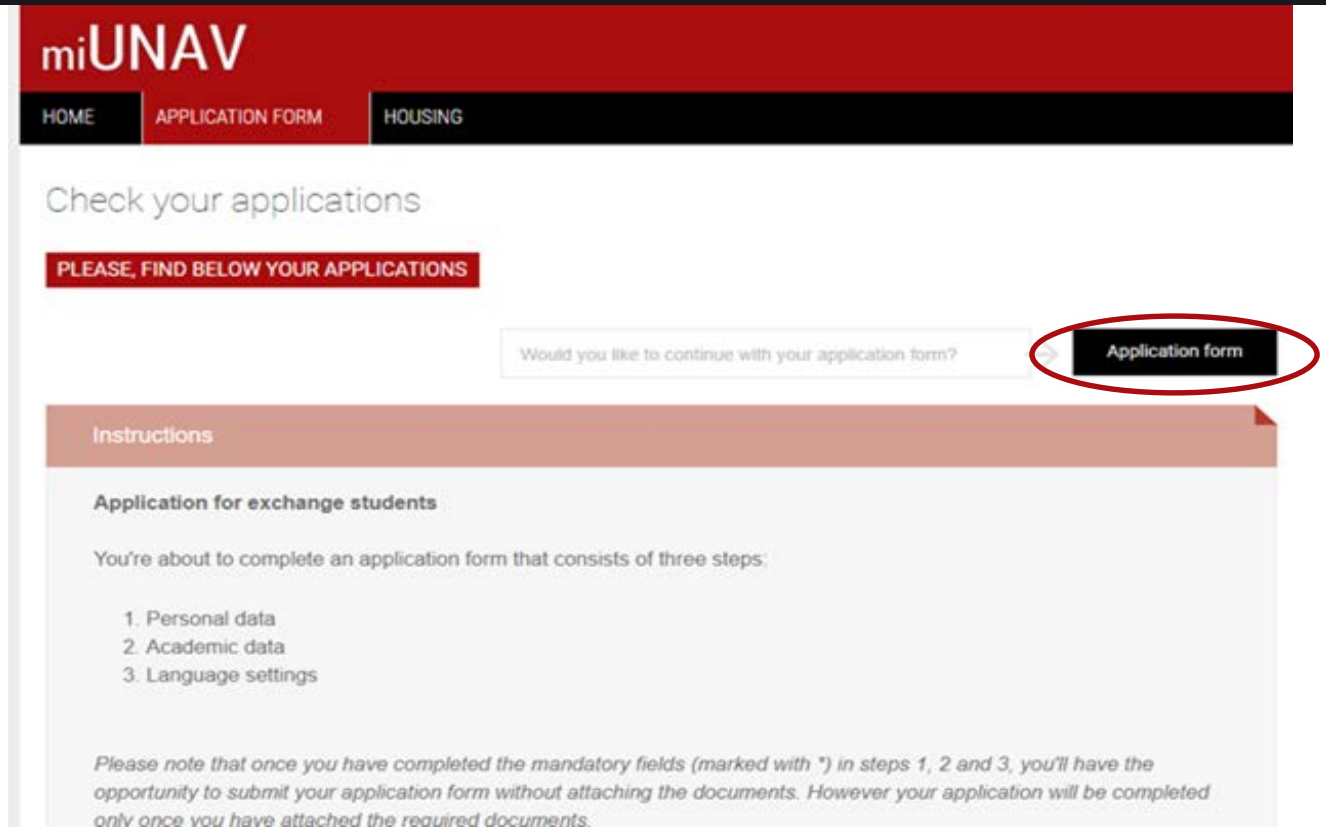
Access to the on-line exchange application form



After you sign in, the "application form access" button will display. Click on it to start your application .

STEP 5>>>

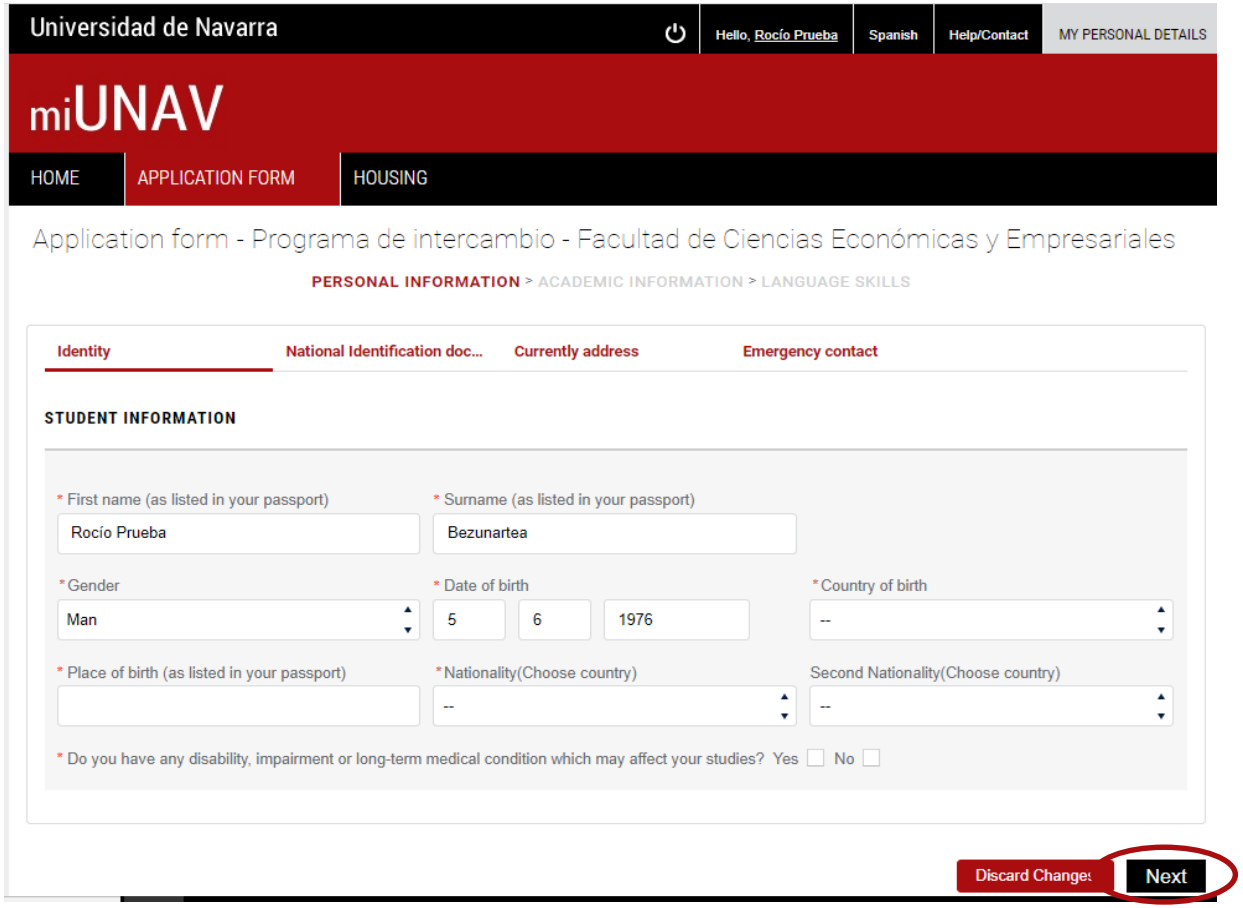
Filling out your Exchange Application



The first page of the application contains information on how to complete the information. Please, read it carefully and once you have read it, you can start with your application by clicking "Application form".

STEP 5>>>

Filling out your Exchange Application



PERSONAL DATA

>> This page is where you fill in your missing personal information (gender, country and place of your birth, nationality). You also will be asked to confirm if you have any disabilities or other medical factors, which might affect your studies.

>> Complete all the required fields, which are marked by a red asterisk (*), and then click "Next".

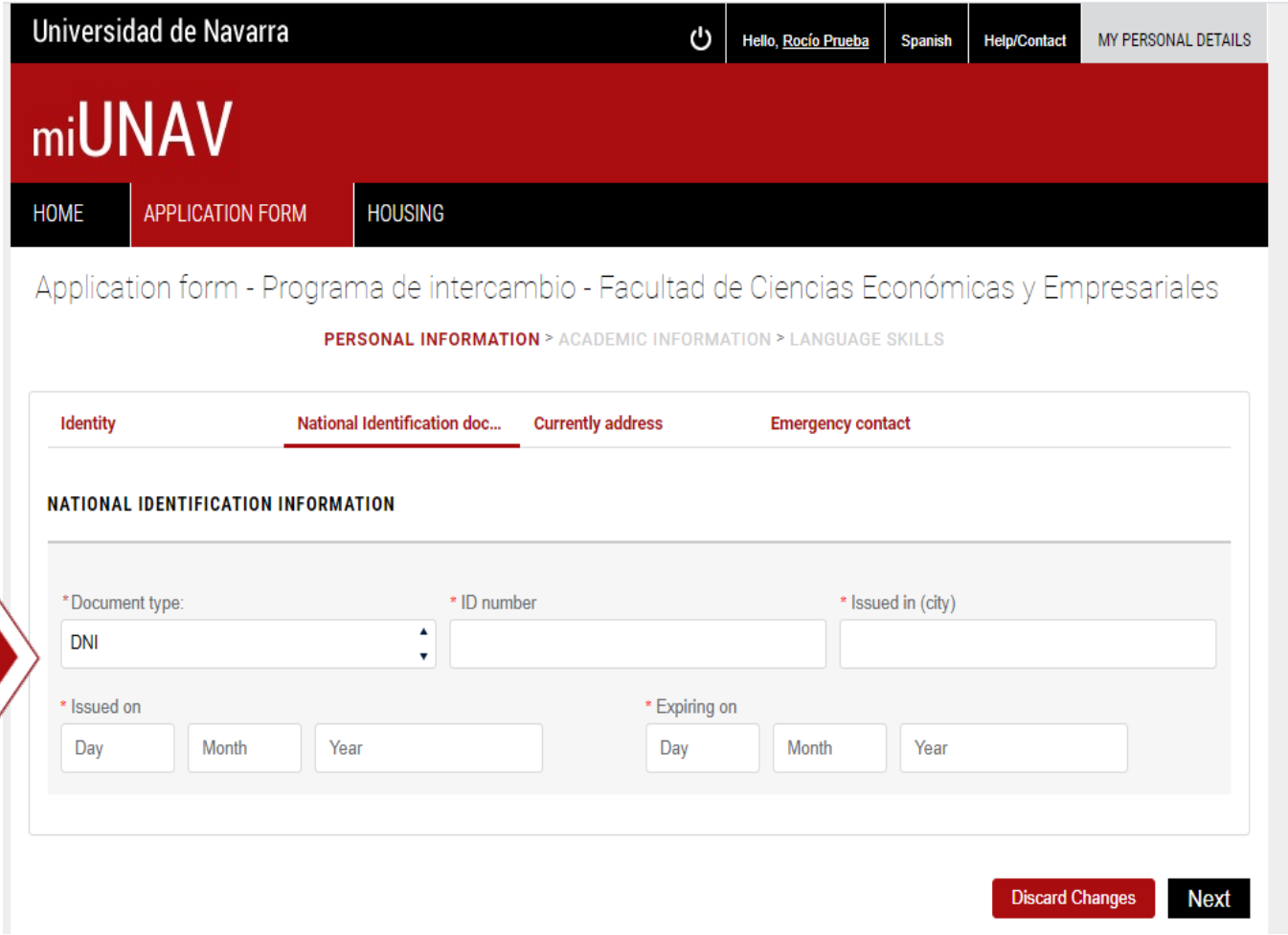
STEP 5>>>

Filling out your Exchange Application

IDENTITY CARD NUMBER

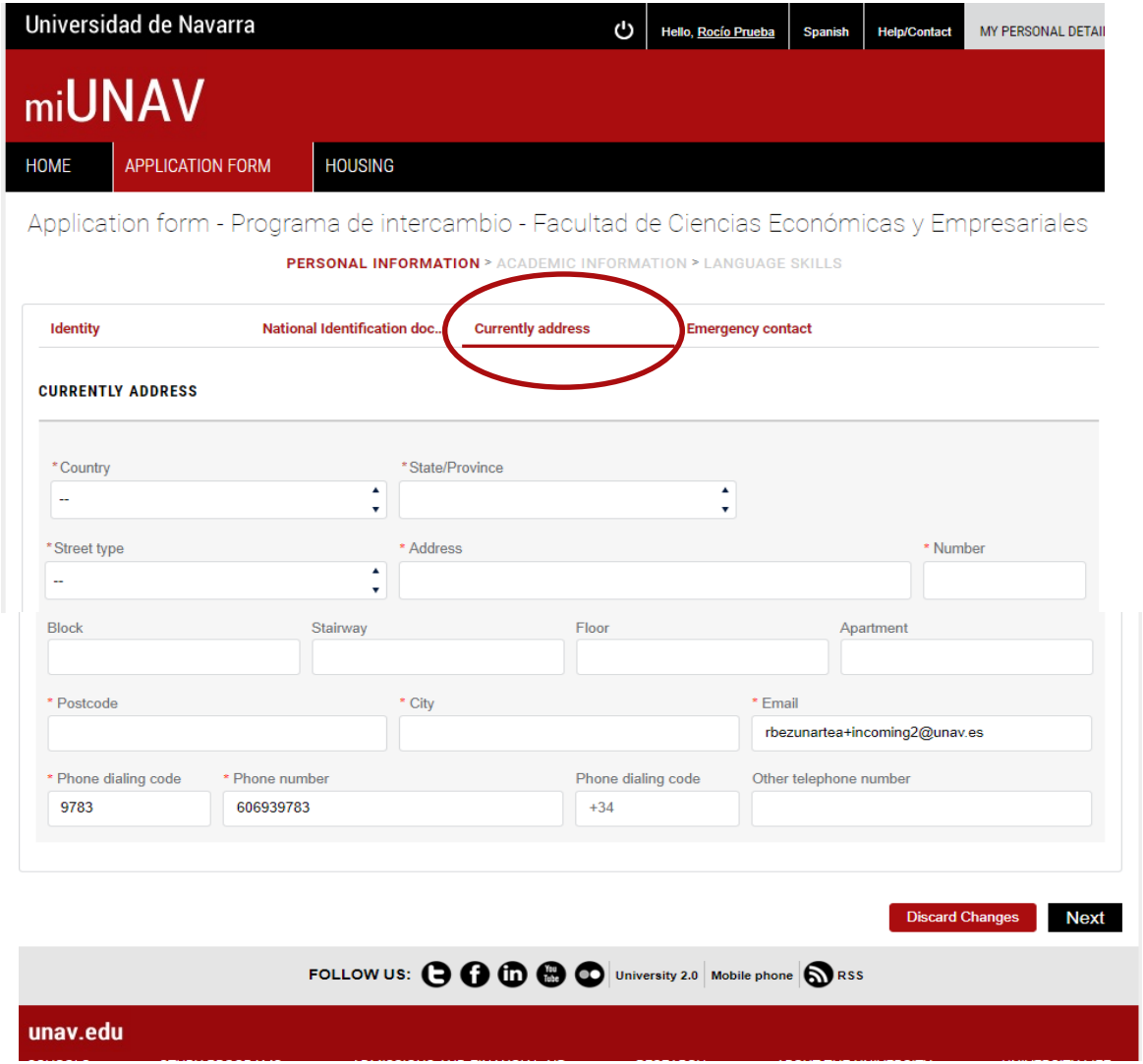
>> This page is where you fill in your national identification information with what appears on your ID card (for Schengen countries) or passport (for non-EU students).

Choose passport (non-EU students) or Identity card (European students from Schengen countries).



STEP 5>>>

Filling out your Exchange Application

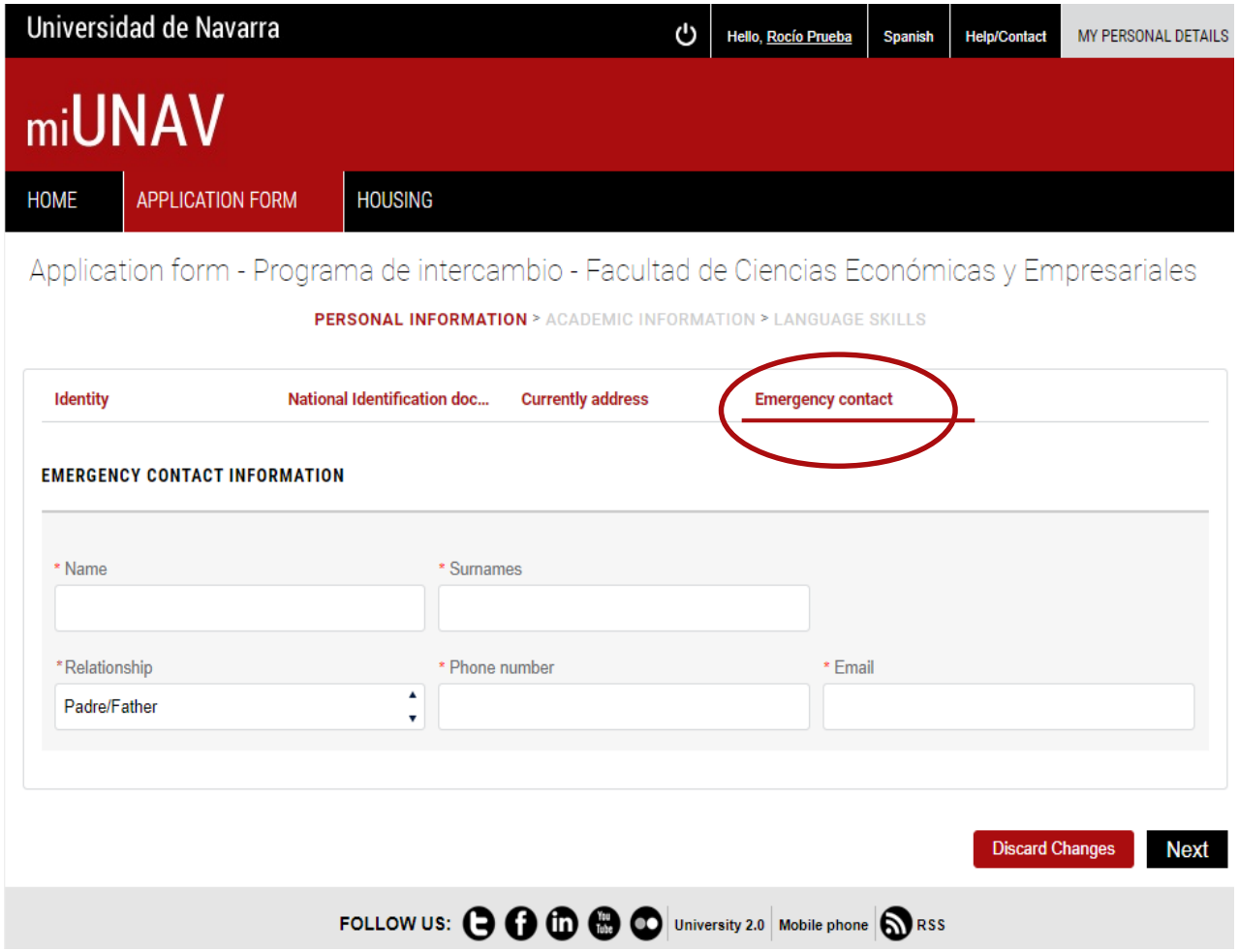


PERMANENT ADDRESS

>> Please fill out the information with your permanent address.

STEP 5>>>

Filling out your Exchange Application

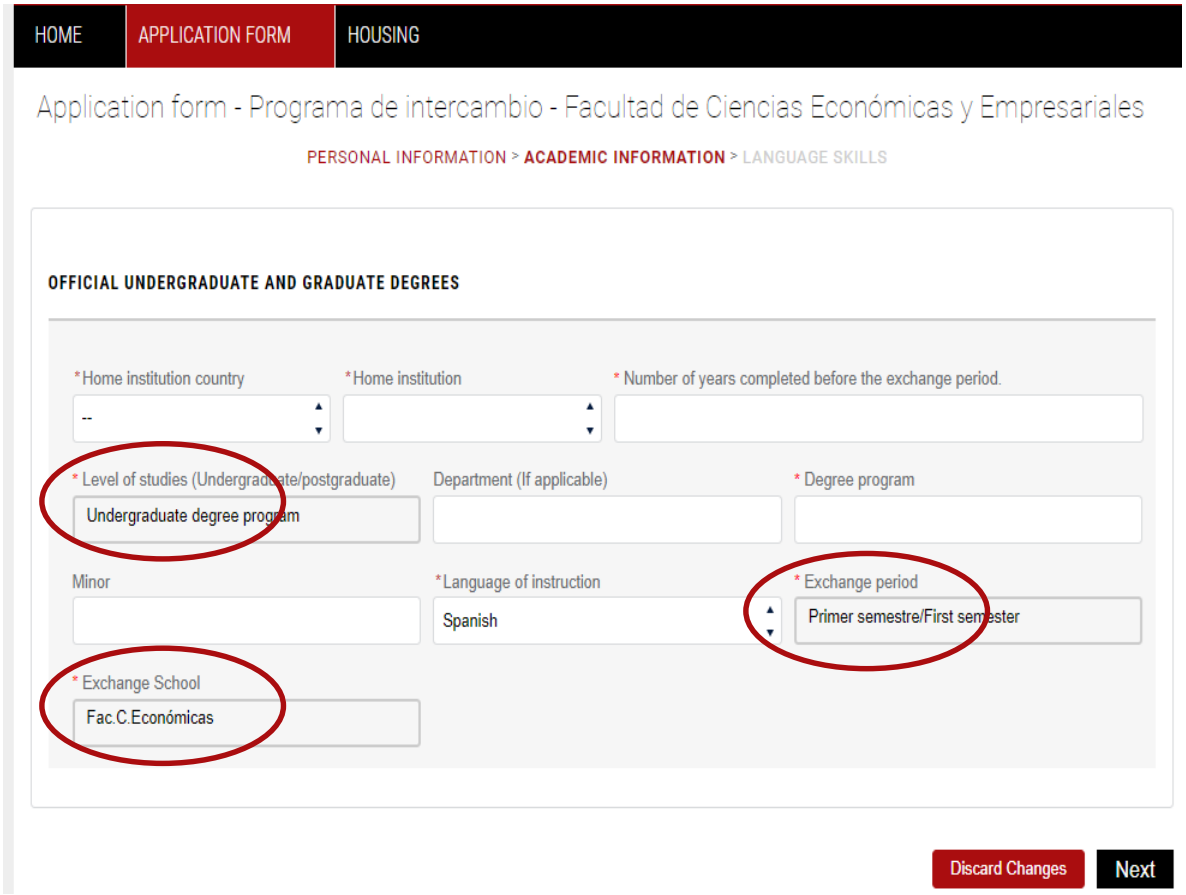


EMERGENCY CONTACT

>> This page is where you enter your emergency contact information.

STEP 5>>>

Filling out your Exchange Application



ACADEMIC INFORMATION

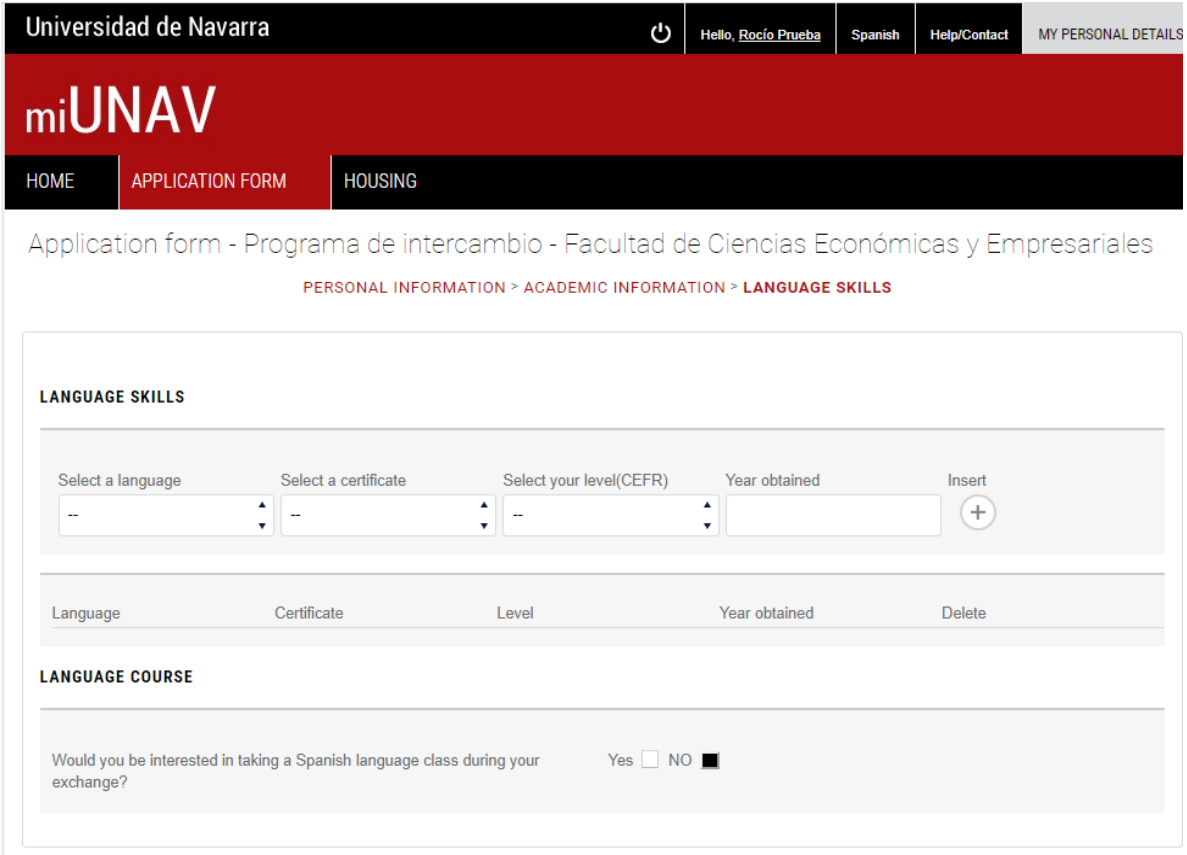
>> In this page, please provide your current university details in the blank fields marked by an asterisk (*).

>> Make sure the exchange period and Reference School (exchange school) set up by default are correct.

>> Once finished, click "Next".

STEP 5>>>

Filling out your Exchange Application



LANGUAGE SKILLS

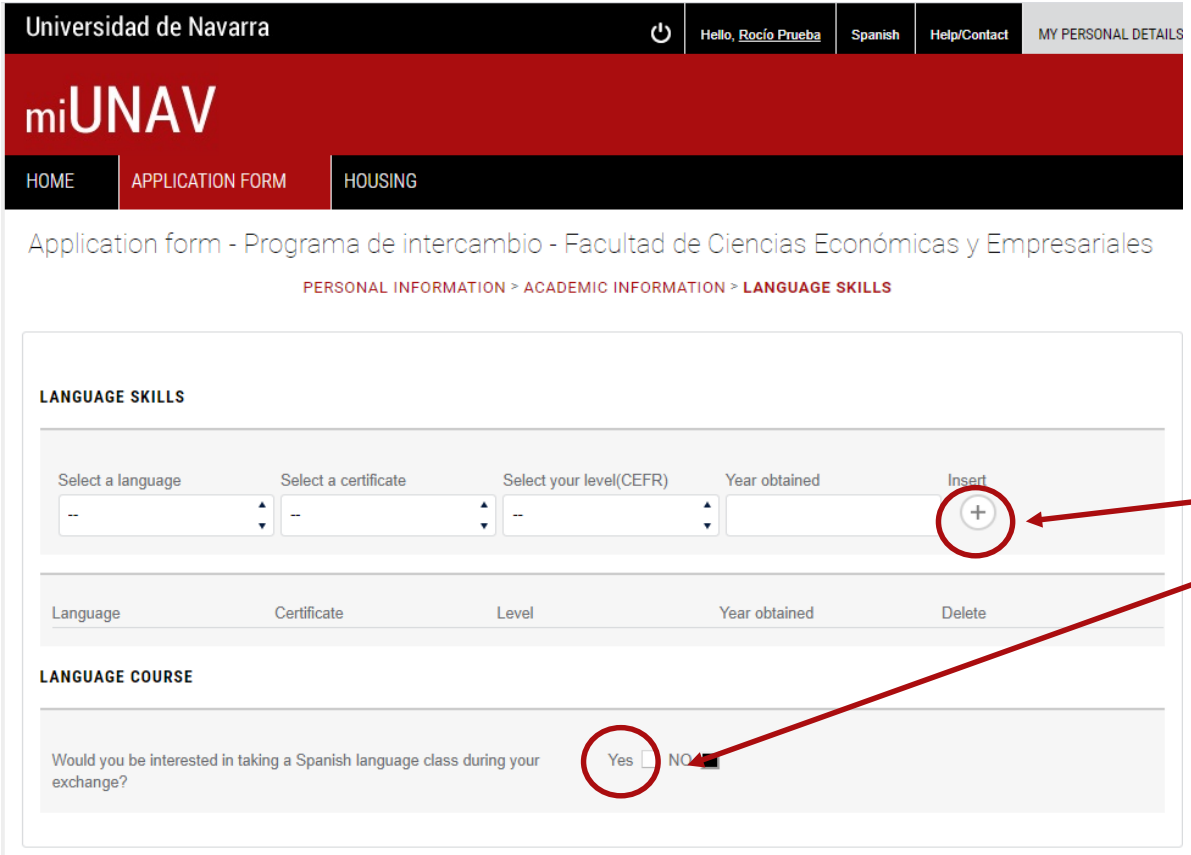
>>In this page you need to confirm your level of either Spanish or/and English (mandatory) and any other language (optional).

>>Any language you include will generate a document to be uploaded to certify such level.

>>An official certificate will not be required but at least a written confirmation signed by your school coordinator certifying a B2 level o equivalent. If you are native speaker your passport or a similar document that certifies this, could be valid.

STEP 5>>>

Filling out your Exchange Application



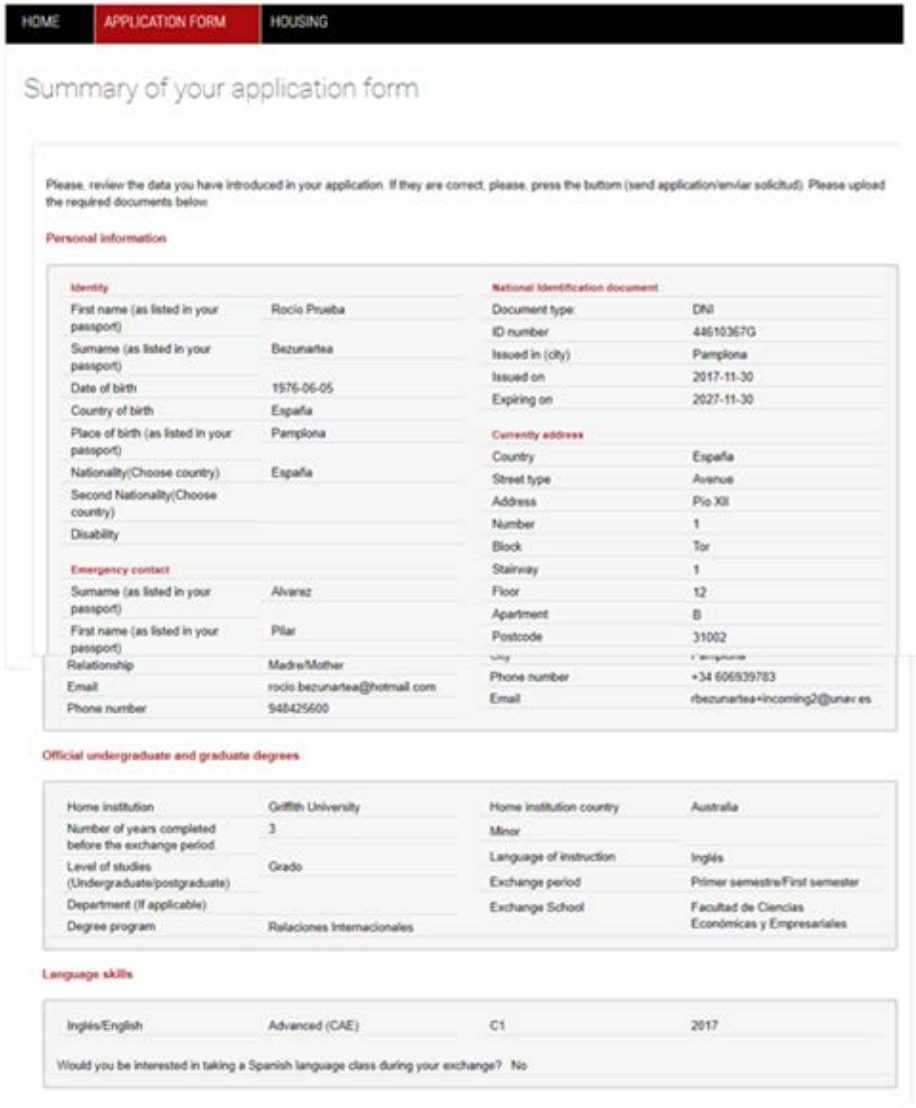
LANGUAGE SKILLS

>> You should click the button "**+**", each time you add any additional language. It will record the information you have introduced, and also let you to select another language from the list.

>> If you are interested in taking Spanish language classes, please, press "yes". Our Institute of Spanish Language and Culture will contact you and send an online level test before your registration.

STEP 5>>>

Filling out your Exchange Application



HOME | APPLICATION FORM | HOUSING

Summary of your application form

Please, review the data you have introduced in your application. If they are correct, please, press the buttom (send application/enviar solicitud). Please upload the required documents below.

Personal information

Identity		National identification document	
First name (as listed in your passport)	Rocio Prueba	Document type	DNI
Surname (as listed in your passport)	Bezunartea	ID number	44610367G
Date of birth	1976-06-05	Issued in (city)	Pamplona
Country of birth	España	Issued on	2017-11-30
Place of birth (as listed in your passport)	Pamplona	Expiring on	2027-11-30
Nationality(Choose country)	España	**Currently address**	
Second Nationality(Choose country)		Country	España
Disability		Street type	Avenue
Emergency contact		Address	Pio XII
Surname (as listed in your passport)	Alvarez	Number	1
First name (as listed in your passport)	Pilar	Block	Tor
Relationship	Madre/Mother	Stairway	1
Email	rocio.bezunartea@hotmail.com	Floor	12
Phone number	948425600	Apartment	B
		Postcode	31002
		Phone number	+34 606939783
		Email	rbezunartea+incoming2@unav.es

Official undergraduate and graduate degrees

Home institution	Griffith University	Home institution country	Australia
Number of years completed before the exchange period	3	Minor	
Level of studies (Undergraduate/postgraduate)	Grado	Language of instruction	Inglés
Department (If applicable)		Exchange period	Primer semestre/First semester
Degree program	Relaciones Internacionales	Exchange School	Facultad de Ciencias Económicas y Empresariales

Language skills

Inglés/English	Advanced (CAE)	C1	2017

Would you be interested in taking a Spanish language class during your exchange? No

SUMMARY OF THE APPLICATION FORM

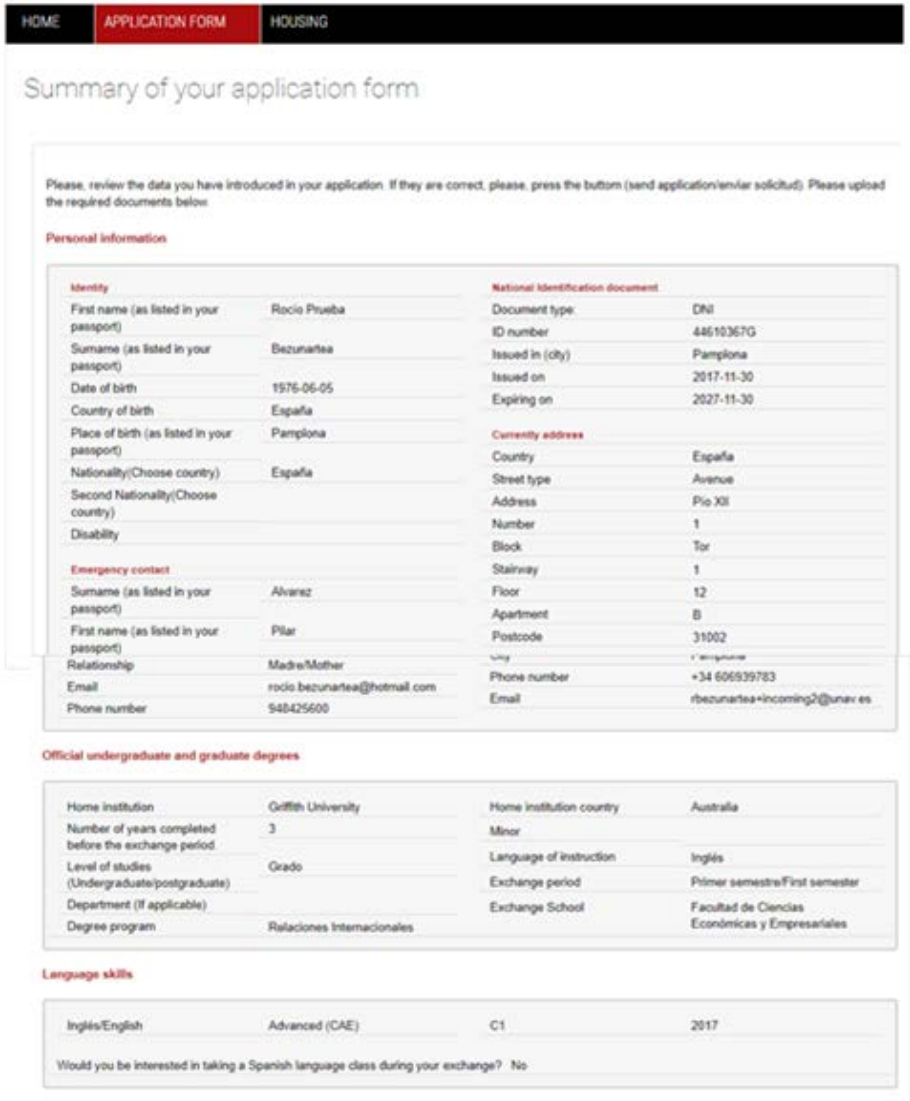
>> In the following page, you will have a summary of all your information recorded. Make sure this information is correct!

>> If you need to correct anything, please, press bottom "back to the form" and correct the information.

>> If everything is correct, please, submit the application **by pressing the button "Send application".**

STEP 5>>>

Filling out your Exchange Application



HOME | APPLICATION FORM | HOUSING

Summary of your application form

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Personal information

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First name (as listed in your passport)	Rocio Prueba	Document type	DNI
Surname (as listed in your passport)	Bezunartea	ID number	44610367G
Date of birth	1976-06-05	Issued in (city)	Pamplona
Country of birth	España	Issued on	2017-11-30
Place of birth (as listed in your passport)	Pamplona	Expiring on	2027-11-30
Nationality(Choose country)	España	**Currently address**	
Second Nationality(Choose country)		Country	España
Disability		Street type	Avenue
Emergency contact		Address	Pio XII
Surname (as listed in your passport)	Alvarez	Number	1
First name (as listed in your passport)	Pilar	Block	Tor
Relationship	Madre/Mother	Stairway	1
Email	rocio.bezunartea@hotmail.com	Floor	12
Phone number	948425600	Apartment	B
		Postcode	31002
		Phone number	+34 606939783
		Email	rbezunartea+incoming2@unav.es

Official undergraduate and graduate degrees

Home institution	Griffith University	Home institution country	Australia
Number of years completed before the exchange period	3	Minor	
Level of studies (Undergraduate/postgraduate)	Grado	Language of instruction	Inglés
Department (If applicable)		Exchange period	Primer semestre/First semester
Degree program	Relaciones Internacionales	Exchange School	Facultad de Ciencias Económicas y Empresariales

Language skills

Inglés/English	Advanced (CAE)	C1	2017

Would you be interested in taking a Spanish language class during your exchange? No

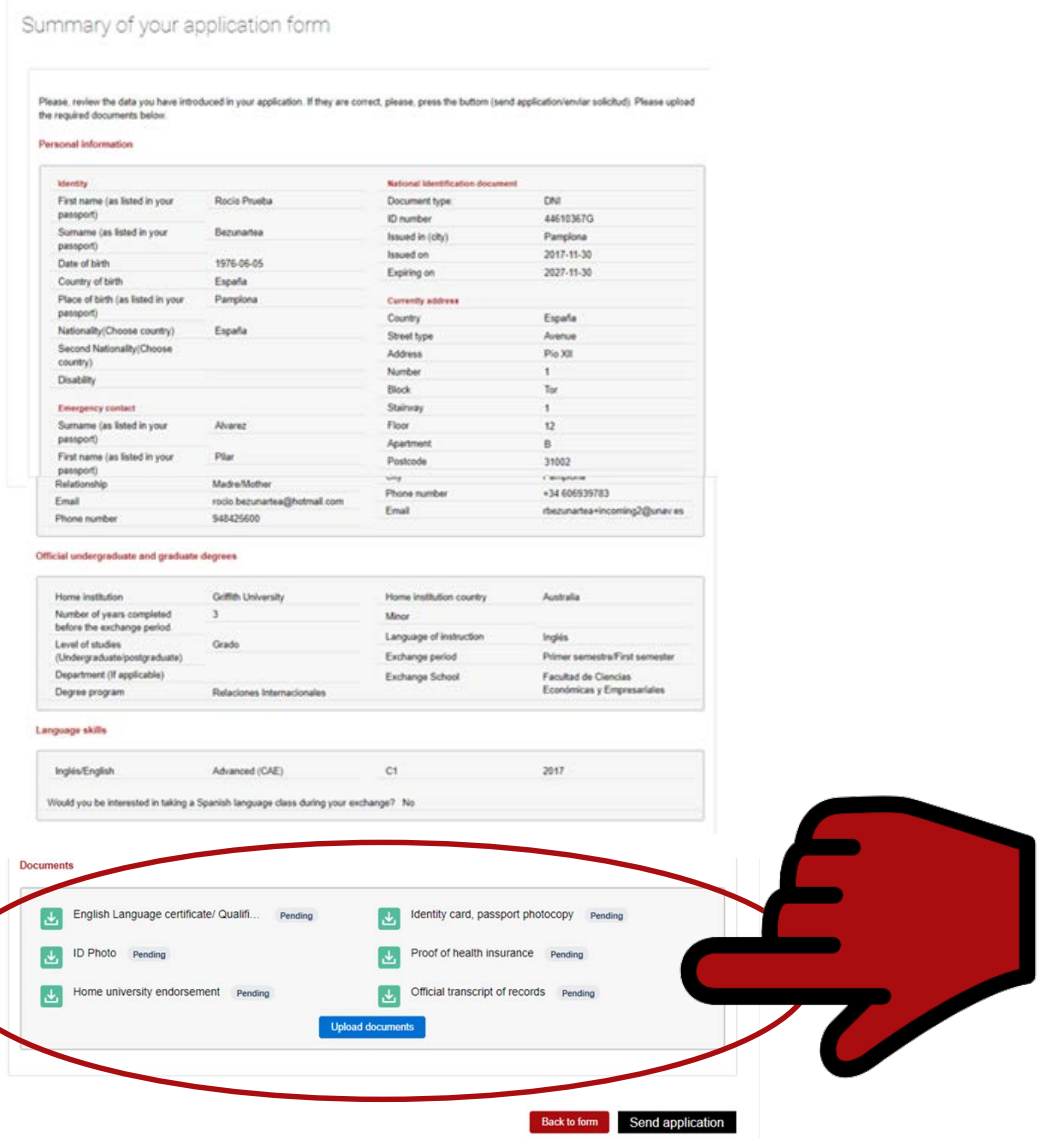
Please note that once you have completed the mandatory fields (marked with *) in steps 1,2 and 3 of application, you will have the opportunity to submit your application without attaching the obligatory supporting document by pressing the button "Send application"

However, your application will be completed only once you have attached the required documents.

It is best to submit your documents as soon as possible before the exchange application deadline.

STEP 5>>>

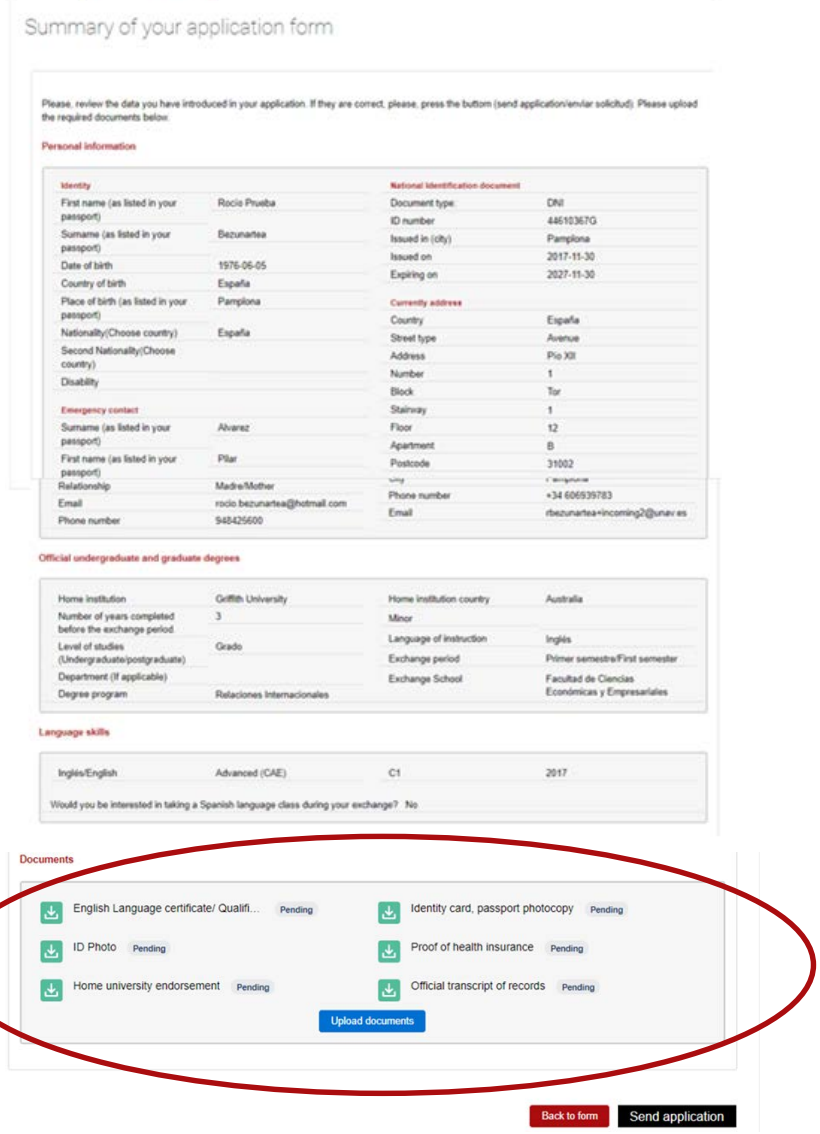
Filling out your Exchange Application



YOU CAN NOW UPLOAD THE SUPPORTING DOCUMENTS.

STEP 5>>>

Filling out your Exchange Application



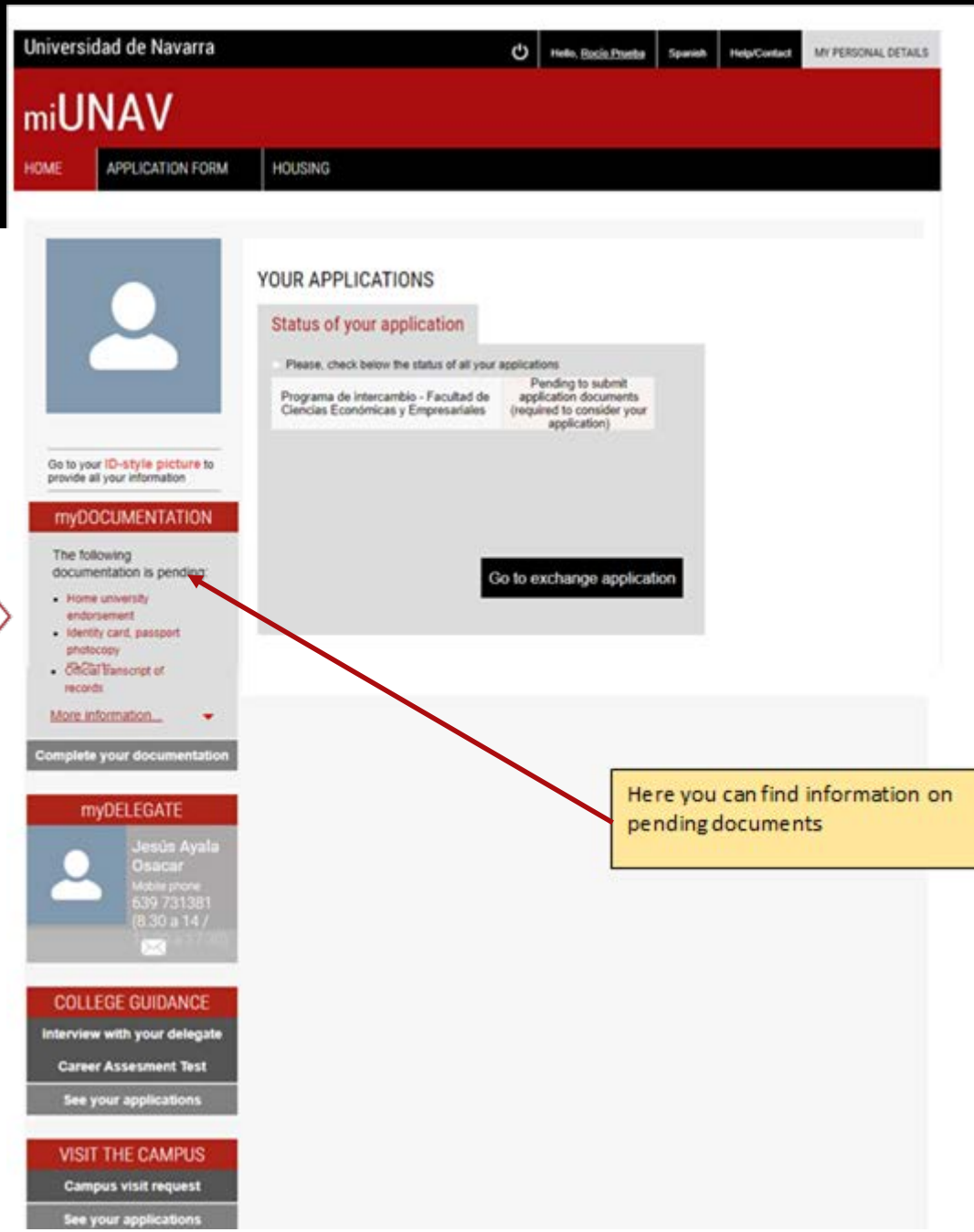
REQUIRED APPLICATION DOCUMENTS:

- ✓ Photocopy of passport identification page: Please, make sure your passport is valid the whole exchange period
- ✓ Proof of English or Spanish language proficiency: If you do not have any official certificate please ask your Program Coordinator to certificate your level of English or/and Spanish (B2 CEFR or equivalent). This certificate MUST be signed by the program coordinator.
- ✓ Academic transcript of records.
- ✓ Nomination letter signed by your home coordinator.
- ✓ Medical insurance: All students must have health insurance that covers the period during their stay in Spain. Proof of health insurance must be submitted to University of Navarra at the time of the application. The proof of health insurance should include:
  1. Name of the insured
  2. Period of coverage - must be valid during visiting period
  3. Place of coverage - must be valid in Spain
- ✓ Clear, coloured passport-size photo in JPG (4 MB) *Please, refer to the photo guidelines document.* Informal photos are not accepted!

STEP 5>>>

Filling out your Exchange Application

Please, note that the application will not be considered if any document is pending.



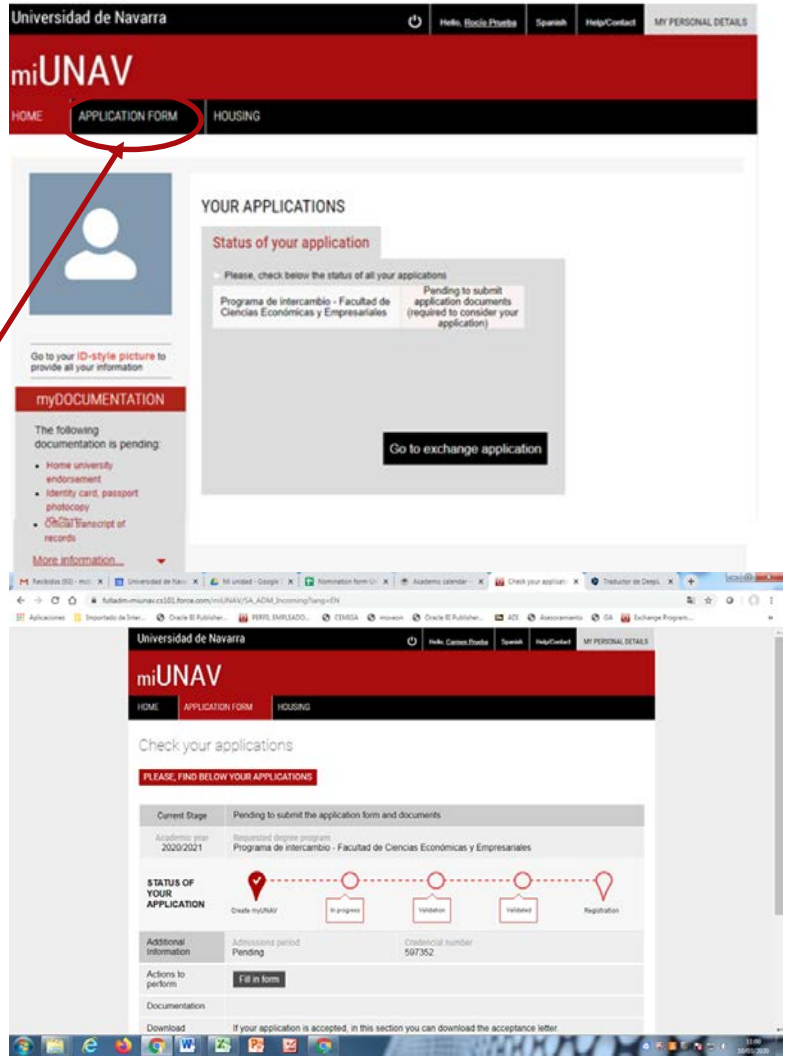
STEP 6>>>

Check your application' status

APPLICATION STATUS

After you have uploaded all the supporting documents, your Incoming Exchange Application is considered all done and ready to be reviewed by the International Office at the University of Navarra. All that's left is to wait to hear from us regarding confirmation of your acceptance in an automated email.

You can follow the status of your application on the portal by going to application form from the home page of the portal.

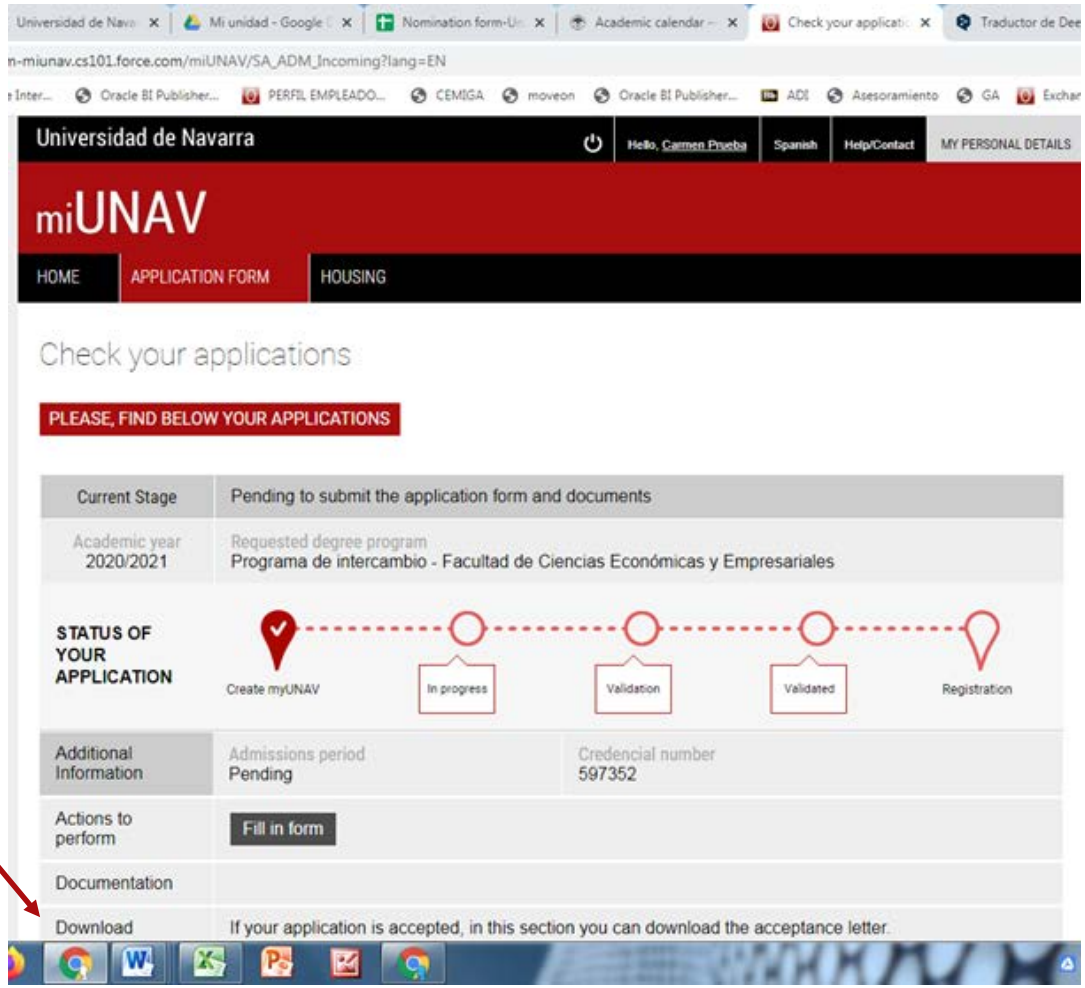


STEP 7>>>

Download your acceptance letter

ACCEPTANCE LETTER

Once your application is validated, you will receive a message confirming the result of the application. If it is approved you will be able to download the acceptance letter from the page (check your applications-see above) in the section "Download".



Congratulations!

You have been formally accepted as Exchange student of the University of Navarra. All that is left is a digital signature of the "Registration form" and your application will be completed and ready for next step: Registration of courses.