



**COMILLAS**  
UNIVERSIDAD PONTIFICIA

ICAI

ICADE

CIHS

# ONLINE APPLICATION PROCEDURE

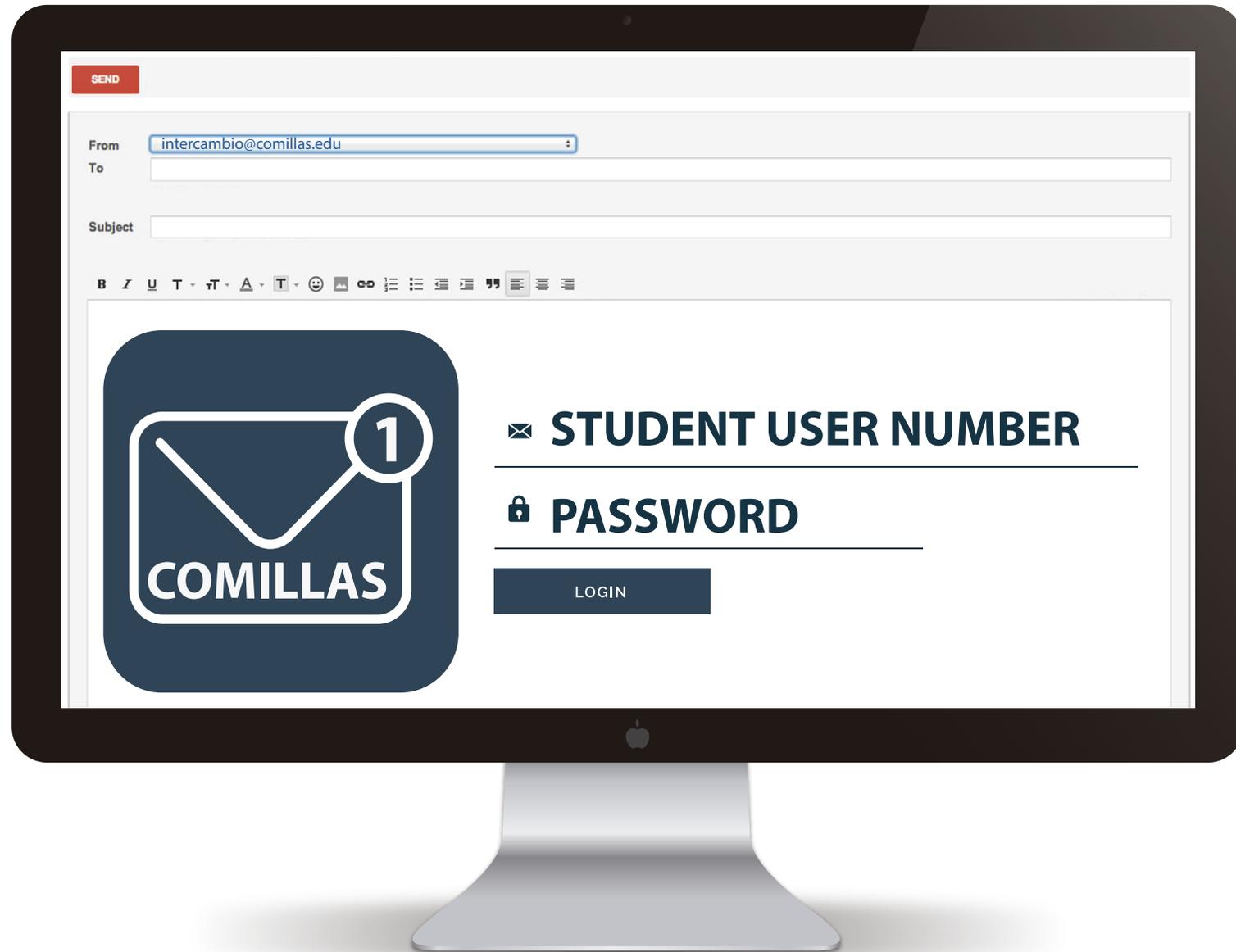
INSTRUCTIONS TO COMPLETE YOUR COMILLAS ONLINE APPLICATION PHASE 1

## WELCOME EMAIL

Nominated students will receive an email **Comillas Exchange Application / Solicitud de Intercambio** from [intercambio@comillas.edu](mailto:intercambio@comillas.edu). 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.



## 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,

[\(http://www.comillas.edu/intercambio/entrante/\)](http://www.comillas.edu/intercambio/entrante/)

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



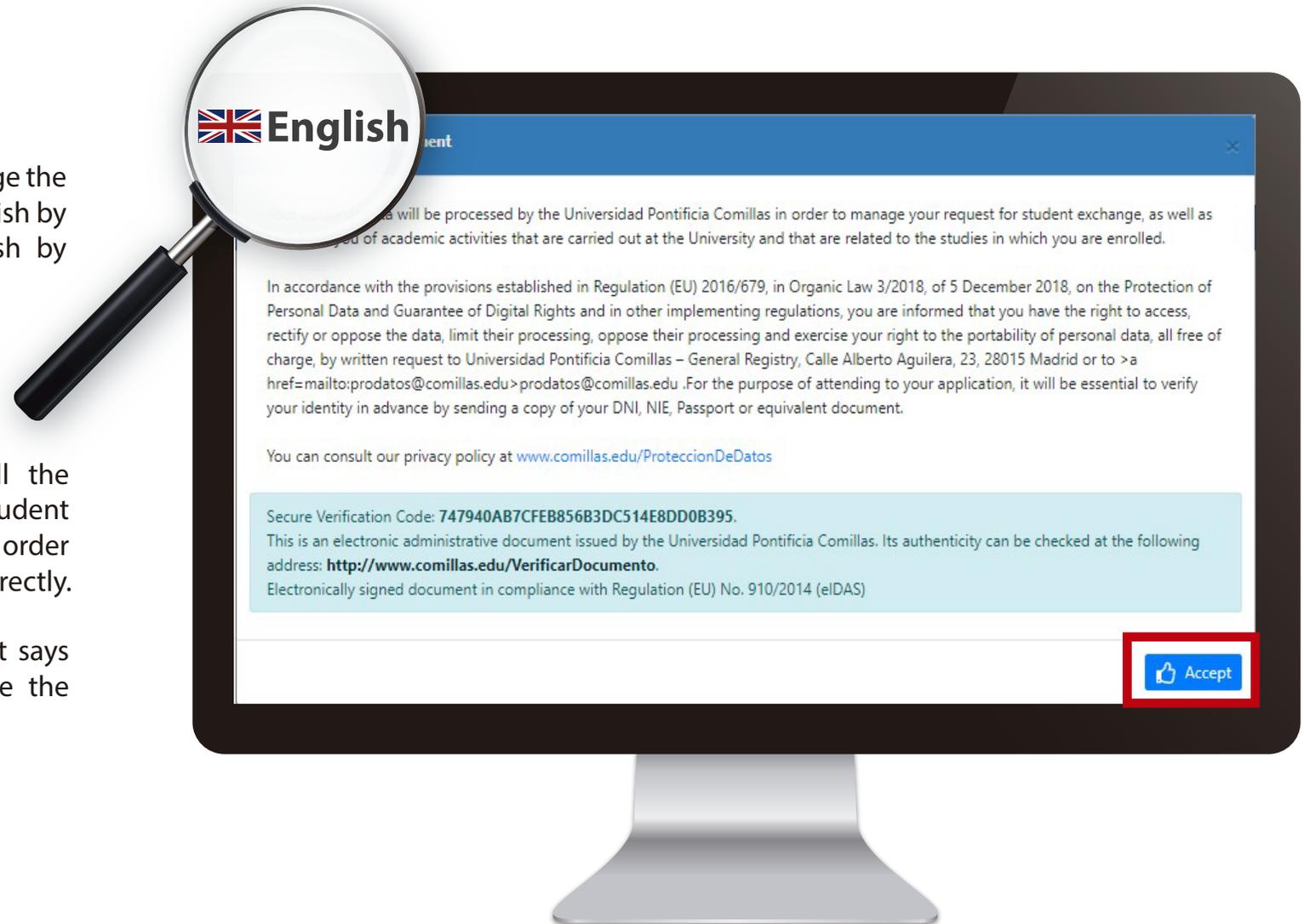
## LANGUAGE SELECTION

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.



## 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.

Personal and contact details in your country

**STUDENT'S PERSONAL DATA:**

Name:  First surname:  Second surname:

Identity card type:  Identity card number:  Nationality:

Sex:  Place of birth:  Date of Birth:

**CONTACT DETAILS IN YOUR COUNTRY:**

Country:  Family address in your country:

Postal code:  City:  Province / State / District:  Phone:

Contact person (1):  Phone:

Contact person (2):  Phone:

Close Save



## 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.

Personal and contact details in your country

**STUDENT'S PERSONAL DATA:**

Name:  First surname:  Second surname:

Identity card type:  Identity card number:  Nationality:

Sex:  Place of birth:  Date of Birth:

**CONTACT DETAILS IN YOUR COUNTRY:**

Country:  Family address in your country:

Postal code:  City:  Province / State / District:  Phone:

Contact person (1):  Phone:

Contact person (2):  Phone:

Close Save



## 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.

Personal and contact details in your country

Contact person (1):  
Phone: ⓘ

Contact person (2):  
Phone: ⓘ

**CONTACT INFORMATION:**

Mobile: ⓘ  
Email address:

**DATA FOR STATISTICS:**  
Please select the field of study at your university:  
Seleccione

**ACADEMIC DATA:**  
Please indicate the study you are doing at your university:

**STUDENT AUTHORIZATION FOR INCIDENTS:**

The student authorizes the UNIVERSIDAD PONTIFICIA COMILLAS to contact in case of serious incidents (accident, serious illness or death):

The contact person(s) indicated in **CONTACT DATA IN YOUR COUNTRY**  University of origin

Close Save



## COORDINATOR'S DETAILS

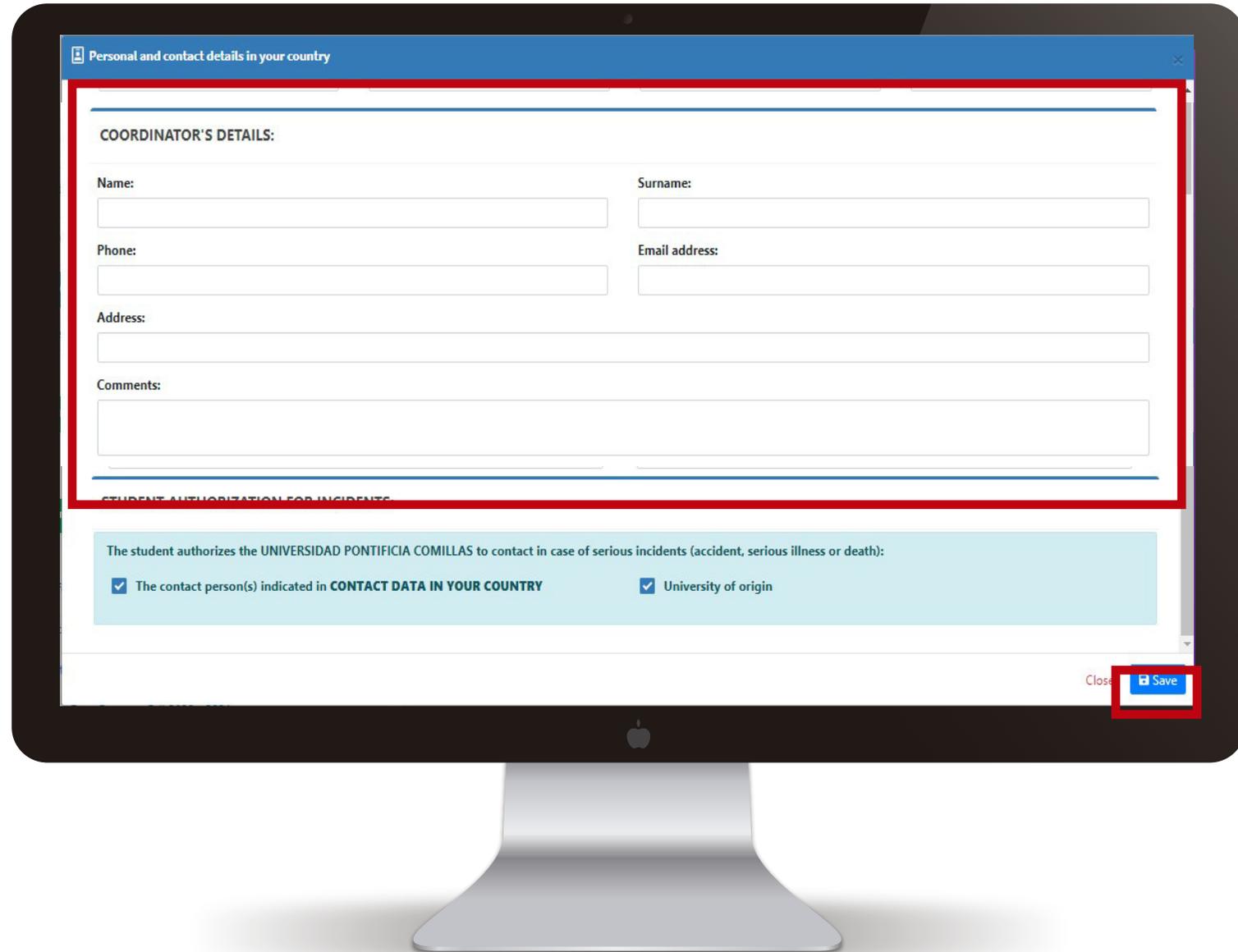
Scroll Down a little bit to get into your Home University Coordinator's contact information.

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.



The screenshot shows a web application window titled "Personal and contact details in your country". The form is divided into two main sections. The first section, "COORDINATOR'S DETAILS:", contains several input fields: "Name:" and "Surname:" (two separate text boxes), "Phone:" (one text box), "Email address:" (one text box), "Address:" (one text box), and "Comments:" (one text box). The second section, "STUDENT AUTHORIZATION FOR INCIDENTS", contains a light blue box with the text "The student authorizes the UNIVERSIDAD PONTIFICIA COMILLAS to contact in case of serious incidents (accident, serious illness or death):". Below this text are two checked checkboxes: "The contact person(s) indicated in CONTACT DATA IN YOUR COUNTRY" and "University of origin". At the bottom right of the form, there are two buttons: "Close" and "Save". The "Save" button is highlighted with a red box.



## MODIFY OR PRINT APPLICATION

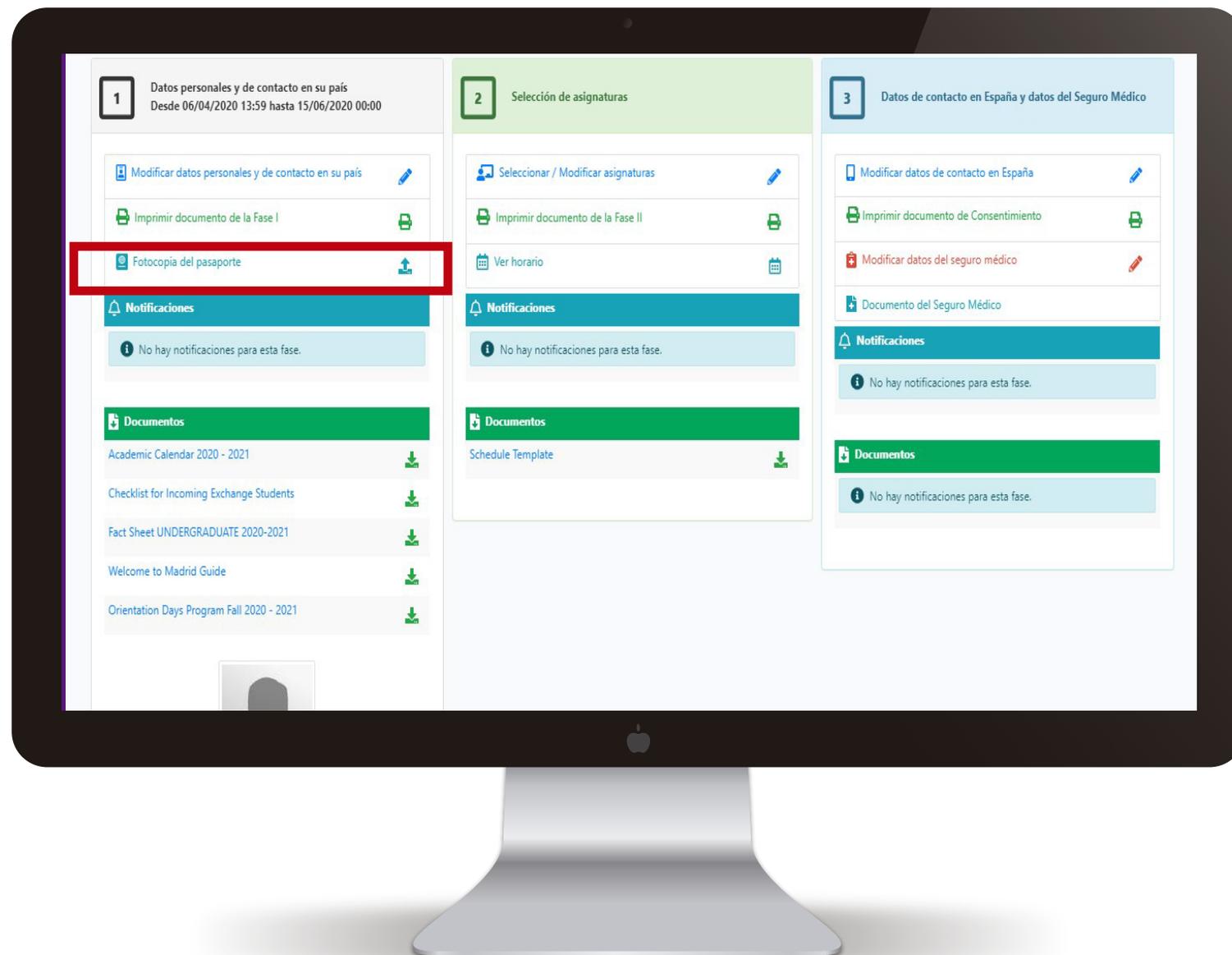
From the main screen of the online application, you can modify your Phase I information by clicking the pen icon. You can also print the Phase I of the application

## 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.

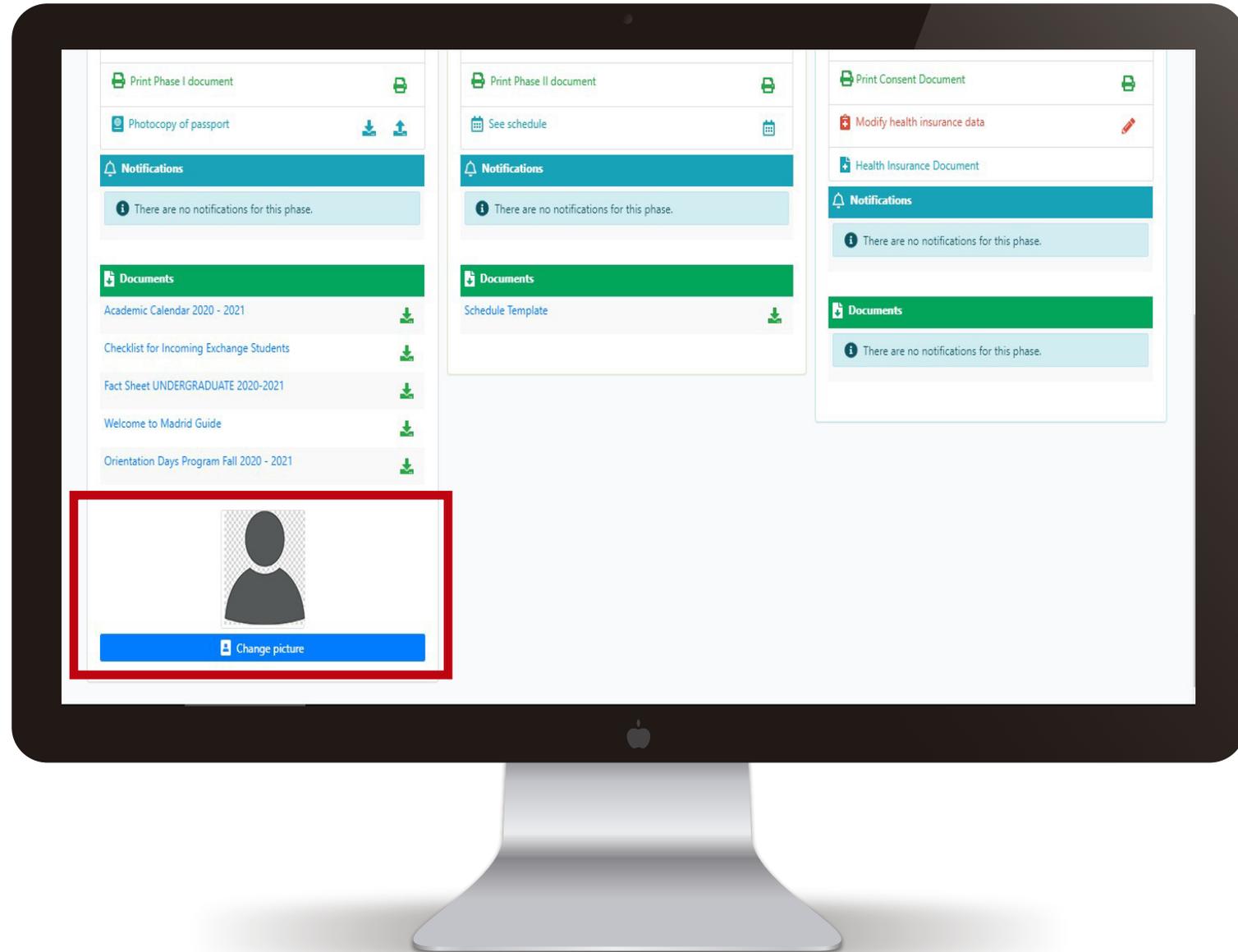
## IMPORTANT DOCUMENTS

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



## PROFILE PICTURE

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



## 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.

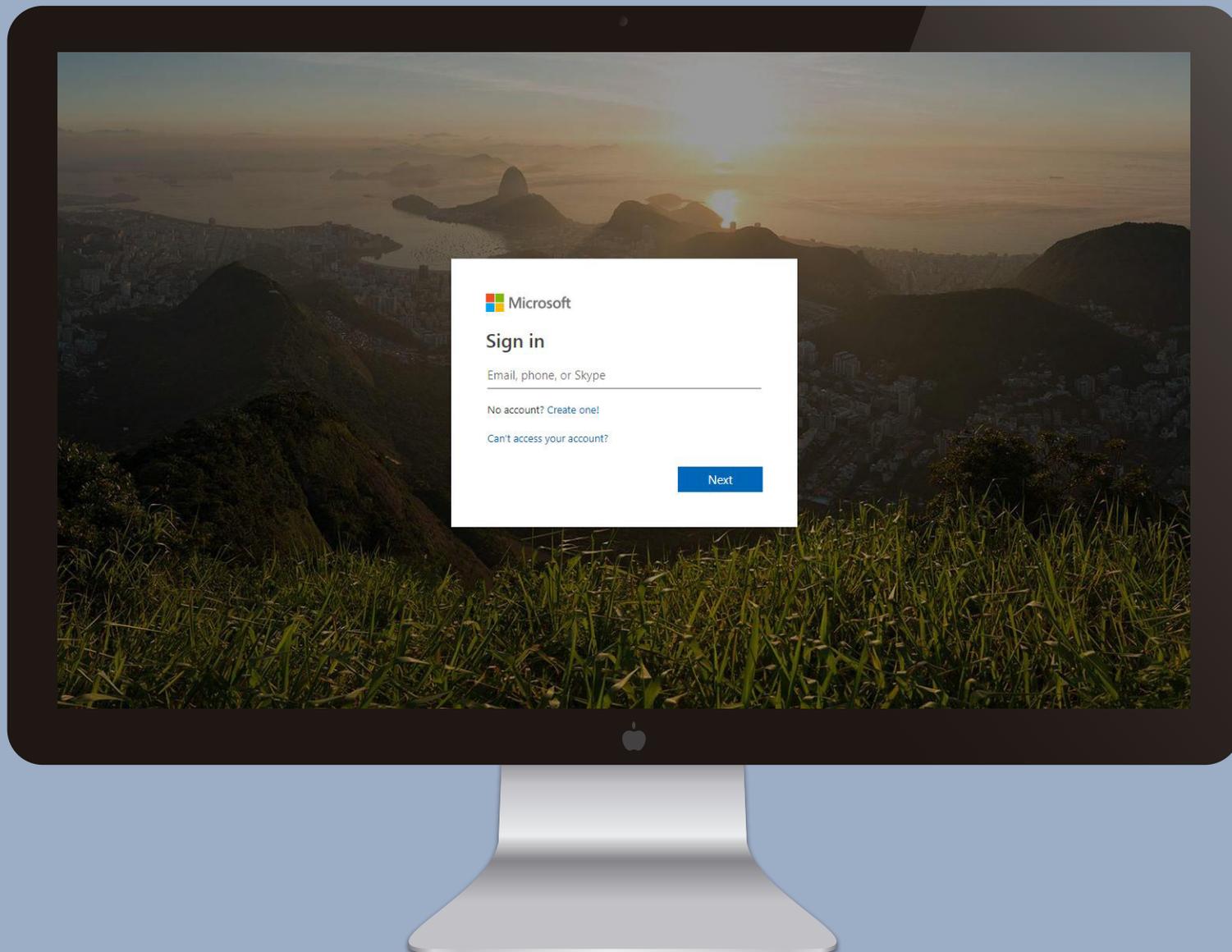
You can access your email by login into your Office 365 account ([www.comillas.edu/o365](http://www.comillas.edu/o365), with your user name: 202XXXXXX@alu.comillas.edu and your password).

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](http://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/ICADEconomics](https://facebook.com/ICADEconomics)

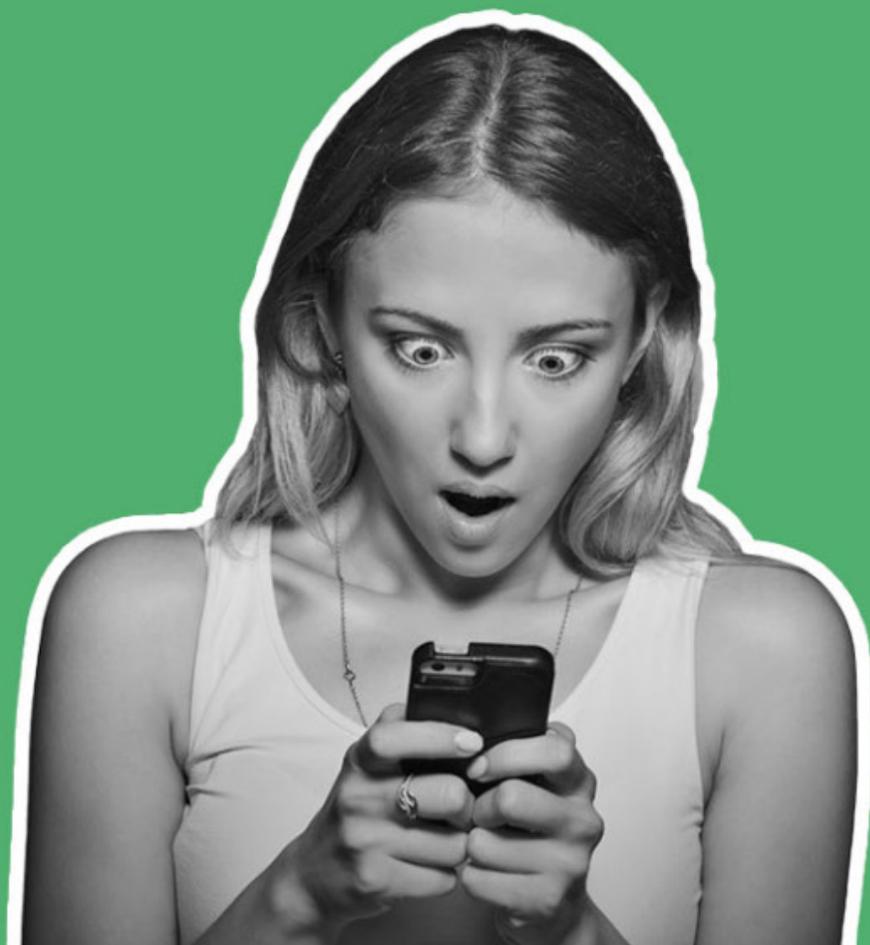
[instagram.com/ICADEconomics](https://instagram.com/ICADEconomics)





# COMILLAS APP

Download the Comillas App to  
access your virtual student ID!



Available on the  
**App Store**

Get it on  
**Google play**



APP



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