



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**.
Please, remember that the deadline for application is **4th of May**.
However we do recommend you to start the process quite in advance to make
sure you don't have any **"last minute" problem**

STEP 1>>>

Email from UNAV COORDINATOR

After the nomination deadline (30 March), you will receive an email with a link to the University of Navarra's incoming exchange student application as well as

your exchange code

ARQ1S26 — for one semester

ARQ2627 — for the full academic year

If you have any question during your online application, make sure you contact

internationaletsa@unav.es



STEP 1>>>

Registering at miUNAV as exchange student with your exchange code and creating a miUNAV account.

Please fill in the required information.

The image shows a registration form for miUNAV. The form has several sections:

- I'd like to study a***: A group of radio buttons with options: Undergraduate degree, Master, Exchange (selected and circled in yellow), and Doctorate.
- Other programs**: A radio button option.
- Exchange code**: A text input field containing "XXX1S23", which is circled in yellow. A red arrow points from this field to the text "1. Make sure you select Exchange in your registration".
- Password**: A text input field with an asterisk, and a corresponding "Enter password again" field. A red arrow points from the "Exchange code" field to the text "2. Please, introduce the exchange code:". Below these fields, there is a note: "You must use a minimum of 8 characters (numbers, upper-case and lower-case letters, except ñ)."

Additional instructions on the right side of the form:

- 1. Make sure you select Exchange in your registration**: A red arrow points from the "Exchange" radio button to this text.
- 2. Please, introduce the exchange code:**: A red arrow points from the "Exchange code" field to this text.
- ARQ1S26 — for one semester**
- ARQ2627 — for the full academic year**

STEP 2>>>

Registering at [miUNAV](#) and creating a miUNAV account.
Please fill in the required information.

Universidad de Navarra

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](#) and creating a miUNAV account.
Please fill in the required information.

I'd like to study a*

Undergraduate Master Exchange Doctorate


XXX1S23e

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."

3 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.](#)

4 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.

5 Register

3. Please click on the box.

4. Please click on the box.

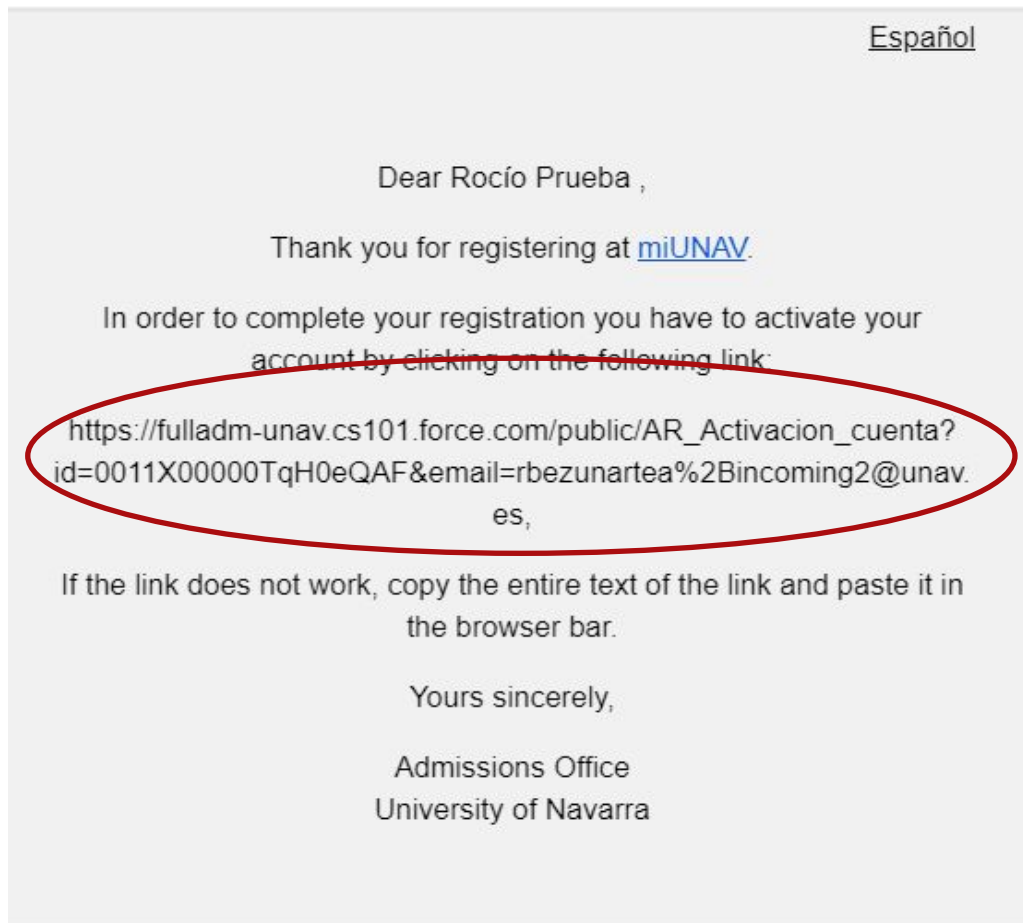
5. Click on Register.



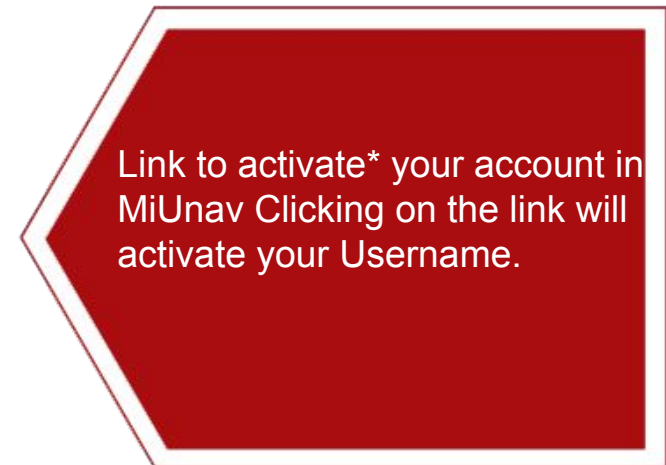
Make sure to take note of your e-mail and password as you will need them to access to the Application on line.

STEP 3>>>

Activating your account in miUNAV



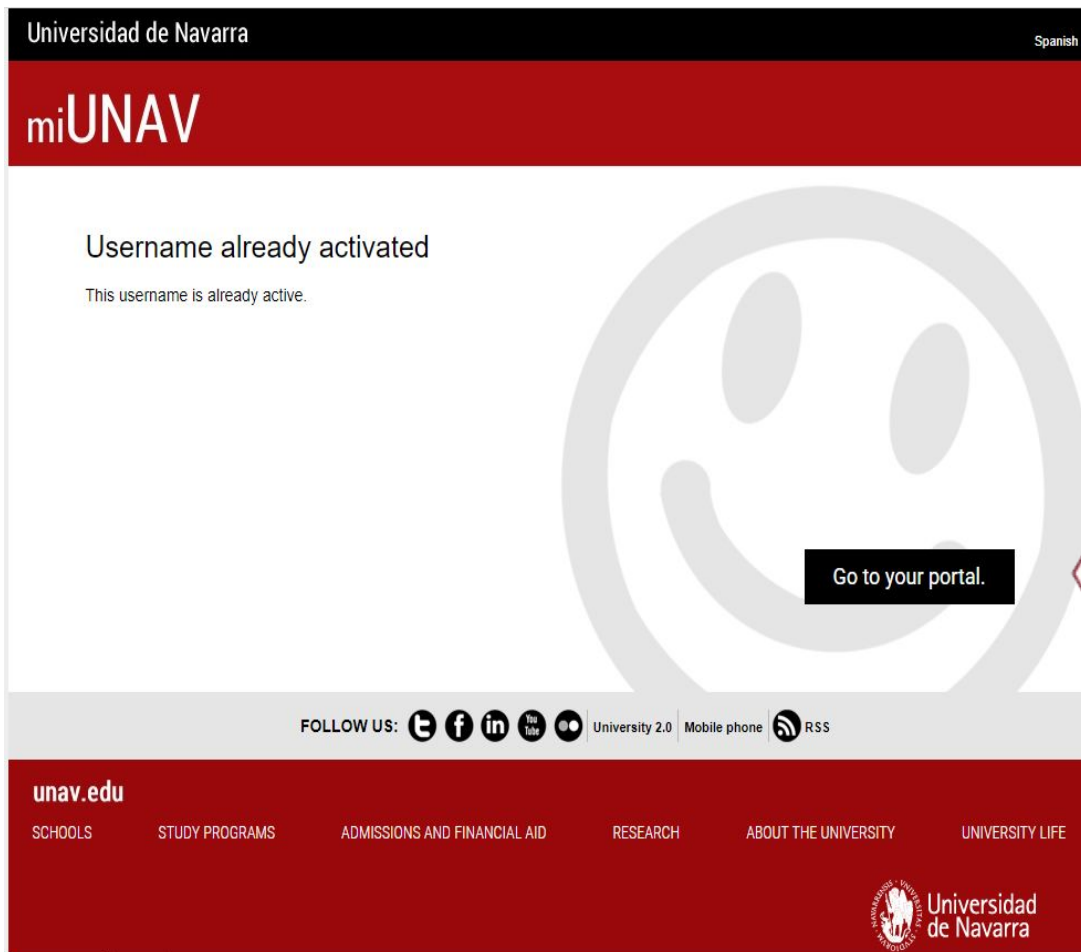
You will receive an email from admissions office with the subject: “**Activate your account in MiUnav**” that will include a link. You **must** use this link to activate your account in MiUnav.



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

STEP 3>>>

Activating your account in miUNAV



Universidad de Navarra Spanish

miUNAV


Username already activated
This username is already active.

[Go to your portal.](#)

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[unav.edu](#)

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 Universidad de Navarra

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

Universidad de Navarra

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

Identificación de usuario | User Identification

Correo electrónico de registro en miUnav

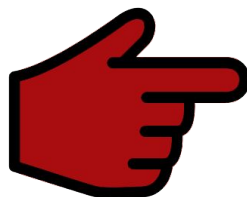
Contraseña

Entrar

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

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

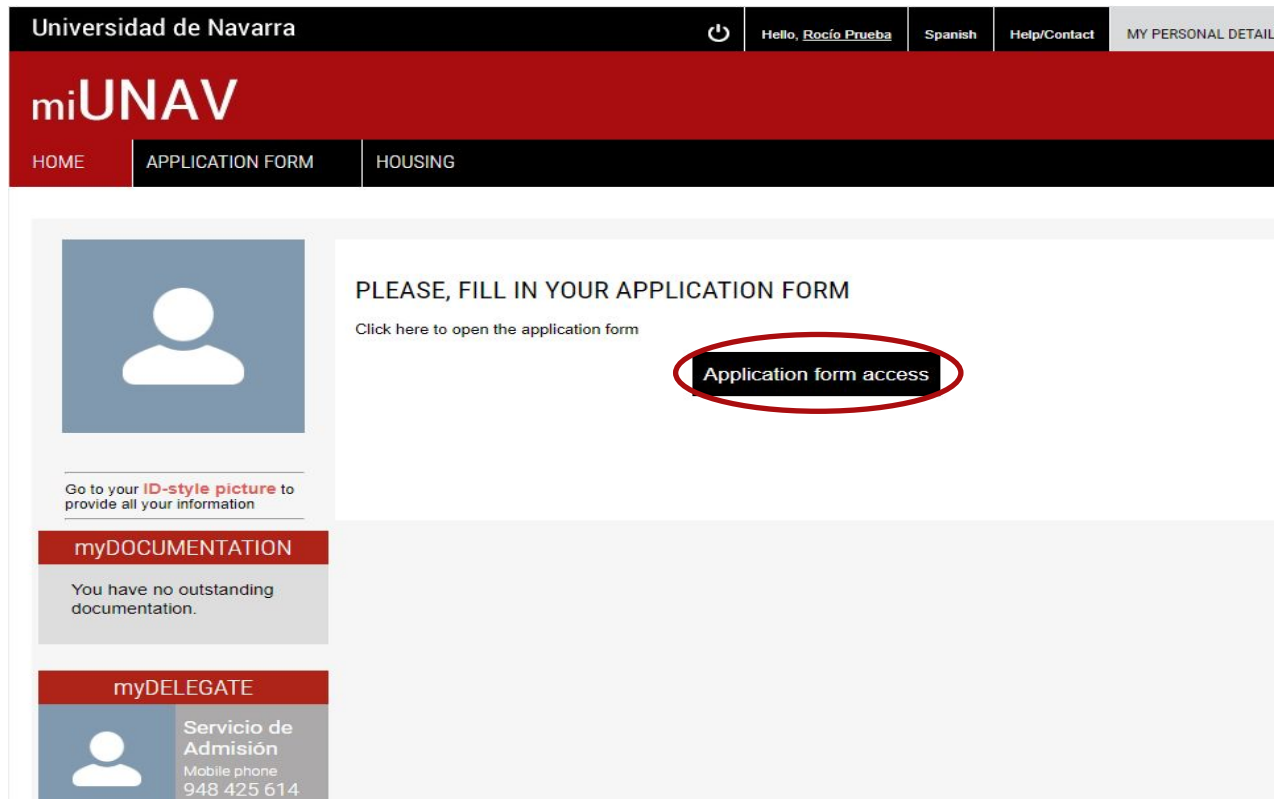
Aviso Legal y cookies | Mapa Web | Acerca de la Web | Accesibilidad
© Universidad de Navarra | Campus Universitario, 31009 Pamplona, Navarra (España). Tel. +34 948 42 56 00. GPS: 42°-45'-4"N y 1°-39'-38"W



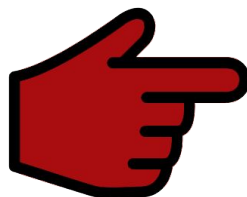
Clicking on the “Go to your portal” button will take you to the user identification log-in page. Use your email and password you registered with at MiUNAV.

STEP 4>>>

Access to the on-line exchange application form



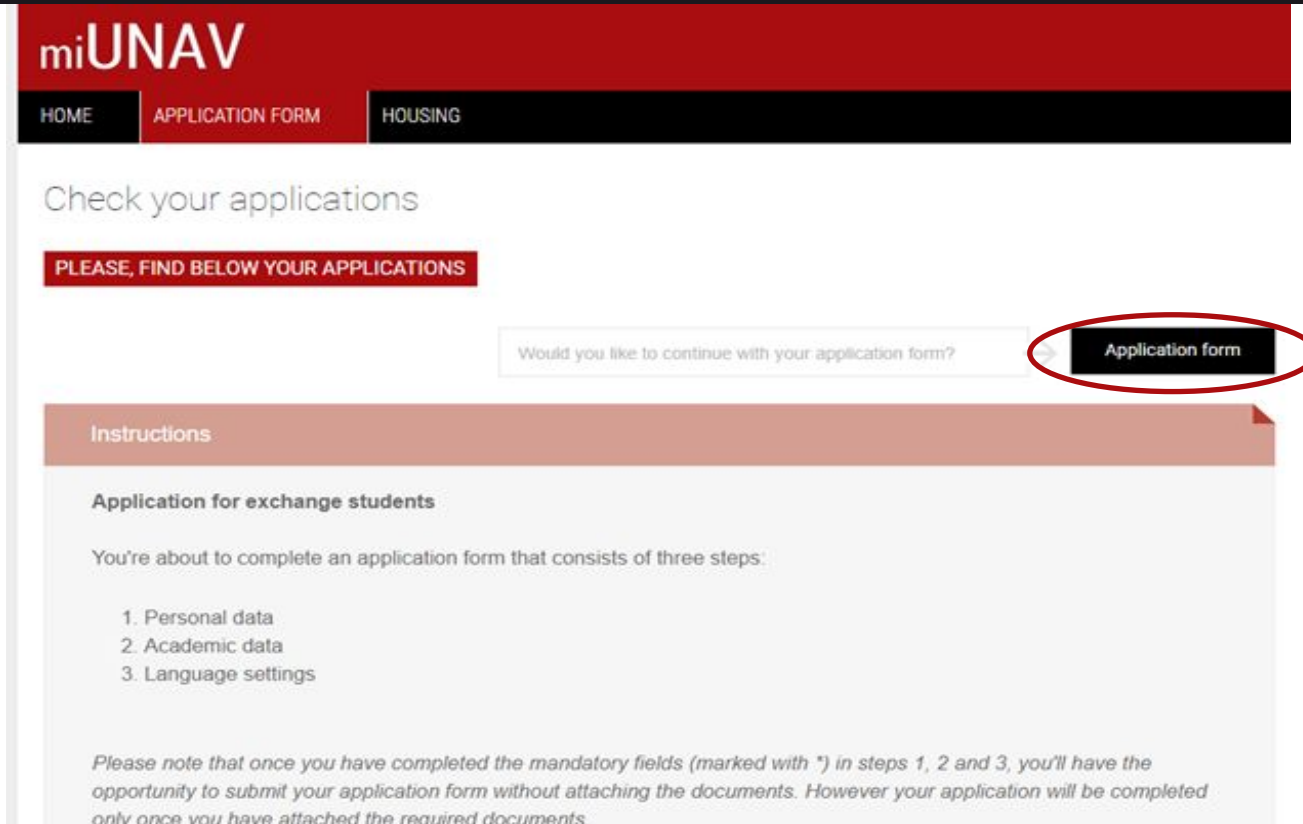
The screenshot shows the miUNAV website interface. At the top, there is a navigation bar with the text "Universidad de Navarra" on the left, a power icon, and links for "Hello, Rocío Prueba", "Spanish", "Help/Contact", and "MY PERSONAL DETAIL". Below this is a red header with the "miUNAV" logo. A secondary navigation bar contains "HOME", "APPLICATION FORM", and "HOUSING". The main content area features a user profile icon on the left and a central message: "PLEASE, FILL IN YOUR APPLICATION FORM" followed by "Click here to open the application form". A button labeled "Application form access" is highlighted with a red oval. Below the main message, there are three sections: "myDOCUMENTATION" with the text "You have no outstanding documentation.", "myDELEGATE" with a user icon and the text "Servicio de Admisión" and "Mobile phone 948 425 614".



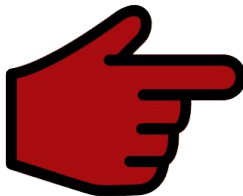
After you sign in, the “**application form access**” button will display. Click on it to start your application .

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 main content area is titled "Check your applications" and contains a red box with the text "PLEASE, FIND BELOW YOUR APPLICATIONS". Below this is a question: "Would you like to continue with your application form?". To the right of the question is a button labeled "Application form", which is circled in red. Below the question is a section titled "Instructions" with a sub-heading "Application for exchange students". The text in this section reads: "You're about to complete an application form that consists of three steps:" followed by a numbered list: "1. Personal data", "2. Academic data", and "3. Language settings". At the bottom of the instructions section, there is a note: "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

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

Identity National Identification doc... Currently address Emergency contact

STUDENT INFORMATION

* First name (as listed in your passport) Rocío 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

Discard Change: Next

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

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



W/SA_ADM_Incoming_Formulario/Eng-EN
Application Form for the Program of International Students (Exchange Program) of the University of Zaragoza

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) Cosmi

* 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](#) [Borrar 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).

The screenshot shows the 'miUNAV' application form for 'Programa de intercambio - Facultad de Ciencias Económicas y Empresariales'. The 'PERSONAL INFORMATION' section is active, with sub-tabs for 'Identity', 'National Identification doc...', 'Currently address', and 'Emergency contact'. The 'National Identification Information' form includes fields for document type (DNI), ID number, issued in (city), issued on (Day, Month, Year), and expiring on (Day, Month, Year). Navigation buttons 'Discard Changes' and 'Next' are at the bottom right.

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

NATIONAL IDENTIFICATION INFORMATION

* Document type: DNI * ID number * Issued in (city)

* Issued on * Expiring on

Day Month Year Day Month Year

Discard Changes Next

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

CURRENTLY ADDRESS

* Country -- * State/Province

* Street type -- * Address * Number

Block Stairway Floor Apartment

* Postcode * City * Email rbezunarteaincoming2@unav.es

* Phone dialing code * Phone number Phone dialing code Other telephone number

9783 606939783 +34

Discard Changes Next

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unav.edu

PERMANENT ADDRESS

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

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

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

EMERGENCY CONTACT INFORMATION

* Name * Surnames

* Relationship * Phone number * Email

[Discard Changes](#) [Next](#)

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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)	Department (If applicable)	* Degree program
Undergraduate degree program		
Minor	* Language of instruction	* Exchange period
	Spanish	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

The screenshot shows the 'miUNAV' application form for 'LANGUAGE SKILLS'. The page title is 'Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales'. The breadcrumb trail is 'PERSONAL INFORMATION > ACADEMIC INFORMATION > LANGUAGE SKILLS'. The form contains a table for entering language skills and a question about taking a Spanish language class.

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

The screenshot shows the 'miUNAV' application form for 'PERSONAL INFORMATION > ACADEMIC INFORMATION > LANGUAGE SKILLS'. The form is titled 'Application form - Programa de intercambio - Facultad de Ciencias Económicas y Empresariales'. It features a navigation bar with 'HOME', 'APPLICATION FORM', and 'HOUSING'. The main content area is divided into two sections: 'LANGUAGE SKILLS' and 'LANGUAGE COURSE'. The 'LANGUAGE SKILLS' section contains a table with columns for 'Language', 'Certificate', 'Level', 'Year obtained', and 'Delete'. Above the table are four input fields: 'Select a language', 'Select a certificate', 'Select your level(CEFR)', and 'Year obtained'. A red circle highlights the '+' button in the 'Insert' column. The 'LANGUAGE COURSE' section contains a question: 'Would you be interested in taking a Spanish language class during your exchange?' with radio buttons for 'Yes' and 'NO'. A red circle highlights the 'Yes' radio button. Red arrows point from the text on the right to these two elements.

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

Language	Certificate	Level	Year obtained	Delete
Select a language	Select a certificate	Select your level(CEFR)	Year obtained	Insert
--	--	--		+

LANGUAGE COURSE

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

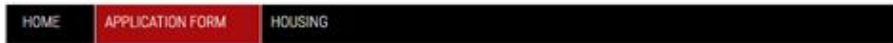
LANGUAGE SKILLS

>> 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



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
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	roco bezunartea@hotmail.com	Floor	12
Phone number	948425600	Apartment	B
		Postcode	31002
		City	Pamplona
		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

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
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

English/English	Advanced (CAE)	C1	2017
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Would you be interested in taking a Spanish language class during your exchange? No

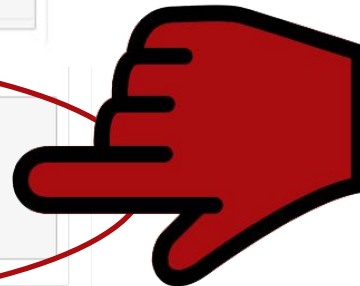
Documents

English Language certificate/ Quali... Pending	Identity card, passport photocopy Pending
ID Photo Pending	Proof of health insurance Pending
Home university endorsement Pending	Official transcript of records Pending

[Upload documents](#)

[Back to form](#)

[Send application](#)



YOU CAN NOW UPLOAD THE SUPPORTING DOCUMENTS.

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 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	Avenida
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	roco bezunartea@hotmail.com	Floor	12
Phone number	548425600	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)	Relaciones Internacionales	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			

Documents

English Language certificate/ Qualif...	Pending	Identity card, passport photocopy	Pending
ID Photo	Pending	Proof of health insurance	Pending
Home university endorsement	Pending	Official transcript of records	Pending

Upload documents

Back to form

Send 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

STEP 5>>>

Filling out your Exchange Application

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

The screenshot displays the miUNAV user interface. At the top, the header includes the university name, a power icon, and navigation links for 'Hello, Rocío Puerta', 'Spanish', 'Help/Contact', and 'MY PERSONAL DETAILS'. Below the header is a red navigation bar with 'HOME', 'APPLICATION FORM', and 'HOUSING' options. The main content area is divided into two columns. The left column features a user profile icon, a prompt to upload an ID-style picture, and three service sections: 'myDOCUMENTATION' (listing pending documents like home university endorsement, ID card, and official transcript), 'myDELEGATE' (showing contact info for Jesús Ayala Osacar), and 'COLLEGE GUIDANCE' (with links for interview, assessment test, and applications). The right column, titled 'YOUR APPLICATIONS', shows the status of an application for the 'Programa de intercambio - Facultad de Ciencias Económicas y Empresariales', which is 'Pending to submit application documents'. A 'Go to exchange application' button is visible. A red arrow points from a yellow callout box to the 'More information...' link in the 'myDOCUMENTATION' section.

Universidad de Navarra

Hello, Rocío Puerta Spanish Help/Contact MY PERSONAL DETAILS

miUNAV

HOME APPLICATION FORM HOUSING

YOUR APPLICATIONS

Status of your application

Please, check below the status of all your applications

Programa de intercambio - Facultad de Ciencias Económicas y Empresariales Pending to submit application documents (required to consider your application)

Go to exchange application

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

myDOCUMENTATION

The following documentation is pending:

- Home university endorsement
- Identity card, passport photocopy
- Official transcript of records

More information...

Complete your documentation

myDELEGATE

Jesús Ayala Osacar
Mobile phone
639 731381
(8.30 a 14 /
17 a 17.00)

COLLEGE GUIDANCE

Interview with your delegate

Career Assessment Test

See your applications

VISIT THE CAMPUS

Campus visit request

See your applications

Here you can find information on pending documents

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.

Universidad de Navarra

miUNAV

HOME APPLICATION FORM HOUSING

YOUR APPLICATIONS

Status of your application

Please, check below the status of all your applications

Pending to submit application documents (required to consider your application)

Programa de Intercambio - Facultad de Ciencias Económicas y Empresariales

Go to exchange application

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

myDOCUMENTATION

The following documentation is pending:

- Home university endorsement
- Identity card, passport photocopy
- Official transcript of records

More information...

Check your applications

PLEASE, FIND BELOW YOUR APPLICATIONS

Current Stage	Pending to submit the application form and documents
Academic year 2020/2021	Requested degree program Programa de intercambio - Facultad de Ciencias Económicas y Empresariales

STATUS OF YOUR APPLICATION

Create myUNAV In progress Validation Validated Registration

Additional Information

Admissions period	Credencial number
Pending	597352

Actions to perform

Fill in form

Documentation

Download

If your application is accepted, in this section you can download the acceptance letter.

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: kasey54_d577f@fulu.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

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

The following documentation is pending:

- Proof of health insurance

Complete your documentation

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

- 102030513_10206743384132152_8_ (Hasidist (white background))
- PDF_SA_CartaAceptacionDoc.pdf (Have university endorsement (participation letter))
- ALEGRIA, VALERIA, EXPEDIENTE ... (Ofice (background of records))
- 2019-7-31 IZA TARJETA RESIDE ... (Health card, passport (photocopy))
- Alejandro José Plaza Lainez ... (Spanish Language certificate/Qualifications)

SUBMITTED DOCUMENTATION

PENDING DOCUMENTATION

You have no pending documentation.

Rejected documents

- Seguro WAF.pdf (Proof of health insurance)

STEP 7>>>

Download your acceptance letter

ACCEPTANCE LETTER

Once your application is validated, you will receive a message from **admissions office** and subject *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**".

The screenshot displays the miUNAV portal interface. At the top, there is a navigation bar with the university name and user information. Below it, a red banner contains the 'miUNAV' logo and a menu with options like HOME, APPLICATION FORM, HOUSING, and CAREER SERVICES. The main content area is titled 'Check your applications' and includes a red box with the text 'PLEASE, FIND BELOW YOUR APPLICATIONS'. A table provides details about the current application, including the stage (Registration in progress), academic year (2021/2022), and degree program. A progress bar shows the application status from 'Create myUNAV' to 'Registration', with 'In progress', 'Validation', and 'Validated' marked as completed. Below the progress bar, there are sections for 'Additional Information' (Admissions period: Pending, Credencial number: 661867), 'Actions to perform', 'Documentation' (with a 'Documentation' button), and 'Download' (with an 'Acceptance letter' button). A red arrow points from the text 'Download' in the instructional text to the 'Acceptance letter' button in the screenshot.

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

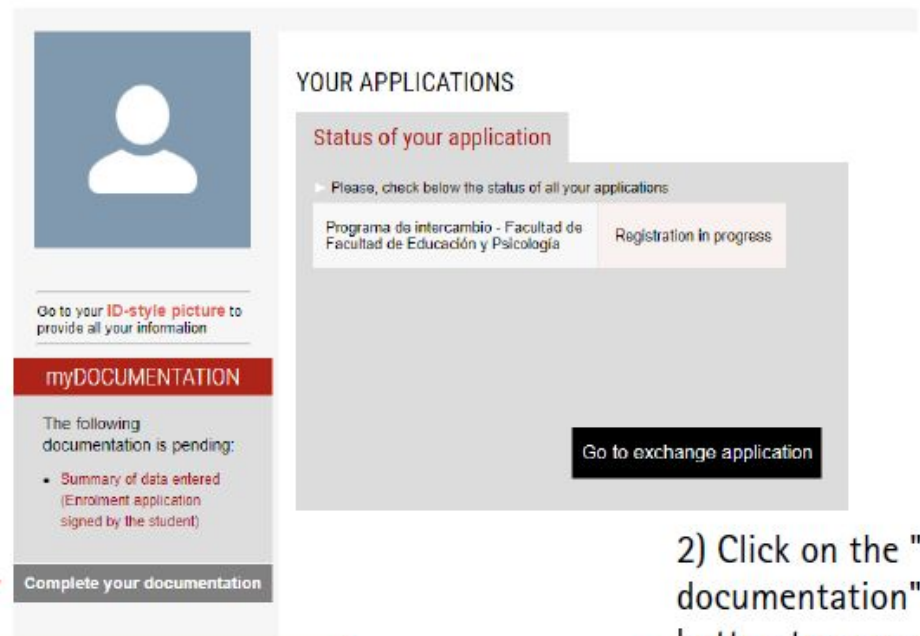
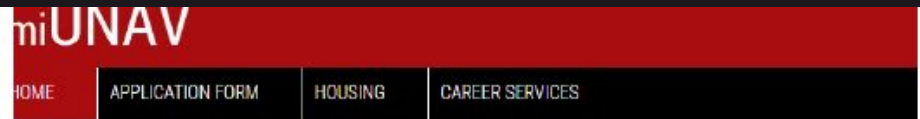


Congratulations!

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.

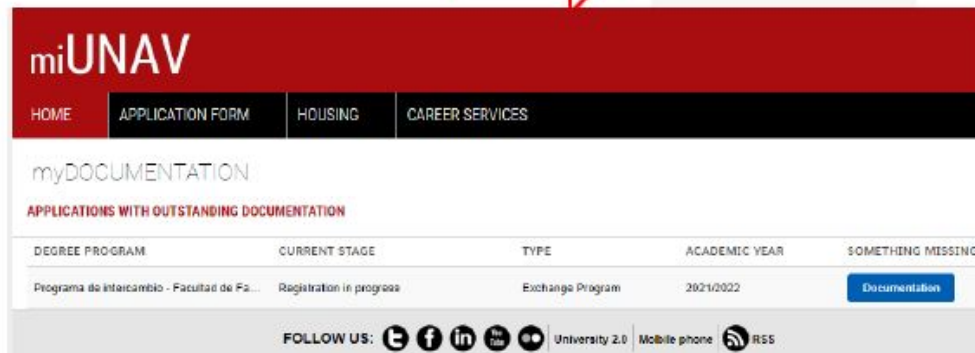
FINALIZING>>>

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



1) Click on the "complete documentation"

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



FINALIZING>>>

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

Universidad de Navarra Hello, Test Spanish Help/Contact MY PERSONAL DET...

miUNAV

HOME APPLICATION FORM HOUSING CAREER SERVICES

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 -...](#)

PENDING DOCUMENTATION



[Attach Summary of data entered \(Enrolment application signed by the student\)](#)

(max. 4 MB, JPG/PDF format)

3) Click on the "Attach Summary of data entered"

4) Sign the document



Congratulations!
Ready for next step?
Online enrollment
15th to 30th of June