

If your university has an agreement with the **School of Humanities and Social Sciences** at the **University of Navarra**, your university must nominate you to study here. Contact the International office at your home university to learn more about the exchange program.

Once you are nominated, our Department's International Coordinator will send you all the necessary information to begin the application as an exchange student.

To complete a semester with the School of Humanities and Social Sciences, students should have:

- **A good command of English (level B2) or Spanish**
- **Successfully completed at least one academic year (two-semesters) at a state-recognized university at the time of application.**

We assess applications based on academic achievement, language level, and other merits. Participants can choose up **to a total of 30 ECTS and a minimum of 24 ECTS**.

Once you are nominated, we will send you all the necessary information, including instructions on how to apply for admission.

You will receive an email with the link to the application platform and an exchange code, needed to process your application. Codes are only given to those students who have been nominated by their home university. We will send the information to the candidates a few days after the nomination deadline.

Please be aware that to **apply for admission** as an exchange student, you will need the following documents:

-  Scanned passport.
-  Scanned passport-type photo. \*Please, refer to the [photo guidelines document](#).
-  Proof of English or Spanish language proficiency.
-  Official academic transcript.
-  An official letter from your university certifying that you have been selected to study at the University of Navarra.
-  Proof of health insurance. Students will not be admitted without proof of health insurance. Students must submit a contract for health insurance valid for the entire duration of their stay at the University of Navarra. The proof of health insurance should include: name of the insured, period of coverage (valid during visiting period), and place of coverage (valid in Spain) . EU residents can submit a copy of their current EU health card (it must be valid for the entire length of your time studying here).

## How to apply?

1. Register at **MiUNAV**. You will need to create an account and fill the required information.
2. Activate your account in miUNAV. You will receive an email from the 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.
3. Copy and paste the link on to your browser. If it does not work, please try with a different browser. In order to move to the next step, you must click on the "Go to your portal" button.
4. By clicking on the "Go to your portal" button will take you to the user identification login page. Use your email and password you registered with at MiUNAV.

Now that you have successfully created your account in MiUNAV platform, you will be able to access the **online exchange application form!**

1. Sign in with your new account! Don't forget the email and password you have created, you will need it all the way to finish your application
2. You will see the "application form access" button. Click on it to start your application.
3. Fill in your exchange application, including your personal data, identification number, permanent address, emergency contact, academic information and language skills
4. Please review the Summary of the Application Form: If you need to correct anything, please, press bottom "back to the form" and correct the information.
5. Once you have completed the application correctly, please submit the application by clicking on "Send application".

Please note that once you have completed the mandatory fields, you must submit your application by pressing the button "Send application", without attaching the obligatory supporting documents. However, your application will not be considered complete until you have attached the required documents.

## How to upload the documents?

1. After pressing the button "Send Application", you will see a list of all the documents you must upload
2. Click on each document to upload it, one at a time.
  - a. Photocopy of passport identification page: Please, make sure your passport is valid for the whole exchange period in PDF format.
  - b. Academic Transcript of Records in PDF format.

- c. Nomination letter signed by your home coordinator in PDF format.
- d. Colored passport-size photo. Please, refer to the photo guidelines document in JPG format (4MB) Informal photos are not accepted!
- e. Proof of English or Spanish language proficiency (a letter from your university certifying a B2 level is sufficient).
- f. Medical insurance that covers the entire period of your stay in Spain. The proof of health insurance should include: name of the insured, period of coverage (valid during visiting period), and place of coverage (valid in Spain).

3. You can check your documents status: Pending or Accepted.

After you have uploaded all the supporting documents, your Incoming Exchange Application is considered complete and ready to be reviewed by the International Coordinator of the School of Humanities and Social Sciences. Then all you need to do is wait to hear from us regarding confirmation of your acceptance. Once your application is validated, you will receive a message confirming the result of the application. You will be able to download the acceptance letter from MiUNAV. After that, you must finish your application by signing it electronically.

Any questions? Please contact us at [exchangefyl@unav.es](mailto:exchangefyl@unav.es). We will be happy to help you throughout the application process; in order to do so we will ask you for screenshots and concrete information about your application.