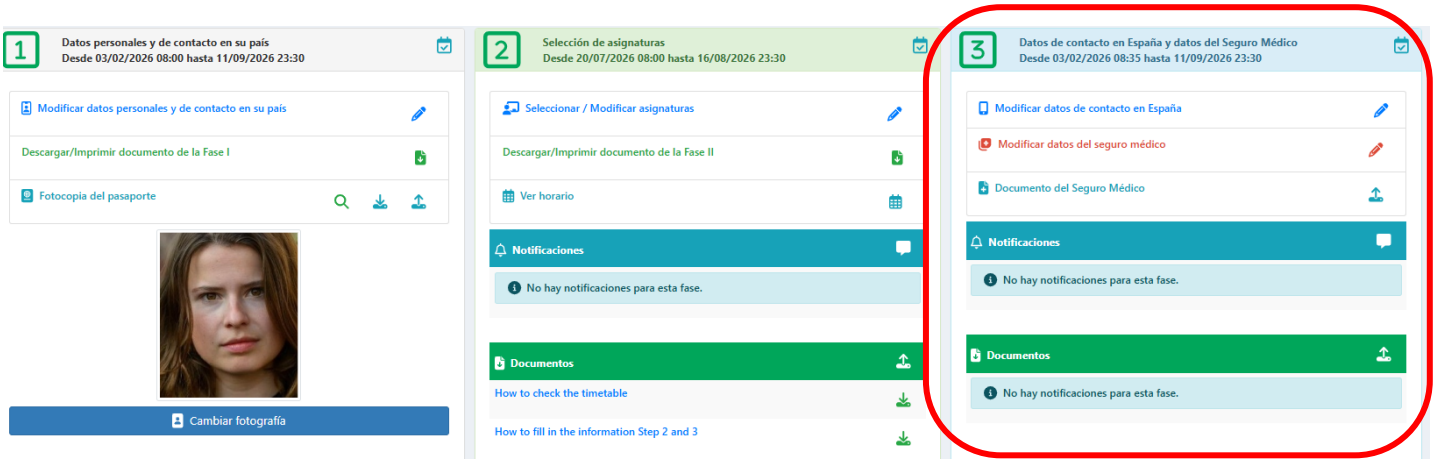
COMO REGISTRARSE OFICIALMENTE EN LOS CURSOS/HOW TO BE OFFICIALLY ENROLLED

Entra con tu usuario y contraseña a la aplicación / *Log in to the application with your username and password.*

http://www.comillas.edu/intercambio/entrante







Para que la fase 4 aparezca en tu aplicación (debajo de la fase 1) has de completar la fase 3 obligatoriamente. Si no lo haces, no aparecerá visible la fase 4. Recuerda para ello:

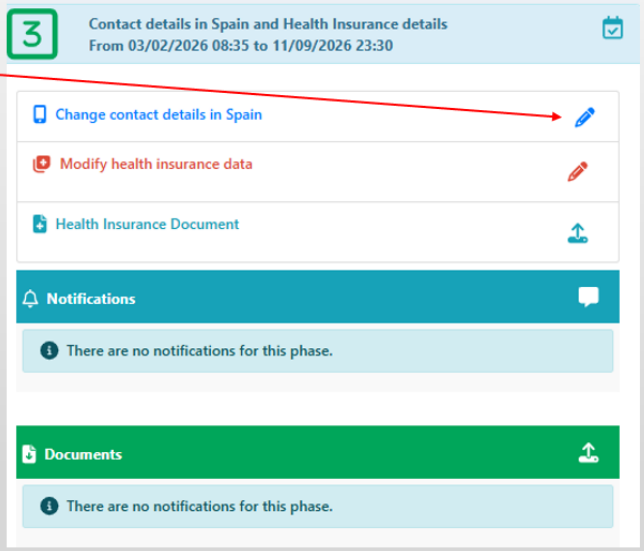
To make Phase 4 appear in your application (below Phase 1), you must complete Phase 3. If you do not complete Phase 3, Phase 4 will not be visible. Please remember the following:

PHASE 3

"Change contacts details in Spain". Then, a pop-up window will appear where you should indicate:

- Address in Madrid
- Postal Code
- City
- Contact Phone Number

Once the data is submitted, click on the save button.



PHASE 3

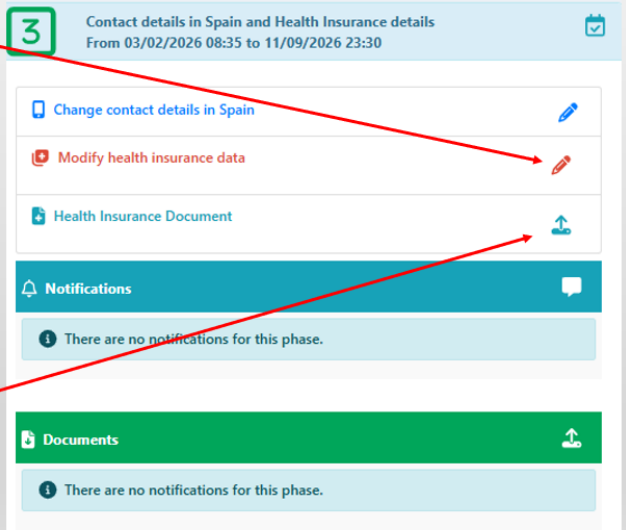
"Modify health insurance data"

- Health Insurance Company
- Policy or Client Reference
- Phone

In the case of the European students, if you have the European Health Card, you can use this as your insurance company. The number on your card will be the reference number. Once the data is submitted, click on the save button.

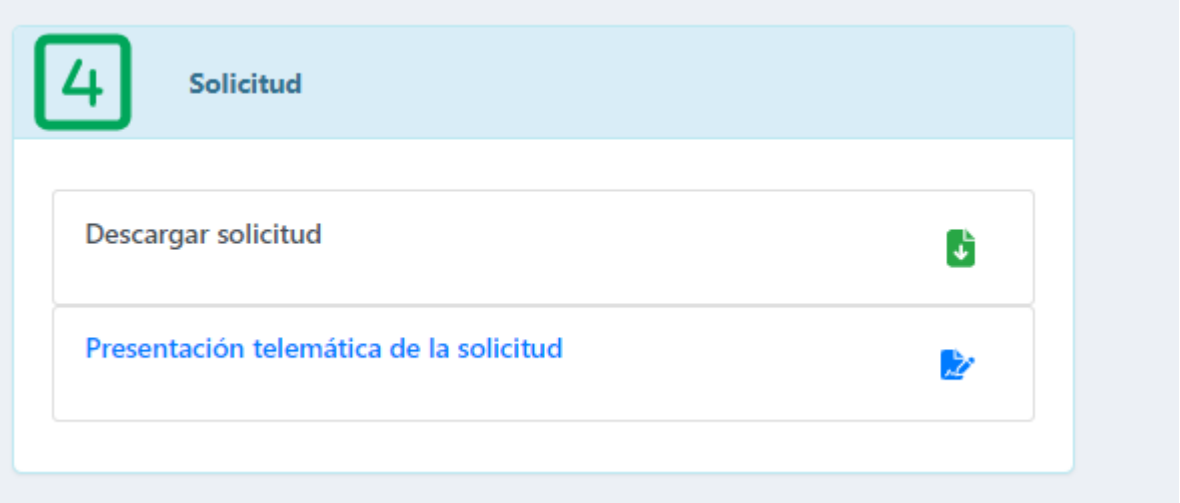
"You must upload a copy of your Health insurance document"

Once the data is submitted, click on the save button.

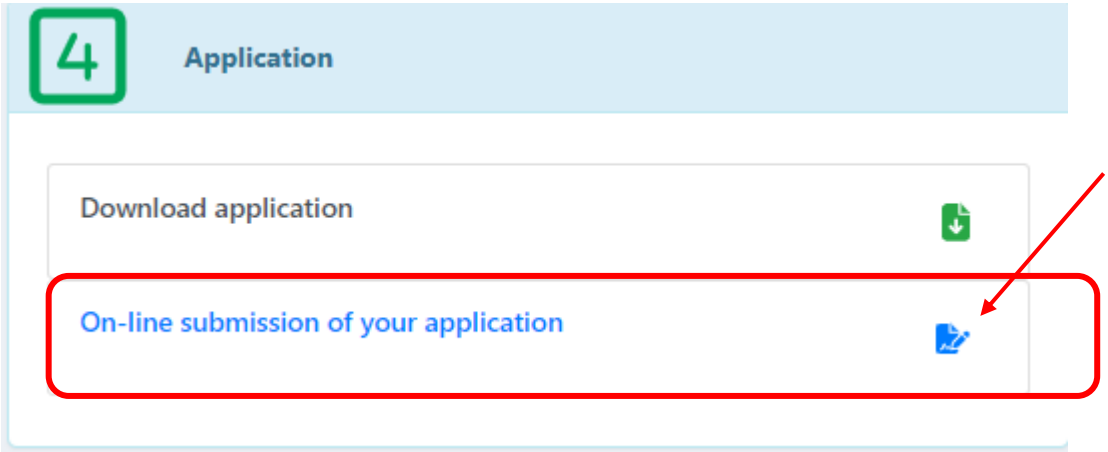


No se te olvide subir copia de tu seguro médico (foto de tu tarjeta sanitaria o subir el documento en formato pdf donde figure tu número de póliza , compañía etc..), solo es necesario subir la página donde figure esta información / *Don't forget to upload a copy of your health insurance (a photo of your health insurance card or a document in PDF format that shows your policy number, insurance company, etc.). You only need to upload the page where this information appears.*

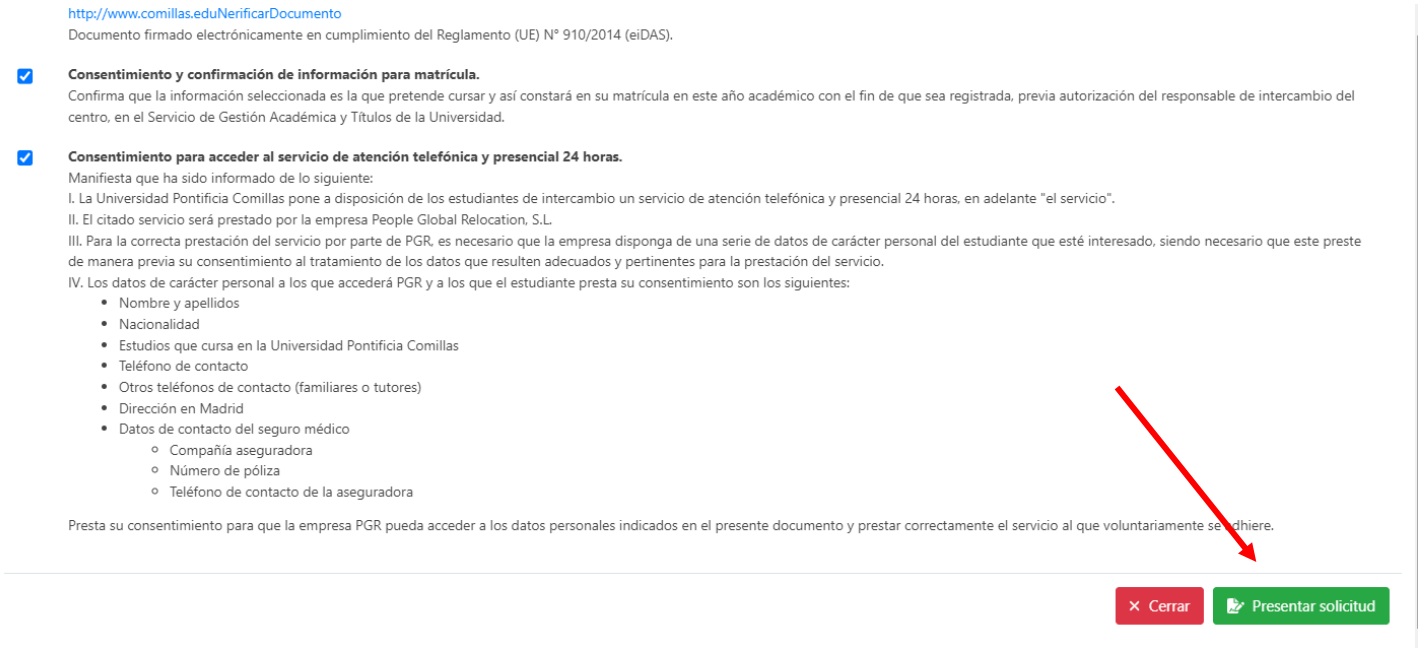
Una vez completada la fase 3 con éxito, te aparecerá visible la fase 4 (debajo de la fase 1) Presentación telemática de la solicitud
Once you have successfully completed Phase 3, Phase 4 will become visible (below Phase 1) On-line submission of your application



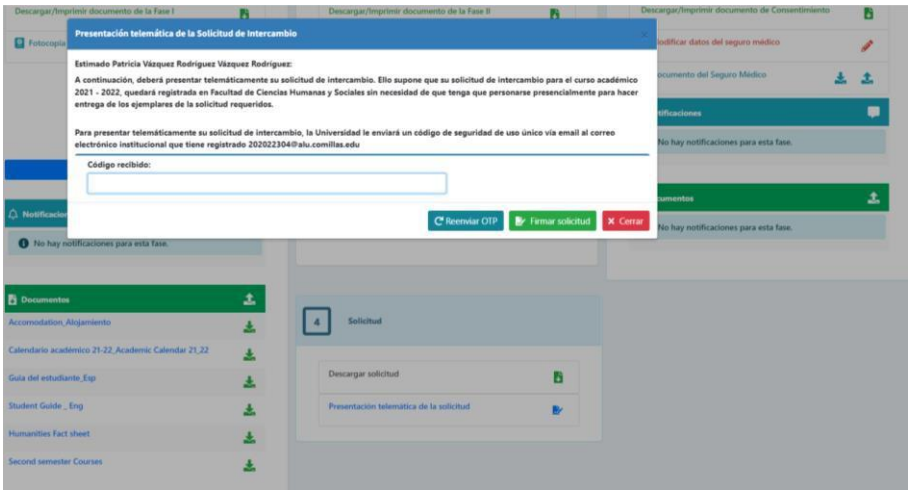
Procede a pinchar en la fase 4 donde pone "Presentación telemática de tu solicitud"
Proceed to click on Phase 4 where it says "Online Submission of Your Application."



Te aparecerá la siguiente pantalla , deberás dar click en todos los apartados para que puedas ver al final el botón de “Presentar solicitud” / The following screen will appear. You need to click on all the sections so that you can see the “Submit Application” button at the end.



Una vez que das click en “Presentar tu solicitud” te llegará un código de un solo uso a tu email. Este código tiene una validez de 10 minutos. Deberás introducir el código en esta pantalla y dar al botón firmar / *Once you click on “Submit Your Application,” a one-time code will be sent to your email. This code is valid for 10 minutes. You will need to enter the code on this screen and click the "Sign" button.*



Te has registrado oficialmente y a partir de este momento ya no puedes realizar ningún cambio en la aplicación. La aplicación pasa de “Aceptada” a “Solitud firmada” / *You have officially registered and from this point on you can no longer make any changes to the application. The application goes from accepted to signed .*

