HOW TO APPLY ONLINE; STUDENTS WHO ARE COMING FOR 2013/14 ACADEMIC YEAR

First of all, you will be able to fill in the online application only after your Home University has nominated you and we have accepted the nomination.

Go to the following link:


To apply online you must:
- Create a personal account in which you can make your application, save it and continue to work on it at a later stage.
- Once completed, submit your application.
- Please, make sure you write down your log-in information, so you can access your application as many times as you need. We cannot access your log-in information.

The application can be modified as many times as needed as long as it is not sent.

When creating your login and password DO NOT FORGET TO WRITE THEM DOWN in case you need them and need to access your account.

Fill in the blanks with required information and keep in mind some indications:

**Type and programme of Mobility:**
- If you are from Europe you should write ERASMUS. If you are from the rest of the world and Russia you should write MUNDE.

**"Current studies"-"Degree" screen:**
- Write the current studies you are studying at YOUR HOME UNIVERSITY.

**"Preferred mobility" screen:**
- Choose the STUDIES AT URJC. They should square with the field of study you have been nominated for by your Home International Relations Office.
- If you are coming for Master, choose “second cycle” and contact internacional.in@urjc.es in order to specify the name of the Master you are coming for.
- Duration Months: If you are coming for 1 semester, put in 4 months. If you are coming for full year, put in 9 months.
- Start and End of Mobility: These dates have to square with our official 2013/14 academic calendar. This is:
  - First/winter semester 2013: from 09/09/2013 to 11/01/2014
  - Second/spring semester 2014: from 13/01/2014 to 24/06/2014.
- Students who are coming for Master: They must include their Certificate of previous studies.

**How to submit Documents Package:**

After properly finishing the application, IT MUST BE SUBMITTED and TWO COPIES HAVE TO BE PRINTED. After being signed and stamped by the home university’s coordinator and the student, one copy must be sent by post together with the following documents:

- Application online, printed, signed and stamped
- Original Learning Agreement
- A Passport-sized Photo
- Photocopy of passport
- Original Transcript of Records
- Certificate of previous studies for Master students

Post address:

Universidad Rey Juan Carlos
International Relations Office
Edificio Rectorado Despacho 414
Calle Tulipán s/n.
28933 Móstoles. Madrid
España

*Note: Please, documents package must be submitted all together by post. We don’t ask for any scanned copy by email.*

**Deadline to send the documents:**

First semester and full academic year: 31st of May 2013
Second Semester: 31st of October 2013

Now you are ready to take a step forward and do the application.

Good luck!!