

GUIDE FOR THE ONLINE APPLICATION SYSTEM

International Exchange
Programmes OfficeOficina de Programas
Internacionales de Intercambio

Universitat Politècnica de València

THE APPLICATION WEBSITE FOR INCOMING STUDENTS IS AVAILABLE AT:

www.opii.upv.es/incomings

This website is restricted to exchange students who have been selected by their home institution for an exchange to UPV under an academic exchange program. There must be a student exchange agreement in place between your home University and the UPV School you wish to attend.

If you find any problems or have any questions please contact to: opii@upv.es

STEP1: PRE-REGISTRATION

A pre-registration is required to receive a login and a password to enter in the application system. Pre-registration at:

<http://www.opii.upv.es/incomings>

Choose the option "Ask for login and password"



The screenshot shows the top part of the UPV website. On the left is the UPV logo and name. On the right is a navigation menu with links for Valencià, English, A, A, Accesibilidad, Mapa web, and Buscar. Below the menu is a dark navigation bar with buttons for Admisión, Estudios, Investigación, Organización, and Perfiles. Below this is a section titled 'Instrucciones' with text in Spanish: 'Los alumnos y personal procedente de otras universidades o instituciones deberán solicitar una clave y un identificador previo al registro.' There are two links: 'Solicitar clave e identificador' and 'Realizar solicitud (ya tengo clave e identificador)'. At the bottom, there is a footer with contact information and logos for CAMPUSHABITAT5U, VLC/CAMPUS, and EMAS.

Fill the information under:

Home Institution/Country: In the pre-registration you will be required to provide information about your home country, home university.

Activity: Choose Official Mobility Programmes (ERASMUS and similar)

School at UPV: Choose a Host school at UPV. Although you may be allowed to take courses from different schools, most of the course load must belong to your host school at UPV.

Course catalog at:

<http://www.upv.es/estudios/grado/index-en.html>

Courses in English at:

http://www.opii.upv.es/enlaces_internos/docencia_ingles.asp

Students will not be able to change the Host UPV School so please make sure you select the UPV School you really want to apply to!

Contact Information: Provide your contact information. Please notice that:

- Write your name (=first name) and surname (=family name) correctly and in the correct gap. Enter your name/s as they appear on your identity document. If you do not have a second surname, then leave this field blank.
- The ID number: Introduce your passport number. Choose "Others". If you do not have a passport number when filling the application you could use your national identity card number for application purposes. Do not use fake numbers !
- Mobile phone number: If you choose mobile telephone then the number should have at least 9 numbers between 600000000 y 799999999. The number must begin with "+". Do not write "+00" as they mean the same.
- Foreign Mobile Telephone: The number should not have any letters or more than 15 digits.

Once all the information has been completed you will have to send the pre-registration to be validated by the International Office. If there were any errors in the pre-registration you will be asked to correct or provide additional information. Otherwise you will get a message confirming that the pre-registration has been sent to the administrator for approval. **Please notice that the validation process is not automatic, our offices may need to make sure about the agreement and sometimes check with coordinators about nominations.** This process may sometimes take some days.

If the pre-registration is approved, you will receive an email with a login and a password to enter in the online application web site with instructions to complete the exchange application.

STEP2: REGISTRATION

Approved students will have to enter in the system again by choosing the option:
"Complete an application (I already have a login and a password)"



To complete the application click on Edit: 

Before completing the application, read the documents under **See Instructions**

Once read, proceed completing required information following the path bellow:

[Application request](#) > [Destination](#) > [Academic Agreement](#) > [Spanish](#) > [Mentor](#) > [Annotations](#) > [Confirm application](#)

- **"Application request"**: Check the personal data and the information from your home University. Select a Tutor (coordinator) for your exchange. If any changes are introduced, click on "save" and "next". In the field "degree of access" write the name and level of your current degree (bachelor in X, laurea triennale in X). etc.
- Under **"Destination"** please, confirm the information about your Host school at UPV, intended degree (This is only informative, not compulsory and will not determine choosing courses outside this degree), desired period of stay and intended study program. Click "save" and "next".
- **"Academic Agreement"**. To select courses, first choose a School at UPV and later a degree. The list of available courses of the selected degree will be displayed for selection. By changing the school and the degree students can add their desired courses. Selected courses will be added at the bottom of the page. Remember that although students are allowed to take courses outside their host UPV school, most of the course selection must belong to the School you are applying to. Make sure about the semester of the courses before confirming your selection.

- **"Spanish"** Language proficiency. Upload any certificates proving your language proficiency. This certificate will be used to allocate students in the Spanish language courses offered by UPV.
- If you wish to take part in the Spanish language courses then select:

Matriculación de clases gratuitas de español.

In case you cannot provide any certificates then you will have to upload a letter from you or from a professor own explaining your language proficiency (years of study, background...). Click "next"

- **"Mentor"** Confirm your interest in participating in the Mentor program.
- **"Confirm application"** Once you have completed all the information you will have to go to the "confirm application" section. At this stage you will be informed of the documents you have to upload (attach) so that your application can be accepted. Remember that after confirming your application you will still be able to upload documents. In fact the **Print application** option is only displayed once you click on **Confirm**. **Notice that after confirming your application you will still be able to upload (attach) documents.**
- **"Status of the application"**. Under this section you will be able to attach all the required documents.
- Once your application is completed and the required documents have been attached, the International office of your Host UPV School will review the application and confirm your acceptance by sending an acceptance letter or e-mail to your home coordinator, to your or both.
- The **Application withdrawal** button will cancel your application! If you have accidentally canceled your application contact us at: opii@upv.es and let us know.
- Students will be able to see the status of their application in the online system:

Status of application:

- L Draft
- L Application confirmed
- L Application being assessed
- L Application Accepted School/Faculty
- L
- L Application Canceled
- L Application Rejected School/Faculty
- L Student Resignation