

## **ONLINE APPLICATION PROCEDURE**

**INSTRUCTIONS TO COMPLETE YOUR COMILLAS ONLINE APPLICATION PHASE 1** 

#### **WELCOME EMAIL**

Nominated students will receive an email **Comillas Exchange Application / Solicitud de Intercambio** from <u>intercambio@comillas.edu.</u> The email will provide the following information:

- Student user Number (usuario)
- Student Password (contraseña)
- Link to the application platform

Please complete the steps outlined in this guide as soon as possible.

SEND From intercambio@comillas.edu To	•
Subject B I U T T - A - T - ⓒ I ⊂o i = i = i = i	i 19 i i i i i i i i i i i i i i i i i i
	STUDENT USER NUMBER ♣ PASSWORD
COMILLAS	LOGIN



## COMPLETING THE ONLINE FORM

After receiving the welcome email with your login credentials, you can start the application process:

Go to the link that appears In the welcome email,

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

and with your **usuario** and **contraseña** fill in the spaces and click in "Iniciar Sesión".





Sign in

Usuario para validarse (Ejemplos) PAS/PDI: jpmrgarcia@comillas.edu Alumno/Alumni: 201599999@alu.comillas.edu

Si no recuerda su usuario y/o contraseña: Si es usted Alumno o Alumni: Pinche aquí. Si es usted PAS o PDI: Pinche aquí.



#### LANGUAGE SELECTION

On the top right corner you can change the language of the application into English by clicking on the UK's flag or Spanish by clicking on the Spanish flag.

#### **LEGAL NOTICE**

The Legal Notice explains that all the details provided by the exchange student will only be used by the University in order to manage the admission process correctly.

Please CLICK on the square where it says "Accept". By clicking on that square the student accepts the legal statement.

#### English 🔚

s will be processed by the Universidad Pontificia Comillas in order to manage your request for student exchange, as well as a facademic activities that are carried out at the University and that are related to the studies in which you are enrolled.

In accordance with the provisions established in Regulation (EU) 2016/679, in Organic Law 3/2018, of 5 December 2018, on the Protection of Personal Data and Guarantee of Digital Rights and in other implementing regulations, you are informed that you have the right to access, rectify or oppose the data, limit their processing, oppose their processing and exercise your right to the portability of personal data, all free of charge, by written request to Universidad Pontificia Comillas – General Registry, Calle Alberto Aguilera, 23, 28015 Madrid or to >a href=mailto:prodatos@comillas.edu>prodatos@comillas.edu.For the purpose of attending to your application, it will be essential to verify your identity in advance by sending a copy of your DNI, NIE, Passport or equivalent document.

You can consult our privacy policy at www.comillas.edu/ProteccionDeDatos

Secure Verification Code: 747940AB7CFEB856B3DC514E8DD0B395. This is an electronic administrative document issued by the Universidad Pontificia Comillas. Its authenticity can be checked at the following address: http://www.comillas.edu/VerificarDocumento. Electronically signed document in compliance with Regulation (EU) No. 910/2014 (eIDAS)

Accep

PHASE

#### **PERSONAL DATA**

The first step is to enter your personal data.

- If you do not have a second last name, just leave the space blank.

- Select the type of document, usually Passport. EU students could select national ID instead (DNI/NIF).

-Type the number of your passport or national ID without spaces

- Dates in Spain are written in the format: dd-mm-yyyy

- Use the given list of countries to select your nationality. Note this list is in Spanish, so you should look for Alemania instead of Germany, or Estados Unidos de América instead of United States of America.

Name:		First surname:		Second surr	name:	
Identity card type:		Identity card numbers		Nationality		
Pasaporte	~	luentity card number.		Seleccione		~
Sex:		Place of birth:		Date of Birth:		
Seleccione 🗸						
Seleccione	~					
Country:	Family addre	ess in your country: 🚺				
Postal code:	City:		Province / State / District:		Phone: 1	
Contact person (1):					Phone: 🚺	
Contact person (2):					Phone: 🚺	
						Close 🖬 Save
			<b>.</b>			

#### CONTACT INFORMATION IN YOUR COUNTRY

Complete your family (or permanent) address and the emergency contact information (including phone number) for at least one person next-of-kin. This information will be used only in case of an emergency.

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Identity card type:		Identity card number:	Nationality	Nationality:	
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Sex:		Place of birth:	of birth: Date of Bi		
Seleccione 🗸					
Country:	Family addre	Family address in your country: 🚺			
Seleccione	~				
Postal code:	City:	Provin	ce / State / District:	Phone: 🚺	
Contact person (1):				Phone: <b>1</b>	
Contact person (2):				Phone: 🚺	
					Close

PHASE I

#### STUDENT'S CONTACT INFORMATION

Now, complete your contact information with your mobile phone number (preferable a Spanish phone number) and your email address. This data can be added once you are in Spain.

#### ACCOMODATIONS

Mark if you need or not accomodations (adaptations for special needs).

#### **STATISTICAL DATA**

Select your field of study from the list. Indicate your current studies in your home university.

Contact person (1):			Phone: (1)	
Contact person (2):		Phone: 🚺		
CONTACT INFORMATION:				
Mobile: ()		Email address:		
DATA FOR STATISTICS:		ACADEMIC DATA:		
Please select the field of study at your university:	ease select the field of study at your university: Please indicate the study you			
Seleccione	~			
Seleccione StUDENT AUTHORIZATION FOR INCIDENTS: The student authorizes the UNIVERSIDAD PONTIFICIA COMILLAS to contact in The contact person(s) indicated in CONTACT DATA IN YOUR COUNTRY	• n case of serio	us incidents (accident, serious illness or deal	at your university:	



#### **COORDINATOR'S DETAILS**

Scroll Down a little bit to get into your Home University Coordinator's contact information.

Complete this step with all the information that you have about your Home University Coordinator or Study Abroad Advisor.

#### **AUTHORIZATION**

In case of an emergency, please indicate who you authorize U. P. Comillas to contact: your next-of-kin, your home institution or both. Click on the SAVE button to record all the information.

Closed the visible screen to continue the application.

COORDINATOR'S DETAILS:	
ame:	Surname:
hone:	Email address:
.ddress:	
omments:	
THRENT AUTHORIZATION FOR INCIDENTS. The student authorizes the UNIVERSIDAD PONTIFICIA COMILLAS to contact i	in case of serious incidents (accident, serious illness or death):
The student authorizes the UNIVERSIDAD PONTIFICIA COMILLAS to contact i	in case of serious incidents (accident, serious illness or death):
THEFT AUTHORITATION FOR INCIDENTS. The student authorizes the UNIVERSIDAD PONTIFICIA COMILLAS to contact i	in case of serious incidents (accident, serious illness or death): V Viiversity of origin



#### MODIFY OR PRINT APPLICATION

From the main screen of the online application, you can modify your Phase I information by clicking the pen icon. You can also print the Phase I of the application

#### **PASSPORT COPY**

Please submit electronically a scanned image of **passport or national ID. This is very important** Be sure the quality of the image is good and the information can be read.

#### **IMPORTANT DOCUMENTS**

You should download the attached documents in this phase and read them carefully.

Modificar datos personales y de contacto en su país	ø	Seleccionar / Modificar asignaturas	1	D Modificar datos de contacto en España
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🗘 Notificaciones		🗘 Notificaciones		Documento del Seguro Médico
No hay notificaciones para esta fase.		No hay notificaciones para esta fase.		🗘 Notificaciones
				No hay notificaciones para esta fase.
Documentos		Documentos		
Academic Calendar 2020 - 2021	*	Schedule Template	¥	Documentos
Checklist for Incoming Exchange Students	*			No hay notificaciones para esta fase.
Fact Sheet UNDERGRADUATE 2020-2021	*			
Welcome to Madrid Guide	*			
Orientation Days Program Fall 2020 - 2021	Ł			



#### **PROFILE PICTURE**

Please submit a **profile picture (or headshot) of yourself with a white background.** Be sure the quality of the image is good.

Print Phase I document	8	Print Phase II document	₽	Print Consent Document	8
Photocopy of passport	± ±	See schedule	t	B Modify health insurance data	1
🗘 Notifications		A Notifications		Health Insurance Document	
There are no notifications for this phase.		• There are no notifications for this phase.		↓ Notifications	
				1 There are no notifications for this phase.	
Documents		Documents			
Academic Calendar 2020 - 2021	¥	Schedule Template	Ł	Documents	
Checklist for Incoming Exchange Students	*			1 There are no notifications for this phase.	
Fact Sheet UNDERGRADUATE 2020-2021	<u>*</u>				
Welcome to Madrid Guide	*				
Orientation Days Program Fall 2020 - 2021	*				
Change picture					

PHASE I

#### THE FIRST STEP IS NOW COMPLETED

Wait until you receive another email (July/December) which will provide you with instructions on how to select your courses in Step 2 of this application.

You or your coordinator will not need to submit hard copies of documents until the completion of the application (after the add/ drop period and once the semester has begun).

Thank you.



Remember to check from time to time your Comillas email, since all the communications will be sent there.

You can acess your email by login into your Office 365 account (<u>www.comillas.edu/o365</u>, with your user name: 202XXXXX@alu.comillas.edu and your password).

Then, click on the outlook icon.



This page contains information on how to set up your email account, create an alias or redirect emails to another personal email account:

www.stic.comillas.edu/es/guias-y-manuales/exchange-online





Also, we invite you to like us on our Facebook and Instagram, where we share useful and interesting information.

facebook.com/ICADEeconomics

#### instagram.com/ICADEeconomics













### **COMILLAS APP**

# Download the Comillas App to access your virtual student ID!









## COMILLAS

#### UNIVERSIDAD PONTIFICIA