



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 (April 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.

The screenshot shows the miUNAV registration interface. At the top, a red banner contains the text 'Universidad de Navarra' and 'miUNAV'. To the right of the banner, a yellow circle highlights a 'Spanish' language selection button. Below the banner, a video player shows a person walking on a path with the text 'miUNAV It is the portal of the University of Navarra for future, current and former students where you can manage admission and academic procedures. We are here to help you.' Below the video, there are two main sections: 'Log in ?' and 'New to myUNAV? ?'. The 'Log in ?' section has a black button labeled 'Prospective students', a link 'Remember password', and a link 'I haven't received the activation email.'. The 'New to myUNAV? ?' section has a form with the following fields: 'Name of prospective student' (with a red '1' annotation), 'First surname' and 'Second surname' (with a red arrow pointing to the 'Second surname' field), 'Date of birth*' (with fields for DD, MM, and YYYY, and a red '2' annotation), 'Mobile phone' (with a field for 34 and a field for the phone number), and 'Email address' (with a red '2' annotation).

Universidad de Navarra

miUNAV

You can change the language of the portal here

Spanish

miUNAV

It is the portal of the University of Navarra for future, current and former students where you can manage admission and academic procedures. We are here to help you.

Log in ?

Prospective students

[Remember password](#)

[I haven't received the activation email.](#)

I'm a student, former student or employee

New to myUNAV? ?

Name of prospective student **1**

First surname Second surname

Date of birth*

DD MM YYYY 34 Mobile phone

Email address **2**

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](https://miunav.unav.edu/en/) and creating a miUNAV account.
Please fill in the required information.

I'd like to study a*

☐ Undergraduate ☐ Master ☒ Exchange ☐ Doctorate

Exchange code

Password * Enter password again *

You must use a minimum of 8 characters (numbers, upper-case and lower-case letters, except ñ).

By filling in and submitting this form, you consent that the Universidad de Navarra may send information, while it is of interest, about the academic offer and activities held in order to assist you in deciding what to study. When you so desire, you may access, update, and eliminate your personal data. You may communicate when you no longer wish to receive information and exercise this and other rights as outlined in <https://www.unav.edu/en/proteccion-de-datos> where you can find more information about the Privacy Policy of the Universidad de Navarra. If you wish to clarify or exercise your rights, please contact dpo@unav.es, indicating in the subject "Registration in MyUNAV."

☒ I agree to have my personal details stored in files owned by the University of Navarra. [Privacy Policy of the University of Navarra for Students.](#)

☒ I'm not a robot

reCAPTCHA
Privacy - Terms

* Mandatory fields

An email will be sent to the address provided so that you can activate your account on myUNAV.

Register

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.

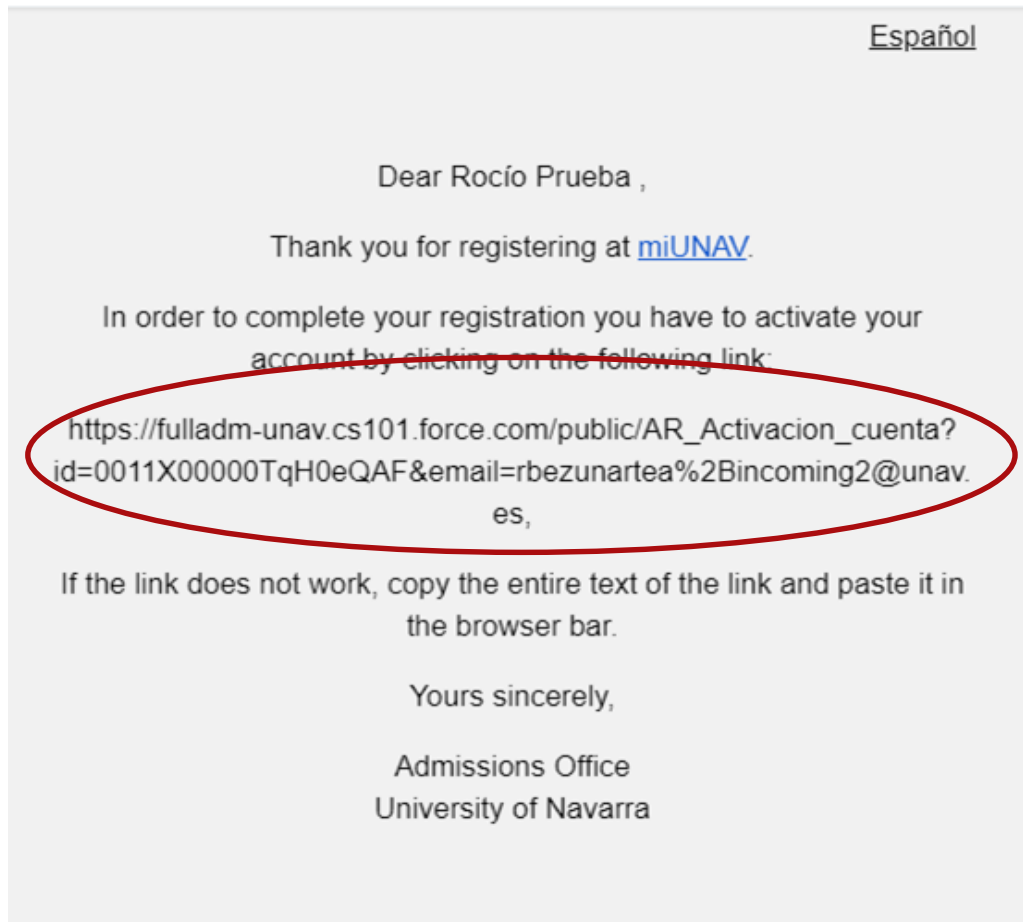
7. Click on Register.



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



You will receive an email from admissions office *Estudios de Grado.Universidad de Navarra* <admission@unav.es>with the subject: : **Activa tu cuenta en miUNAV"**

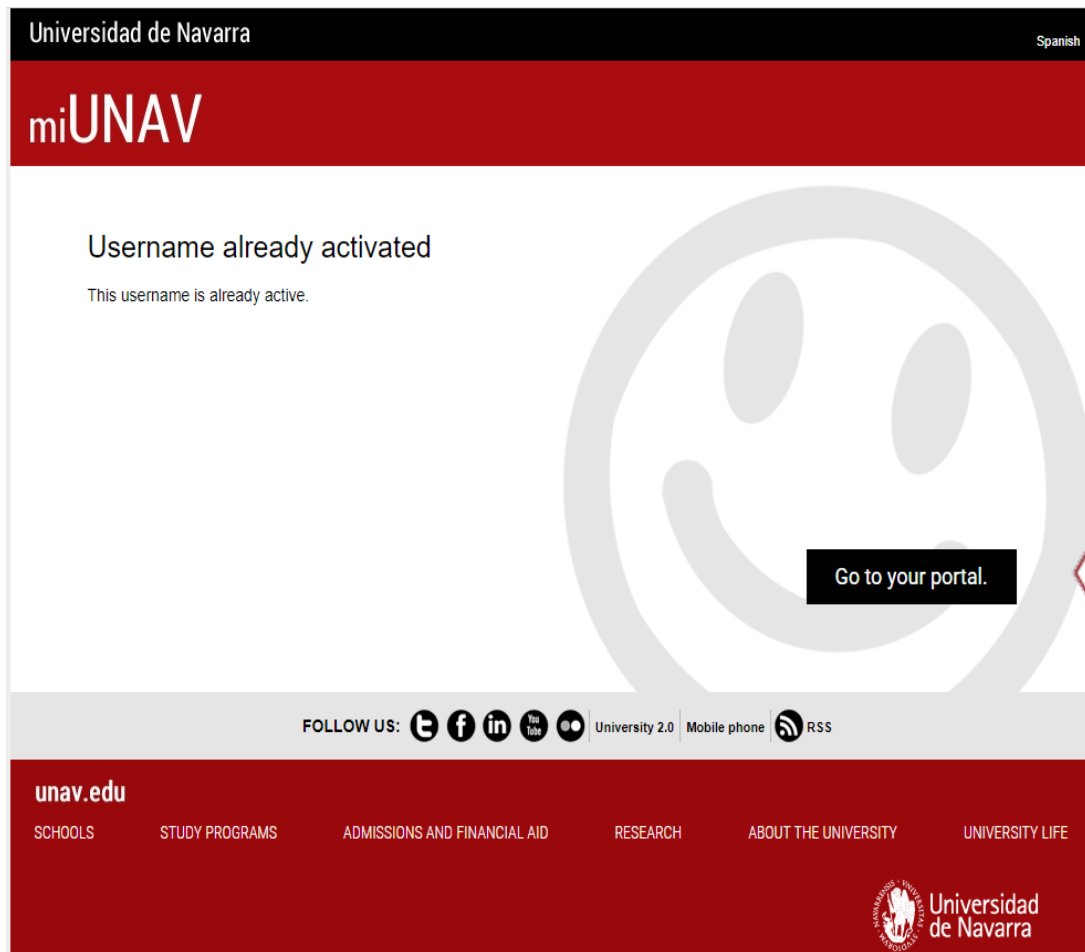
that will include a link. You **must** use this link to activate your account in MiUnav.

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>>>

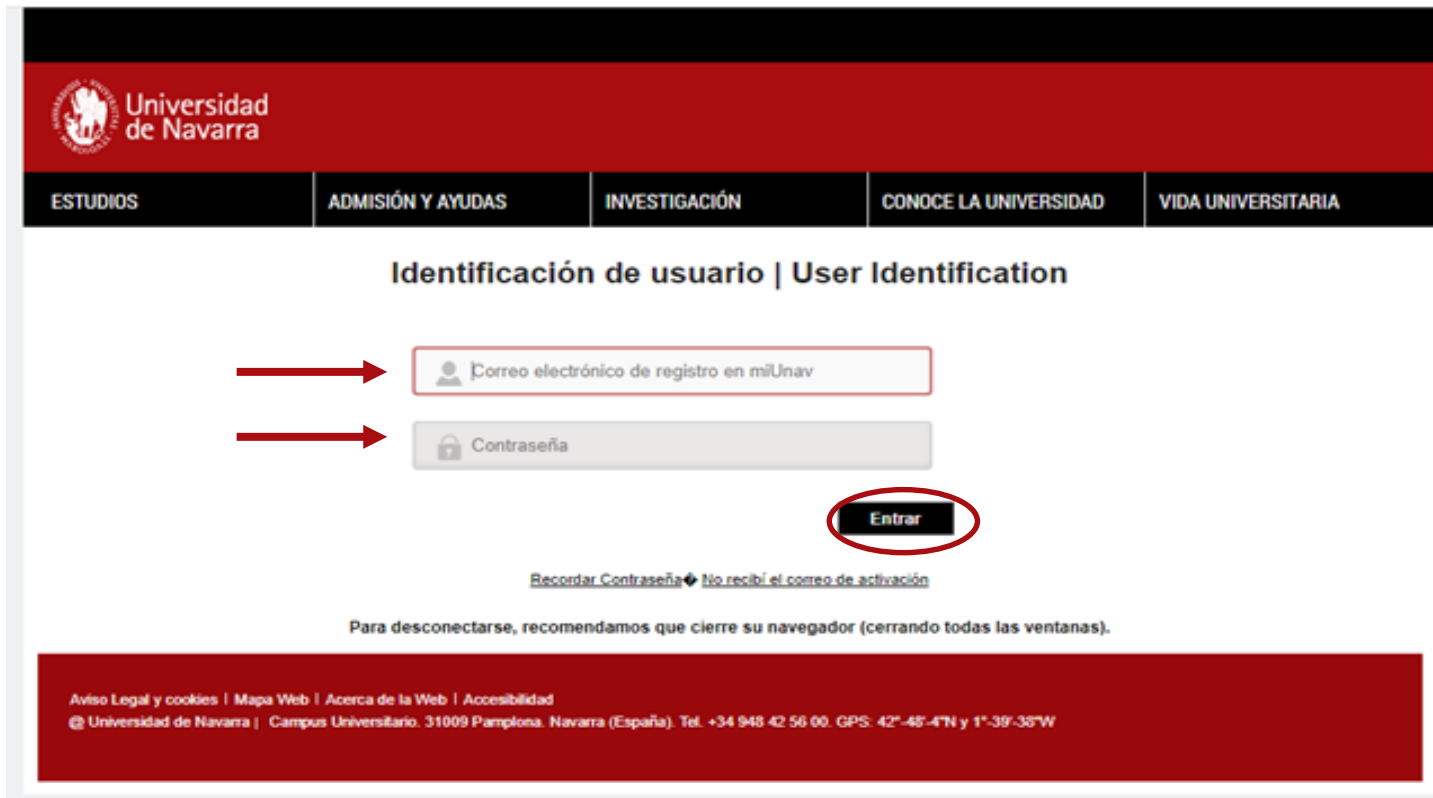
Activating your account in miUNAV



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



The screenshot shows the user identification page of the Universidad de Navarra. At the top, there is a red header with the university's logo and name. Below the header is a navigation bar with five tabs: ESTUDIOS, ADMISIÓN Y AYUDAS, INVESTIGACIÓN, CONOCE LA UNIVERSIDAD, and VIDA UNIVERSITARIA. The main content area is titled "Identificación de usuario | User Identification". It contains two input fields: "Correo electrónico de registro en miUnav" (Email) and "Contraseña" (Password). Red arrows point to these fields. Below the fields is a black button labeled "Entrar" (Log In), which is circled in red. Underneath the button, there are two links: "Recordar Contraseña" (Remember Password) and "No recibí el correo de activación" (I didn't receive the activation email). At the bottom, there is a red footer with contact information and a disclaimer.

Universidad de Navarra

ESTUDIOS | ADMISIÓN Y AYUDAS | INVESTIGACIÓN | CONOCE LA UNIVERSIDAD | VIDA UNIVERSITARIA

Identificación de usuario | User Identification

Correo electrónico de registro en miUnav

Contraseña

Entrar

[Recordar Contraseña](#) [No recibí el correo de activación](#)

Para desconectarse, recomendamos que cierre su navegador (cerrando todas las ventanas).

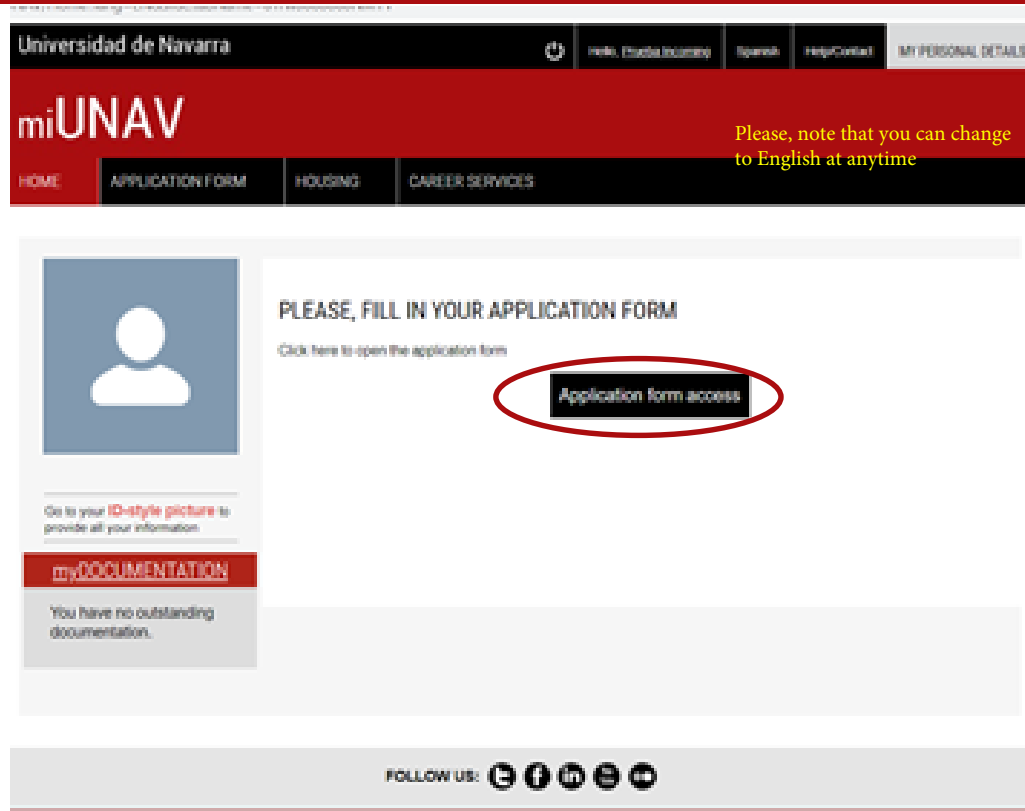
Aviso Legal y cookies | Mapa Web | Acerca de la Web | Accesibilidad
© Universidad de Navarra | Campus Universitario, 31009 Pamplona, Navarra (España). Tel. +34 948 42 56 00. GPS: 42°-45'-4"N y 1°-39'-38"W



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>>>

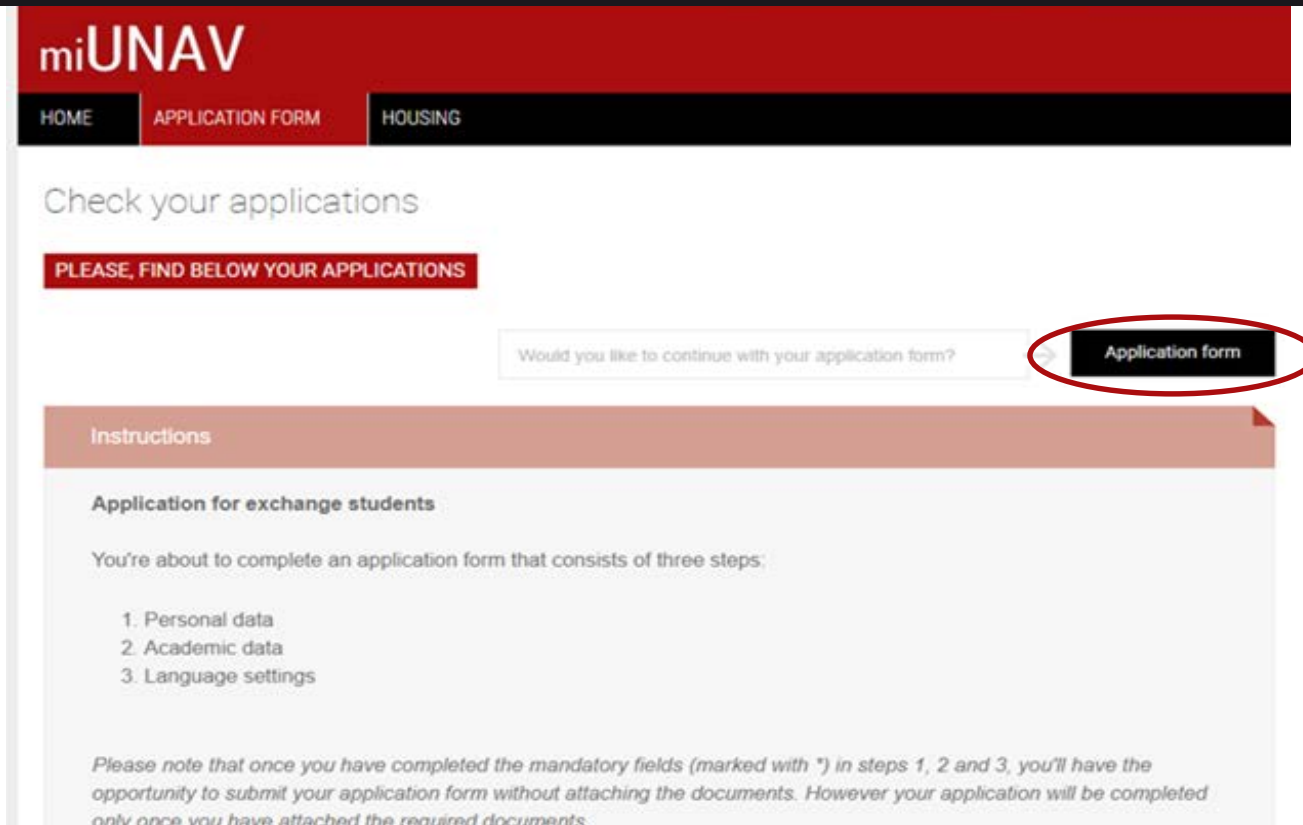
Access to the on-line exchange application form



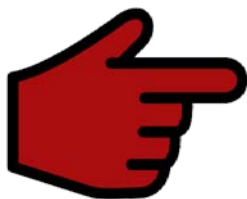
After you sign in, the "application form access" button will display. Click on it to start your application .

STEP 5>>>

Filling out your Exchange Application



The screenshot shows the miUNAV website interface. At the top, there is a red header with the miUNAV logo. Below the header is a navigation bar with three tabs: HOME, APPLICATION FORM, and HOUSING. The APPLICATION FORM tab is currently selected. The main content area has the heading "Check your applications" and a red box with the text "PLEASE, FIND BELOW YOUR APPLICATIONS". Below this, there is a question "Would you like to continue with your application form?" with a right-pointing arrow. To the right of the arrow is a button labeled "Application form", which is circled in red. Below the question and button is a section titled "Instructions" with a light orange background. The instructions are for exchange students and state that the application form consists of three steps: 1. Personal data, 2. Academic data, and 3. Language settings. A note at the bottom of the instructions section states: "Please note that once you have completed the mandatory fields (marked with *) in steps 1, 2 and 3, you'll have the opportunity to submit your application form without attaching the documents. However your application will be completed only once you have attached the required documents."



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

Universidad de Navarra

miUNAV

HOME APPLICATION FORM HOUSING

Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

PERSONAL INFORMATION > ACADEMIC INFORMATION > LANGUAGE SKILLS

Identity National Identification doc... Currently address Emergency contact

STUDENT INFORMATION

* First name (as listed in your passport) Rocio Prueba

* Surname (as listed in your passport) Bezunartea

Gender Man

* Date of birth 5 6 1976

* Country of birth --

* Place of birth (as listed in your passport)

* Nationality(Choose country)

Second Nationality(Choose country)

* Do you have any disability, impairment or long-term medical condition which may affect your studies? Yes ☐ No ☐

PERSONAL DATA

This page is where you fill in other personal data: Place of Birth, Nationality, Country of Birth, and Second Nationality (if it is your case).

Also, it is important to check the information you provided in the previous section is correct such as Gender and Date of Birth.

You will also be asked to confirm if you have any disabilities or other medical conditions that might affect your studies.

Complete all the required fields marked with a (*), and then click “Next

STEP 5>>>

Filling out your Exchange Application

If you have any disability or special needs, please, indicate it here. You will need to attach your disability certificate



WUSA_ADM_Incoming_FormularioFrang-EN

PERSONAL INFORMATION • ACADEMIC INFORMATION • LANGUAGE SKILLS

Identity National identification doc... Permanent address Emergency contact

STUDENT INFORMATION

* First name (as listed in your passport) Prueba Incoming

* Surname (as listed in your passport) Dosmi

* Gender Male

* Date of birth 12 3 2002

* Country of birth France

* Place of birth (as listed in your passport) Marmande

* Nationality(Choose country) France

Second Nationality(Choose country) --

Do you have any disability, impairment or long-term medical condition which may affect your studies? If yes, please describe any adjustment you need for your studies

Yes ☒ No ☐

Please indicate the degree of disability stated in your disability certificate 33

[Cargar archivos](#) [O sueltos archivos](#)

(max. 5 MB, .JPG/PDF format)

You can upload document later.

* Do you have Special Educational Needs? Yes ☐ No ☒

* ☒ I consent to share the information contained in this form with the Study Coordination Team, with the sole purpose of developing an action plan and providing

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).

Universidad de Navarra

Hello, [Rocío Prueba](#)

Spanish

Help/Contact

MY PERSONAL DETAILS

miUNAV

HOMEAPPLICATION FORMHOUSING

Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

PERSONAL INFORMATION > ACADEMIC INFORMATION > LANGUAGE SKILLS

Identity

National Identification doc...

Currently address

Emergency contact

NATIONAL IDENTIFICATION INFORMATION

* Document type:

DNI

* ID number

* Issued in (city)

* Issued on

DayMonthYear

* Expiring on

DayMonthYear

Discard ChangesNext

STEP 5>>>

Filling out your Exchange Application

Universidad de Navarra

miUNAV

HOME APPLICATION FORM HOUSING

Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

PERSONAL INFORMATION > ACADEMIC INFORMATION > LANGUAGE SKILLS

Identity National Identification doc. **Currently address** Emergency contact

CURRENTLY ADDRESS

* Country -- * State/Province --

* Street type -- * Address * Number

Block Stairway Floor Apartment

* Postcode * City * Email rbezunartea+incoming2@unav.es

* Phone dialing code 9783 * Phone number 606939783 Phone dialing code +34 Other telephone number

Discard Changes Next

FOLLOW US: Twitter Facebook LinkedIn YouTube SoundCloud University 2.0 Mobile phone RSS

unav.edu

PERMANENT ADDRESS

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

Please, check the pre-filled information too



STEP 5>>>

Filling out your Exchange Application

Universidad de Navarra

Hello, [Rocío Prueba](#) Spanish [Help/Contact](#) MY PERSONAL DETAILS

miUNAV

HOME APPLICATION FORM HOUSING

Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

PERSONAL INFORMATION > ACADEMIC INFORMATION > LANGUAGE SKILLS

Identity National Identification doc... Currently address **Emergency contact**

EMERGENCY CONTACT INFORMATION

* Name * Surnames

* Relationship * Phone number * Email

Padre/Father

Discard Changes Next

FOLLOW US: [t](#) [f](#) [in](#) [You Tube](#) [RSS](#) University 2.0 Mobile phone

EMERGENCY CONTACT

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

STEP 5>>>

Filling out your Exchange Application

[HOME](#) [APPLICATION FORM](#) [HOUSING](#)

Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

PERSONAL INFORMATION > **ACADEMIC INFORMATION** > LANGUAGE SKILLS

OFFICIAL UNDERGRADUATE AND GRADUATE DEGREES

* Home institution country

--

* Home institution

* Number of years completed before the exchange period.

* Level of studies (Undergraduate/postgraduate)

Undergraduate degree program

Department (If applicable)

* Degree program

Minor

* Language of instruction

Spanish

* Exchange period

Primer semestre/First semester

* Exchange School

Fac.C.Económicas

Discard Changes

Next

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

Universidad de Navarra

 Hello, [Rocio Prueba](#) [Spanish](#) [Help/Contact](#) [MY PERSONAL DETAILS](#)

miUNAV

HOME APPLICATION FORM HOUSING

Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

PERSONAL INFORMATION > ACADEMIC INFORMATION > **LANGUAGE SKILLS**

LANGUAGE SKILLS

Select a language

Select a certificate

Select your level(CEFR)

Year obtained

Insert

--

--

--

+

Language	Certificate	Level	Year obtained	Delete
----------	-------------	-------	---------------	--------

LANGUAGE COURSE

Would you be interested in taking a Spanish language class during your exchange? Yes ☐ 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 or 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

Universidad de Navarra

Hello, Test

Spanish

Help/Contact

MY PERSONAL DETAILS

miUNAV

HOMEAPPLICATION FORMHOUSINGCAREER SERVICES

Application form - Programa de intercambio - Facultad de Educación y Psicología

PERSONAL INFORMATION > ACADEMIC INFORMATION > LANGUAGE SKILLS

LANGUAGE SKILLS

Select a language

Select a certificate

Select your level(CEFR)

Year obtained

Insert

Inglés/English

Others/Otros

Nativo/Native

2015

+

Language	Certificate	Level	Year obtained	Delete
----------	-------------	-------	---------------	--------

LANGUAGE COURSE

Would you be interested in taking a Spanish language class during your exchange? Yes ☐ NO ☒

Discard Changes

Save and go to summary

>> If you are native speaker, please, fill in the corresponding language like it shows in the left picture. Please, do not forget to press (+).

Your passport or a similar document that certifies this, could be valid.

STEP 5>>>

Filling out your Exchange Application

Universidad de Navarra

Hello, [Rocio Prueba](#) Spanish Help/Contact MY PERSONAL DETAILS

miUNAV

HOME APPLICATION FORM HOUSING

Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

PERSONAL INFORMATION > ACADEMIC INFORMATION > **LANGUAGE SKILLS**

LANGUAGE SKILLS

Select a language Select a certificate Select your level(CEFR) Year obtained Insert

Language	Certificate	Level	Year obtained	Delete
----------	-------------	-------	---------------	--------

LANGUAGE COURSE

Would you be interested in taking a Spanish language class during your exchange? Yes ☒ 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.

STEP 5>>>

Filling out your Exchange Application

[HOME](#) [APPLICATION FORM](#) [HOUSING](#) [CAREER SERVICES](#)

Application form - Programa de intercambio - Escuela Técnica Superior de Arquitectura

PERSONAL INFORMATION - ACADEMIC INFORMATION - LANGUAGE SKILLS

LANGUAGE SKILLS

Select a language

Select a certificate

Select your level(CEFR)

Year obtained

Insert

Language	Certificate	Level	Year obtained	Delete
Alemán/German	Fit in Deutsch	A2	2021	—
Español/Spanish	SIIELE	A2	2021	—

LANGUAGE COURSE

Would you be interested in taking a Spanish language class during your exchange? Yes ☐ NO ☒

[Discard Changes](#) [Save and go to summary](#)

Once you complete this screen, you would be able to discard changes or save and see the summary

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 button (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
		Address	Pio XII
		Number	1
		Block	Tor
		Stairway	1
		Floor	12
		Apartment	B
		Postcode	31002
		City	Pamplona
		Phone number	+34 606939783
		Email	rbezunartea+incoming2@univ.es

Emergency contact

Surname (as listed in your passport)	Alvarez
First name (as listed in your passport)	Pilar
Relationship	Madre/Mother
Email	rociobezunartea@hotmail.com
Phone number	948425600

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

Ingles/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

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

Personal information

Identity

First name (as listed in your passport)	Rocio Prueba
Surname (as listed in your passport)	Bezunartea
Date of birth	1976-06-05
Country of birth	España
Place of birth (as listed in your passport)	Pamplona
Nationality(Choose country)	España
Second Nationality(Choose country)	
Disability	

Emergency contact

Surname (as listed in your passport)	Alvarez
First name (as listed in your passport)	Pilar
Relationship	Madre/Mother
Email	rocio.bezunartea@hotmail.com
Phone number	548425600

National identification document

Document type	DNI
ID number	44610367G
Issued in (city)	Pamplona
Issued on	2017-11-30
Expiring on	2027-11-30

Currently address

Country	España
Street type	Avenida
Address	Pio XII
Number	1
Block	Tor
Stairway	1
Floor	12
Apartment	B
Postcode	31002
City	Pamplona
Phone number	+34 606939783
Email	rbecunartea+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

Ingles/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, only the applications submitted with all the required documents will be considered

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







STEP 5>>>

Filling out your Exchange Application

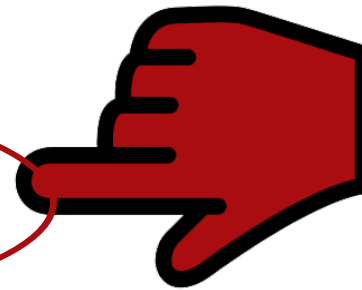
Summary of your application form

Thank you for beginning your exchange application. Please note, your application is not complete until you attach the required documents below. Once you have attached them, your application will undergo review. Be sure to consult the status of your application in MyUNAV.

Documents

 Language certificate/ Qualifications	Pending	 Headshot (white background)	Pending
 Proof of health insurance	Pending	 Home university endorsement (nomi...	Pending
 Official transcript of records	Pending	 Identity card, passport photocopy	Pending

Upload documents



YOU CAN NOW UPLOAD
THE **SUPPORTING**
DOCUMENTS.







STEP 5>>>

Filling out your Exchange Application

Summary of your application form

Thank you for beginning your exchange application. Please note, your application is not complete until you attach the required documents below. Once you have attached them, your application will undergo review. Be sure to consult the status of your application in MyUNAV.

Documents

 Language certificate/ Qualifications	Pending	 Headshot (white background)	Pending
 Proof of health insurance	Pending	 Home university endorsement (nomi...	Pending
 Official transcript of records	Pending	 Identity card, passport photocopy	Pending

[Upload documents](#)

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 to 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:** At least 3 semesters of undergraduate studies should be completed

✓ **Home university endorsement (Nomination letter)** signed by your home coordinator.

✓ **Medical insurance:** All students must have health insurance that covers the period during their stay in Spain at the time of application. Proof of health insurance must be submitted to University of Navarra at the time of the application. The proof of health insurance should be in English or Spanish and 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, Headshot (coloured passport-size photo) in JPG** (4 MB)

**Please, refer to the photo guidelines document.*

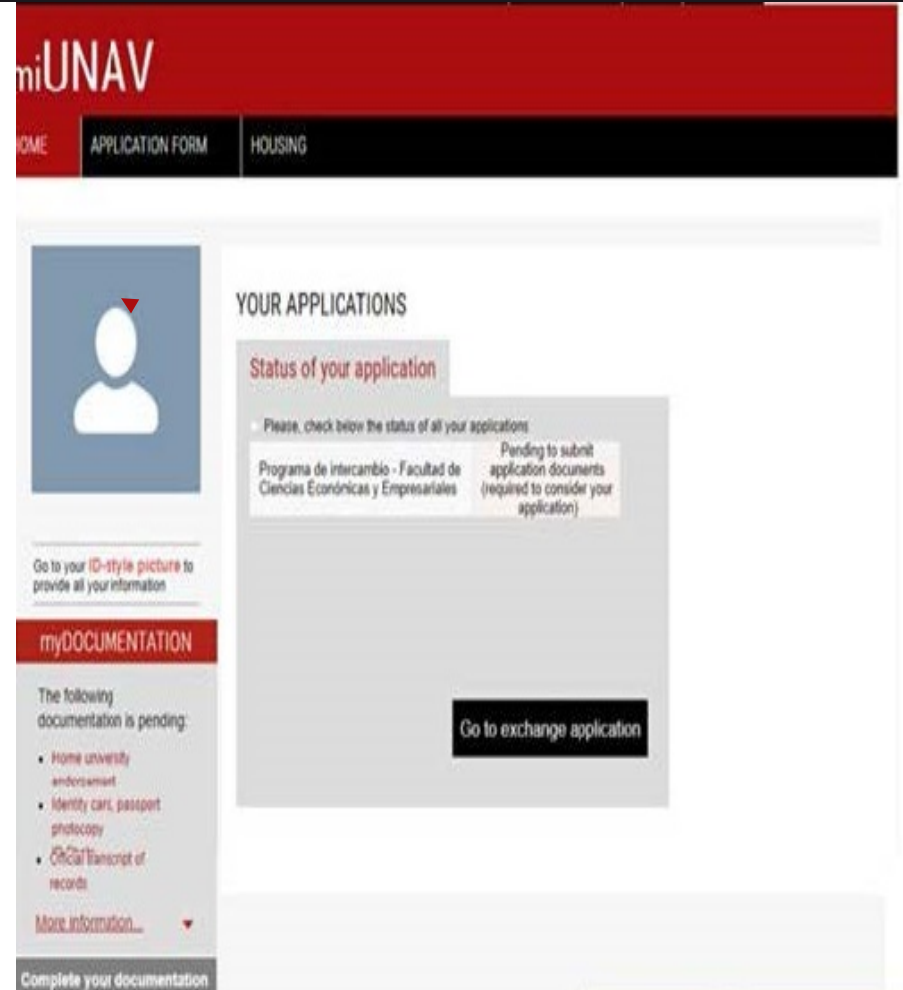
Informal photos are not accepted!

STEP 5>>>

Filling out your Exchange Application

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

Here you can find the information on your pending documents

A screenshot of the miUNAV application form. The header is red with 'miUNAV' in white. Below the header is a black navigation bar with 'HOME', 'APPLICATION FORM', and 'HOUSING' in white. The main content area is white. On the left, there is a blue square with a white person icon and a red triangle above it. Below this is a red button labeled 'Go to your ID-style picture to provide all your information'. To the right of this is a section titled 'YOUR APPLICATIONS' with a sub-section 'Status of your application'. This section contains a list of applications with their status. One application is 'Pending to submit application documents (required to consider your application)'. Below this is a red button labeled 'Go to exchange application'. At the bottom, there is a red button labeled 'Complete your documentation'.

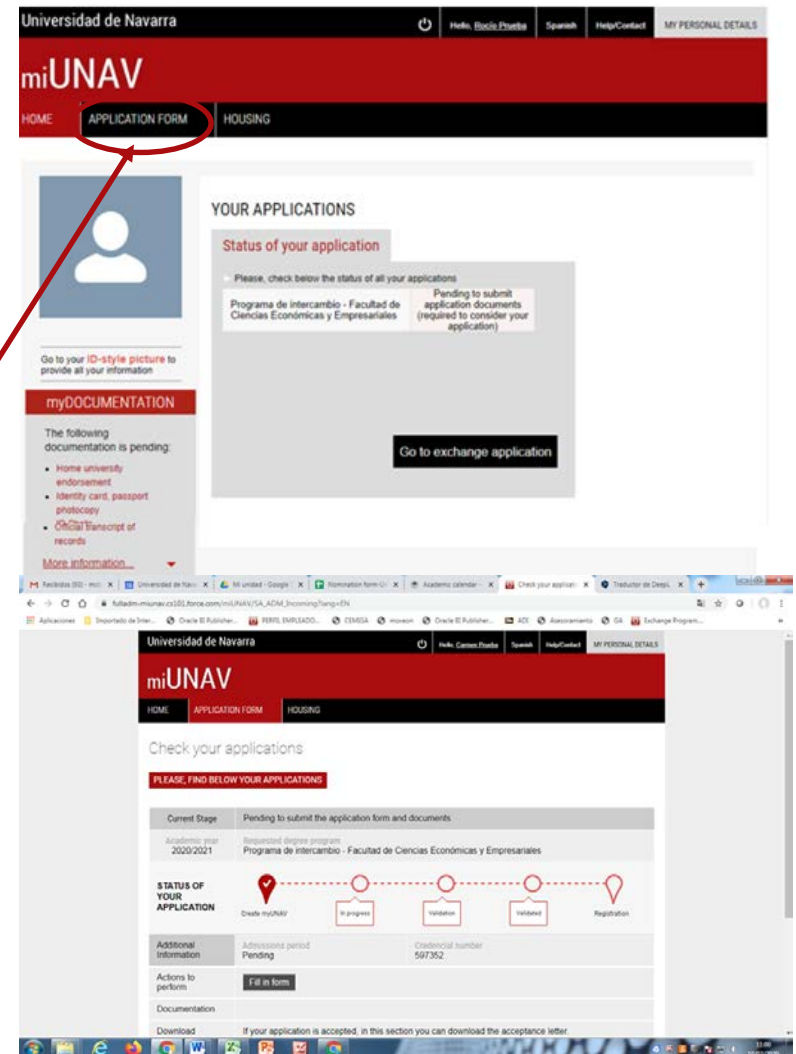
STEP 6>>>

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 6>>>

Check your application' status

If any of your documents is rejected, you will receive a message from *Universidad de Navarra - miUnav - Gestión de Admisión y Matrícula* <noreply@unav.es> with subject Documentación rechazada including the reason of the rejection

From: Universidad de Navarra - miUnav - Gestión de Admisión y Matrícula <noreply@unav.es>

TO: kasey54j_d577f@fuluj.com

Sandbox: Documentación rechazada

Hola "test"

Tu documentación "Seguro de salud" ha sido rechazada por el siguiente motivo: Accede al portal miUNAV para volver a adjuntarla.

En la pestaña "Inicio" del portal miUNAV, dirígete a la sección "miDOCUMENTACIÓN", en la parte izquierda de la página, y haz clic en "Completa tu documentación". En la siguiente página podrás consultar el estado de todos los documentos que hayas enviado y haciendo clic sobre el icono situado a la izquierda de los documentos rechazados, podrás volver a adjuntarlos. Asegúrate de cumplir con las limitaciones de formato y de que el documento sea claramente legible.

Atentamente,

Servicio de Admisión
Universidad de Navarra
Tel. 948 425 614
admission@unav.es

Hello "test"

Your documentation "Seguro de salud" has been rejected for the following reason: one of the page is missing. Access the miUNAV portal to reattach it.

In the "Home" tab of the miUNAV portal, go to the "myDOCUMENTATION" section, on the left side of the page, and click "Complete your documentation". On the next page you can check the status of all the documents you have sent and by clicking on the icon to the left of the rejected documents, you can reattach them. Make sure you comply with the format limitations and that the document is clearly legible.


Sincerely,

Admission Service
university of Navarra
Tel. 948 425 614
admission@unav.es

You can find the rejected or missing documents in red at the bottom left corner of the portal->your applications

The rejected documents will be displayed on the right side of the status of your portal -> "myDOCUMENTATION"
You can upload the new document by clicking the icon

OME APPLICATION FORM HOUSING CAREER SERVICES



Go to your **ID-style picture** to provide all your information

myDOCUMENTATION

The following documentation is pending:

- **Proof of health insurance**

Complete your documentation

YOUR APPLICATIONS

Status of your application

Please, check below the status of all your applications







Programa de Intercambio - Facultad de Educación y Psicología	Pending to submit application documents (required to consider your application)
--	---

Go to exchange application

myDOCUMENTATION

Programa de Intercambio - Facultad de Educación y Psicología (Programa de Intercambio - Facultad de Ciencias Económicas y Empresariales) - 2021/2022

In this page you will be able to review your documents status. Attach or replace your **pending documents**

STATUS OF DOCUMENTATION	PENDING DOCUMENTATION
APPROVED DOCUMENTATION	PENDING DOCUMENTATION You have no pending documentation.
 <u>10353513_10206743384132152_8...</u> (Headshot (white background))	Rejected documents
 <u>PDF_SA_CartaAceptacionDoc.pd...</u> (Home university endorsement (nomination letter))	 <u>Seguro viaje.pdf</u> (Proof of health insurance)
 <u>ALEGRIA_VALERIA_EXPEDIENTE...</u> (Official transcript of records)	
 <u>2013-7-31 IZA TARJETA RESIDE...</u> (Identify card, passport photocopy)	
 <u>Alejandro José Plaza Larrea...</u> (Spanish Language certificate/ Qualifications)	
SUBMITTED DOCUMENTATION You have no submitted documentation.	

STEP 7>>>

Download your acceptance letter

ACCEPTANCE LETTER

Once your application is validated, you will receive a message from **admissions office** and subject *S Resolución de Admisión, Programa de Intercambio, Universidad de Navarra*, confirming the result of the application

If it is approved, you will be able to download the acceptance letter from your portal

(check your applications-see above) in the section "Download".

Universidad de Navarra

miUNAV

HOME APPLICATION FORM HOUSING CAREER SERVICES

Check your applications

PLEASE, FIND BELOW YOUR APPLICATIONS

Current Stage	Registration in progress			
Academic year 2021/2022	Requested degree program Programa de intercambio - Facultad de Educación y Psicología			
STATUS OF YOUR APPLICATION				
	Create myUNAV	In progress	Validation	Validated
Additional Information	Admissions period Pending	Credencial number 661867		
Actions to perform				
Documentation	Documentation			
Download	Acceptance letter			



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" ([see next page](#)) and your application will be completed and ready for next step: Registration of courses.

FINALIZING>>>

Summary of data entered (Enrolment application signed by the student)

The screenshot shows the miUNAV website interface. At the top is a red navigation bar with the miUNAV logo and links for HOME, APPLICATION FORM, HOUSING, and CAREER SERVICES. Below this is a user profile section with a placeholder for an ID-style picture and a link to go to the ID-style picture page. A red arrow points to the 'myDOCUMENTATION' section, which lists pending documentation: 'Summary of data entered (Enrolment application signed by the student)'. Below this is a 'Complete your documentation' button. To the right, the 'YOUR APPLICATIONS' section shows the status of the application: 'Programa de intercambio - Facultad de Facultad de Educación y Psicología' with a status of 'Registration in progress'. A 'Go to exchange application' button is visible. A second red arrow points to the 'Documentation' button in the table below.

1) Click on the "complete documentation"

2) Click on the "documentation" button to access the document to be signed.

myDOCUMENTATION

The following documentation is pending:

- Summary of data entered (Enrolment application signed by the student)

Complete your documentation

YOUR APPLICATIONS

Status of your application

Please, check below the status of all your applications

Programa de intercambio - Facultad de Facultad de Educación y Psicología	Registration in progress
--	--------------------------

Go to exchange application

myDOCUMENTATION

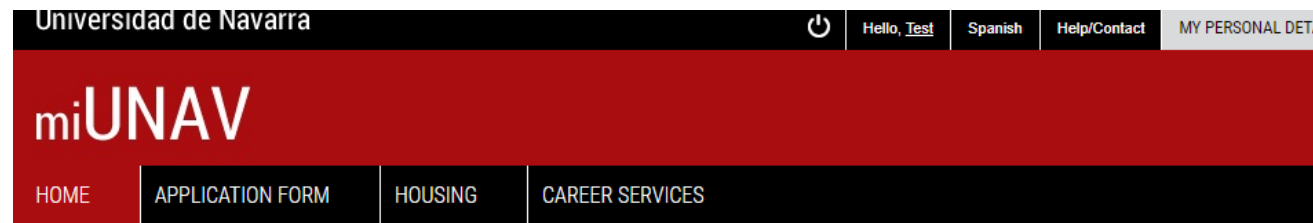
APPLICATIONS WITH OUTSTANDING DOCUMENTATION

DEGREE PROGRAM	CURRENT STAGE	TYPE	ACADEMIC YEAR	SOMETHING MISSING?
Programa de intercambio - Facultad de Fa...	Registration in progress	Exchange Program	2021/2022	Documentation

FOLLOW US: [Social Media Icons] University 2.0 Mobile phone RSS

FINALIZING>>>

Summary of data entered (Enrolment application signed by the student)





myDOCUMENTATION

Programa de intercambio - Facultad de Educación y Psicología (Programa de intercambio - Facultad de Ciencias Económicas y Empresariales) - 2021/2022


In this page you will be able to review your documents status. Attach or replace your **pending documents**.

STATUS OF DOCUMENTATION

APPROVED DOCUMENTATION

	Carta de aceptación.pdf (Acceptance letter)
	10353513_10206743384132152_8... (Headshot (white background))
	Seguro viaje.pdf (Proof of health insurance)
	PDF_SA_CartaAceptacionDoc.pd... (Home university endorsement (nomination letter))
	ALEGRIA_VALERIA_EXPEDIENTE -... (Official transcript of records)

PENDING DOCUMENTATION

	Attach Summary of data entered (Enrolment application signed by the student) (max. 4 MB, JPG/PDF format)
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3) Click on the "Attach Summary of data entered"

4) Sign the document



Congratulations!

Ready for next step?

Registration of courses
From 15th to 30th November