

ONLINE INCOMING EXCHANGE STUDENT APPLICATION UNIVERSITY OF 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 <u>miUNAV</u> 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 <u>miUNAV</u> and creating a miUNAV account. Please fill in the required information.

I'd like to study a*	ster 3Exchange Doctorate 	• 3.Select exchange.
E 4 chang e code		 4. Introduce the Exchange Code you received by email from the UNAV coordinator.
Password	* Enter password again	5.Please click on the box.
Ry filling in and eulomitting this form you consor	nt that the Universidad de Lavarra may send information, while	
By filling in and submitting this form, you consert t is of interest, about the academic offer and a When you so desire, you may access, update, a you no longer wish to receive information https://www.unav.edu/en/proteccien-de-datos wh he Universidad de Diavarra. If you wish to condicating in the subject "Registration in MyUNA" I agree to have my personal det	In that the Universidad de Havarra may send information, while activities held in order to assist you in deciding what to study, and eliminate your personal data. You may communicate union on and exercise this and other rights as outlined in here you can find more information about the Privacy Policy of clarify or exercise your rights, place contact dpo@unav.es, .V."	7.Click on Register.
by filling in and submitting this form, you conser it is of interest, about the academic offer and a When you so desire, you may access, update, a you no longer wish to receive information https://www.unav.edu/en/protection-de-datos wi the Universidad de Nevarra. If you wish to condicating in the subject "Registration in MyUNA" I agree to have my personal det Navarra. Privacy Policy of the U	In that the Universidad de fravarra may send information, while activities held is order to assist you in deciding what to study, and eliminate your personal data. You may communicate men on and exercise this and other rights as outlined in here you can find more information about the Privacy Policy of clarify or exercise your rights, planse contact dpo@unav.es, N." tails stored in files owned by the University of Iniversity of Navarra for Students.	7.Click on Register. Make sure to take note of your e-mail and password as you wil need them to access to the

STEP 3>>> Activating your account in miUNAV

You will receive an email from admissions office with the subject: "Activate your account in MiUnay" that will include a link. You **must** use this link to activate your Dear Rocío Prueba, account in MiUnav. 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? Link to activate* your account in id=0011X00000TgH0eQAF&email=rbezunartea%2Bincoming2@unav. MiUnav Clicking on the link will es. activate your Username.

Español

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

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





STEP 3>>> Activating your account in miUnav

de Navarra				
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	Para desconectarse, recomer	ndamos que cierre su navegador (cerrando todas las ventanas).	
Aviso Legal y cookies Mapa Web @ Universidad de Navarra Camp	i I Acerca de la Web I Accesibilidad xus Universitario. 31009 Pampiona. Navar	na (España). Tel. +34 948 42 56 00. GPS	3: 42°-48°-4°N y 1°-39°-38°W	



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

Universidad de Navarra	ი	Hello, <u>Rocío Prueba</u>	Spanish	Help/Contact	MY PERSONAL DETAIL
MIUNAV	HOUSING				
	PLEASE, FILL IN YOUR APPLICATION Click here to open the application form	ON FORM	ss		
Go to your ID-style picture to provide all your information					
myDOCUMENTATION					
You have no outstanding documentation.					
myDELEGATE Servicio de Admisión Mobile phone 948 425 614					



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

Filling out your Exchange Application

miU	NAV			
HOME	APPLICATION FORM	HOUSING		
Chec	k your applicat	ions		
PLEASE	E, FIND BELOW YOUR AP	PLICATIONS		
			Would you like to continue with your application form?	Application form
Inst	tructions			
Ap	plication for exchange	students		
You	're about to complete an	application for	n that consists of three steps.	
	 Personal data Academic data Language settings 			
Ple opp ont	ase note that once you h ortunity to submit your a v once vou have attache	ave completed pplication form d the required d	the mandatory fields (marked with *) in steps 1, 2 and without attaching the documents. However your appli locuments.	I 3, you'll have the cation will be completed



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

ME APPLICAT	TION FORM	HOUSING					
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TUDENT INFORMATI	ION						
TUDENT INFORMATI	ION	• O (K-t-d)					
* First name (as listed Rocio Prueba	ION in your passport)	* Sumame (as listed in y Bezunartea	your passport)				
* First name (as listed Rocio Prueba * Gender	ION in your passport)	 Surname (as listed in y Bezunartea Date of birth 	your passport)	*0	country of birth		
* First name (as listed Rocío Prueba * Gender Man	ION in your passport)	 Surname (as listed in y Bezunartea Date of birth 5 	your passport) 1976	• C	country of birth		* *
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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).

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Identity NATIONAL IDENTIFICA *Document type: DNI	National IG	ON * ID numb	Currently address	Emergency con	ed in (city)		
Identity NATIONAL IDENTIFICA * Document type: DNI * Issued on	National IG	ON * ID numb	Currently address	Emergency con	act ed in (city)		

Filling out your Exchange Application

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mi UNAV					
HOME APPLICATIO	IN FORM HOUSING				
Application form	- Programa de inter PERSONAL INFORM	cambio - Facultad c ation > academic inform	de Ciencias E(ation > language	conómicas y E skills	mpresariales
Identity	National Identification doc	Currently address	Emergency con	itact	
CURRENTLY ADDRESS					
* Country	*Sta	e/Province			
	* *		* *		
*Street type	* Add	ress		* N	lumber
	*				
Block	Stairway	Floor		Apartment	
* Postcode	* City		* Em	ail zupartea+incoming2@u	nav es
* Dhaga dialian anda	* Dhana awahaa	Dhaaa dia	line and a Other	- +-	
9783	606939783	+34	ling code Othe	r telephone number	
				Disca	rd Changes Next
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unav edu					

PERMANENT ADDRESS

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

Filling out your Exchange Application

Universidad de Navarra	(Hello, <u>Rocío Prueba</u>	Spanish Help/Conta	MY PERSONAL DETAILS
mi UNAV				
OME APPLICATION FORM	HOUSING			
Application form - Pro	grama de intercambio - Facultad PERSONAL INFORMATION > ACADEMIC INFOR	d de Ciencias Ec RMATION > LANGUAGE	conómicas y E skills	Empresariales
Identity	National Identification doc Currently address	Emergency con	tact	
EMERGENCY CONTACT INFORM	IATION		\rightarrow	
* Name	* Surnames			
*Relationship	* Phone number	* Ema		
*Relationship Padre/Father	Phone number	* Ema	1	
* Relationship Padre/Father	Phone number	* Ema	1	
*Relationship Padre/Father	Phone number	* Ema	Disca	rd Changes Next

EMERGENCY

>> This page is where you enter emergency

contact

CONTACT

information.

your



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".

Filling out your Exchange Application

Universidad de Navarra	a		U Hello, <u>F</u>	ocío Prueba Spanish	Help/Contact	MY PERSONAL DETAIL
mi UNAV						
HOME APPLICATION FO	RM HOUSING					
Application form - Pi	rograma de inte PERSONAL INFOR	rcambio - Faci Mation > academic	ultad de Cie INFORMATION > I	ncias Econón Language skills	nicas y Em	presariales
LANGUAGE SKILLS						
Select a language	Select a certificate	Select your leve	I(CEFR) Yea	ar obtained	Insert	
Language	Certificate	Level	Yea	r obtained	Delete	
LANGUAGE COURSE						
Would you be interested in taki exchange?	ng a Spanish language cla	ss during your	/es 🗌 NO 🔳			

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.

Filling out your Exchange Application

niversidad de	Navarra				Hello, <u>Rocío Prueba</u>	Spanish	Help/Contact	MY PERSONAL DETAIL
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OME APPLIC	ATION FORM	HOUSING						
application fo	rm - Prograr PER	na de inter sonal inform	cambio - Facul Iation > academic in	tad de IFORMATI	Ciencias Ec Ion > Language	conómi skills	cas y Em	presariales
LANGUAGE SKILLS								
Select a language	Select a	certificate	Select your level(C	CEFR)	Year obtained		Insert	
-	* -		*) [•		$(\mathbf{+})$	+
Language	Certifica	e	Level		Year obtained		Delete	
LANGUAGE COURSE								
Would you be intere exchange?	sted in taking a Span	sh language clas	s during your	s 🗌 NO				

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.

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/envier solicitud). Please upload the required documents below.

Personal Information

kbentity		National Identification docum	tent .
First name (as listed in your	Rocio Prueba	Document type:	DNI
passport)		ID number	44610367G
Sumame (as listed in your	Bezunartea	Issued in (city)	Pampiona
passport)		Issued on	2017-11-30
Date of bith	1976-06-05	Expiring on	2027-11-30
Country of birth	España		
Place of birth (as listed in your	Pampiona	Currently address	
passport)		Country	España
Nationality(Choose country)	España	Street type	Avenue
Second Nationality(Choose country)		Address	Pie XX
Disability		Number	1
Cristeny		Block	Tor
Emergency contact		Stairway	1
Sumame (as listed in your	Alvanez	Floor	12
passport)		Apartment	8
First name (as listed in your	Plar	Postcode	31002
Relationship	MadroMother	~	Company
Email	rocio bezunartea@hotmail.com	Phone number	+34 606939783
Phone number	545425600	Email	rbezunartea+incoming2@unav es

Official undergraduate and graduate degrees

Inglés/English

(Undergraduate/postgraduate)	Exchange period	Primer semestre/First semeste
Department (If applicable)	Farthanne School	Facultad de Cleorias
Department (If applicable)	Exchange School	Facultad de Ciencias
lepartment (If applicable)	Exchange School	Facultad de Ciencias
Department (If applicable)	Exchange School	Facultad de Ciencias

2017

Advanced (CAE)

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".

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

klentity		National Identification docu	ment
First name (as listed in your	Rocio Prueba	Document type:	DNI
passport)		ID number	44610367G
Sumame (as listed in your passoort)	Bezunartea	Issued in (city)	Pampiona
Date of birth	1976-06-05	Issued on	2017-11-30
Country of birth	España	Expiring on	2027-11-30
Place of birth (as listed in your	Pampiona	Currently address	
passport)		Country	España
Nationality(Choose country)	España	Street type	Avenue
Second Nationality(Choose		Address	Pie XII
Disability		Number	1
Creating		Block	Tor
Emergency contact		Stairway	1
Sumame (as listed in your	Alvarez	Floor	12
passport)		Apartment	8
First name (as listed in your	Plar	Postcode	31002
Relationship	MadeeMother	way .	Campoon
Email	rocio bezunartea@hotmail.com	Phone number	+34 606939783
Phone number	940425600	Email	rbezunartea+incoming2@unav.es

Official undergraduate and graduate degrees

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

Language skills

Inglés/English	Advanced (CAE)	C1	2017	
Would you be interested in t	aking a Spanish language class during y	our 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

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 docu	ment
First name (as listed in your	Rocie Prueba	Document type:	DNI
passport)		ID number	44610367G
Sumame (as listed in your	Bezunartea	Issued in (city)	Pampiona
Date of birth	1976-06-05	Issued on	2017-11-30
Country of birth	España	Expiring on	2027-11-30
Place of birth (as listed in your	Pampiona	Currently address	
passport)		Country	España
Nationality(Choose country)	España	Street type	Avenue
Second Nationality/Choose		Address	Pio XII
Country)		Number	1
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Emergency contact		Stairway	1
Sumame (as listed in your	Alvarez	Floor	12
passport)		Apartment	B
First name (as listed in your	Plar	Postcode	31002
Relationship	MadeeMother	way .	Campoon
Email	rocio bezunartea@hotmail.com	Phone number	+34 606939783
Bone number	545425600	Email	rbezunartea+incoming2@unav es

Official undergraduate and graduate degrees

Home Institution	Colline Linksweiter	Home institution country	Australia
	Come Contract	the state of the s	- 1000 Bill
Number of years completed	3	Minor	
before the exchange period.	10000	Language of instruction	Inglés
Level of studies (Undergraduate/postgraduate)	Grado	Exchange period	Primer semestra/First semeste
Department (If applicable)		Exchange School	Facultad de Clencias
Degree program	Relaciones Internacionales	Second Second Second	Económicas y Empresarlales

Language skills

Incide Feelinh	Advanced (CAE)	C1	2047
ingres English	vovanced (cvac)	U.	4917



YOU CAN NOW UPLOAD THE SUPPORTING DOCUMENTS.

Filling out your Exchange Application

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

dentity		National Identification docs	ment
First name (as listed in your	Rocie Prueba	Document type	DNI
passport)		10 number	44610367G
Sumame (as listed in your	Bezunartea	Issued in (city)	Pampiona
Date of bits	1075.05.05	Issued on	2017-11-30
Country of birth	Escala	Expiring on	2027-11-30
Place of birth (as listed in your	Pampiona	Currently address	
passport)		Country	España
Nationality(Choose country)	España	Street type	Avenue
Second Nationality/Choose		Address	Pio XII
Circle II		Number	1
Usability		Block	Tor
Emergency contact		Stairway	1
Sumame (as listed in your	Alvarez	Floor	12
passport)		Apartment	B
First name (as listed in your	Plar	Postcode	31002
Relationship	Madee Mother	www.	Campton
mail	rocio bezunartea@hotmail.com	Phone number	*34 606939783
None sumber	642426600	Email	rbezunartea+incoming2@unav et

Official undergraduate and graduate degrees

Home institution	Central University	Home institution country	Australia
Number of years completed	3	Minor	
Level of studies	Grade	Language of instruction	Inglés
(Undergraduate/postgraduate)		Exchange period	Primer semestra/First semester
Department (If applicable)		Exchange School	Facultad de Clencias
Degree program	Relaciones Internacionales		Económicas y Empresarlales
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Inglés/English	Advanced (CAE)	C1	2017
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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) <u>*Please, refer to the photo guidelines document.</u> Informal photos are not accepted!



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.

	HOURSHIP						
APPLICATION FORM	HOUSING						
	YOUR APPLICAT	TIONS					
	Status of your a	oplication					
	Please, check below	the status of all yo	ur applicate	ni			
	Programa de interca Ciencias Económica	mbio - Facultad d Is y Empresariales	e appă (requir	nding to submit cation documents ed to consider your application)			
to to your ID-style picture to							
myDOCUMENTATION							
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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.