



**COMILLAS**  
UNIVERSIDAD PONTIFICIA

ICAI

ICADE

CIHS

# ONLINE APPLICATION PROCEDURE

INSTRUCTIONS ON HOW TO COMPLETE YOUR COMILLAS ONLINE APPLICATION  
PHASES 2, 3 & 4

Click on the link:

<http://www.comillas.edu/intercambio/entrante>  
and log-in with your credentials.

Click on the little pen icon in **“Select / Change Courses”** of the Phase II section.

A new pop-up window will appear. On this new page, click on the a “+ Add a course” button. There, you can search for classes by entering a full or partial name of course title. It will show you one or several courses with that term in the title.

You can also browse for courses by inserting a generic word, (e.g. finance, marketing, international...), obtaining more options for you to consider in a particular field/discipline .



## PHASE II: PRE-REGISTRATION FOR CLASSES


Select the courses you are interested in taking in during the following periods:

- July/August for the Fall semester
- or December/January for the Spring semester.

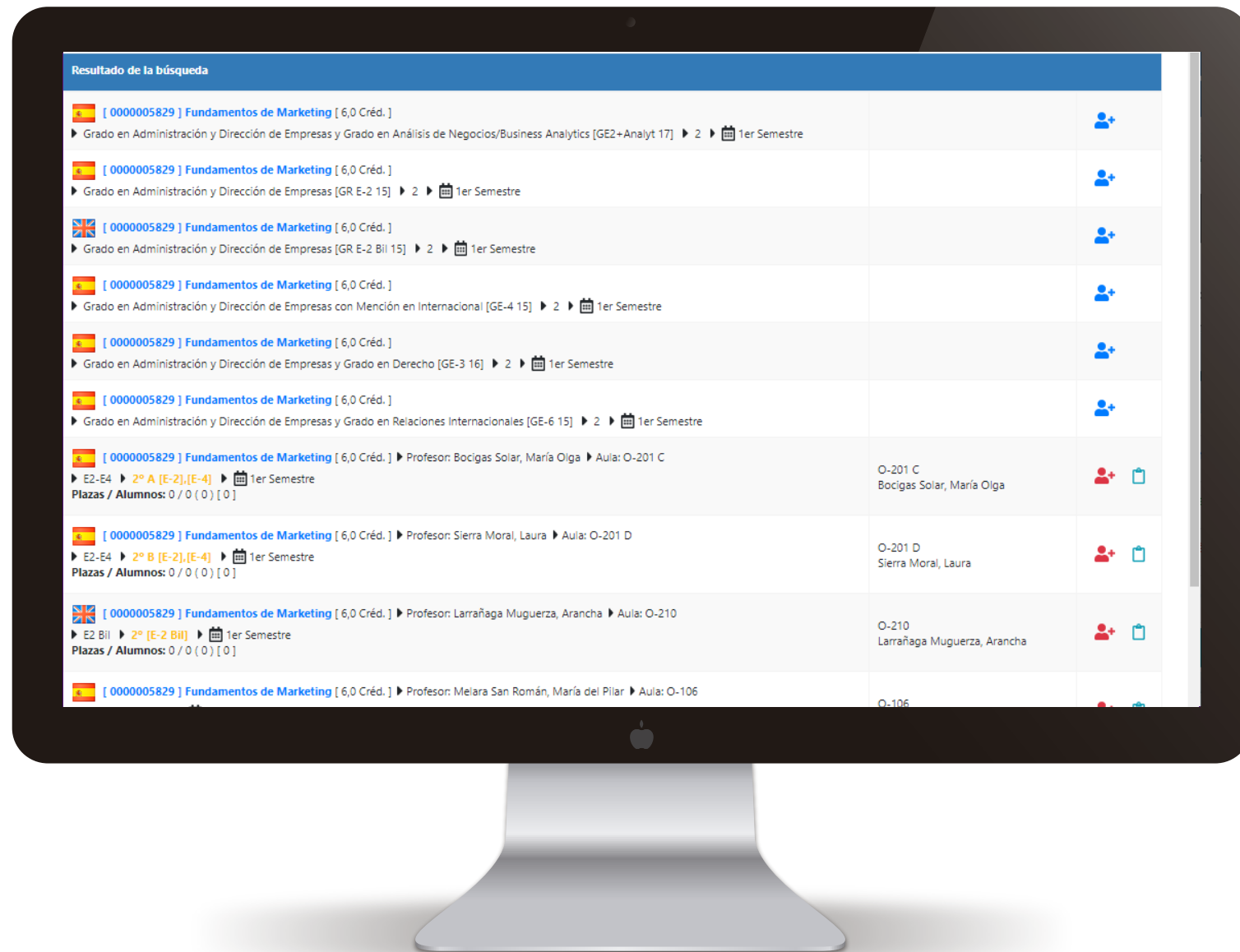
This preliminary course selection may be modified at any time until the end of the add/drop period, (normally two weeks after classes begin).



It is important that you keep in mind the different times and days a specific class section meets. Please refer to the excel file we sent you for the updated schedules. You have to pay close attention to the degree program the course belongs to, as well as the letter indicating the group or section.

If you click on the  icon on the right side of the page, the subject will be added to your schedule, and you will have a seat reserved for you in that particular class. A maximum of 33 ECTS can be selected at a time. If you want to include an additional class, you will need to drop one of your selected classes first.

By clicking on each class code, you can see the course syllabus, (note that some of the syllabi are being updated for next year, and you may not be able to find this information online).



If a class is full, it will appear in red and crossed out. If that is the case and you really need to take the course, you can add your name to **the course waiting list**. This may be done by clicking on the Notepad icon.



When you add your name to this list, a Waiting List box will appear summarizing all your requested wait-listed classes. Note you may only have up to 4.

You can remove a course in the Waiting List box if you are no longer interested in taking the class.

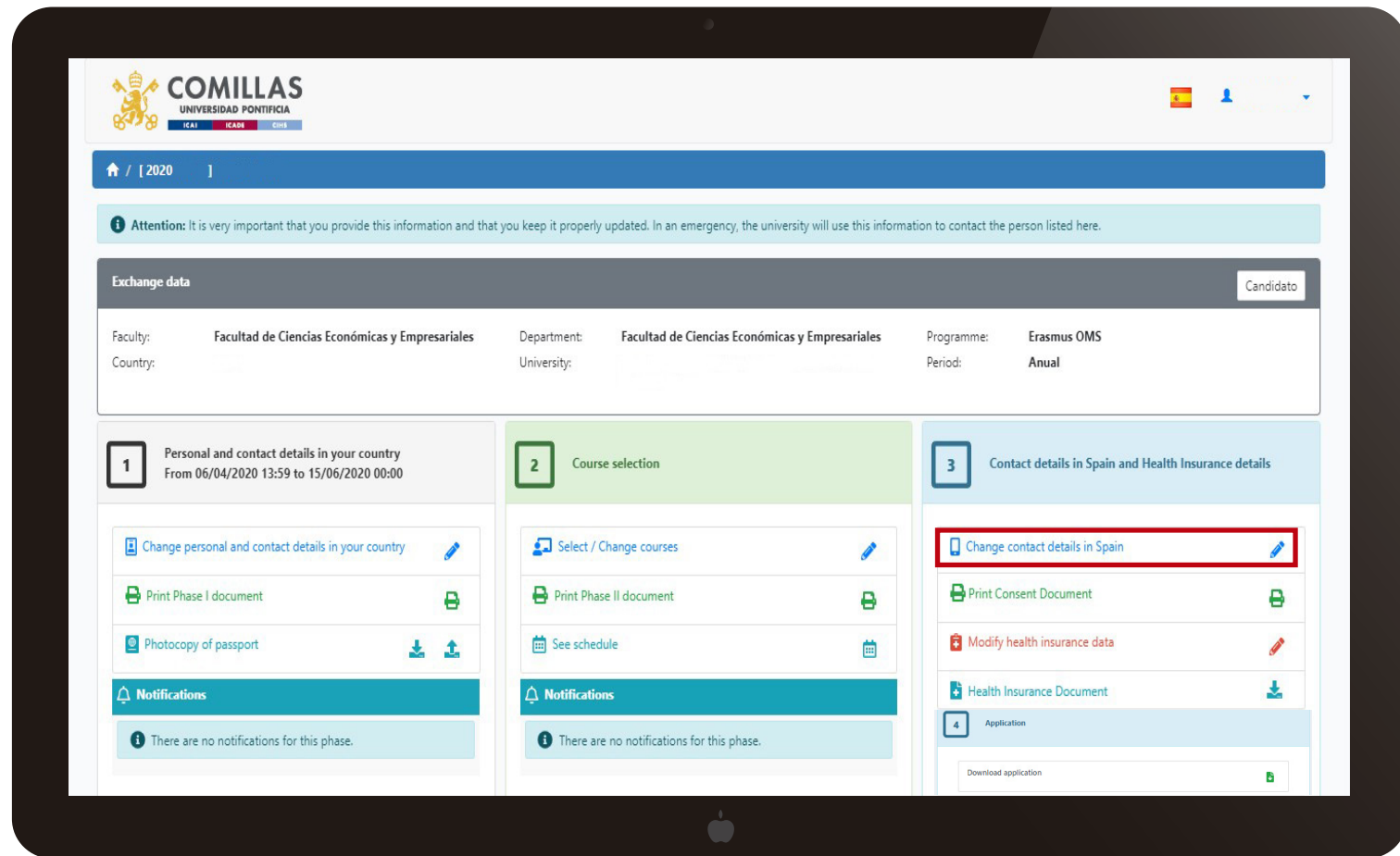


# PHASE III OF THE ONLINE APPLICATION: CONTACT DETAILS IN MADRID

This phase can be completed once in Madrid. Click on the little pen icon in "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.



The screenshot shows a pop-up window titled "Contact details in Spain". It contains the following input fields: "Address in Madrid:" (a single-line text field), "Postal code:" (a single-line text field), "City:" (a single-line text field), and "Contact phone number:" (a single-line text field with an information icon). At the bottom right, there are two buttons: "Close" and "Save".



## PHASE III OF THE ONLINE APPLICATION: HEALTH INSURANCE

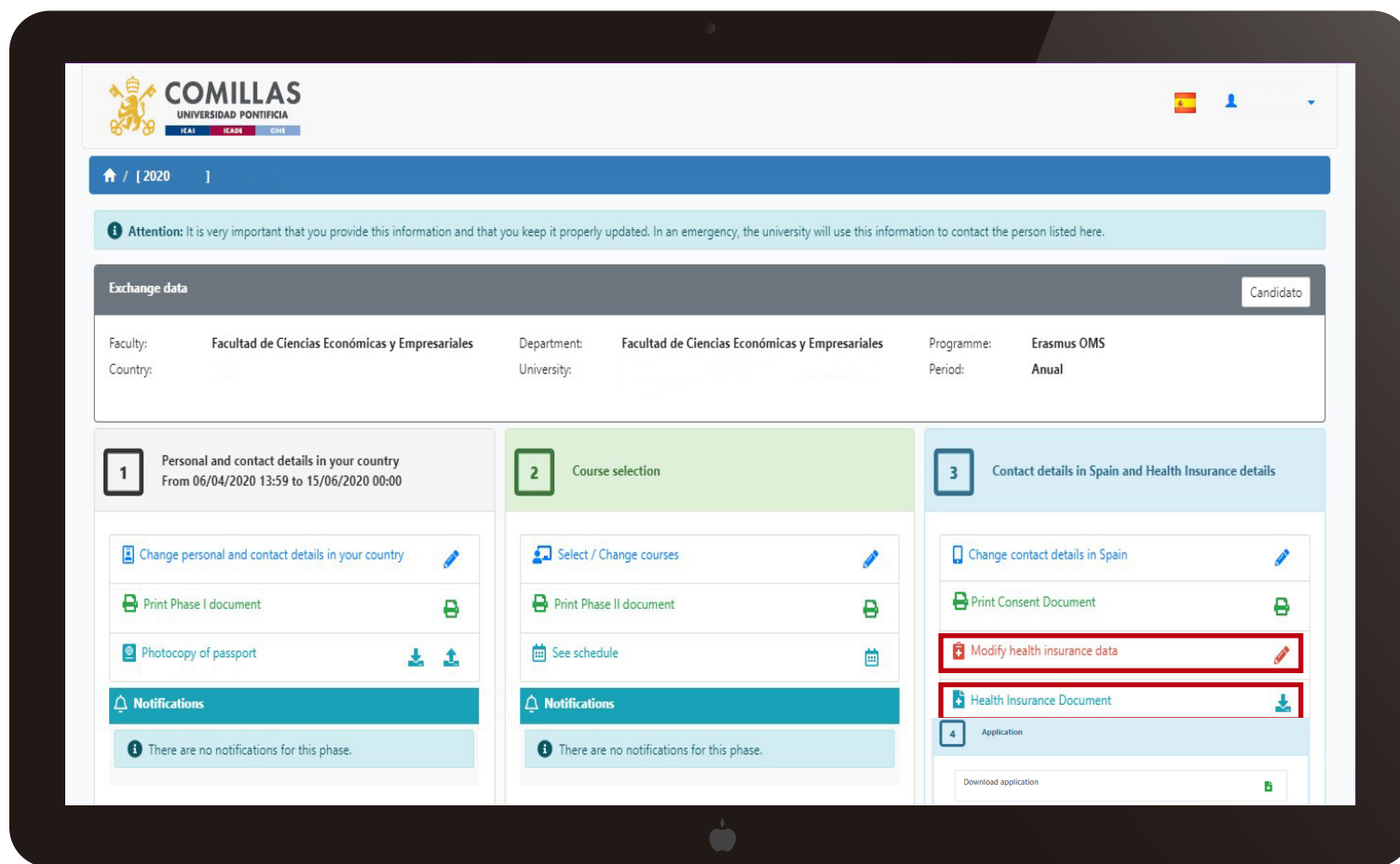
Click on the little pen icon in "Modify Health Insurance data". Then, a pop-up window will appear where you have to indicate:

- 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.

Then click on the upload icon in the "Health Insurance Document" and upload your Insurance Policy Document or Health Card photo.



**Health Insurance Information**

**Company:**

**Reference:**

**Phone:** i

Close Save







# COMPLETING THE REGISTRATION PROCESS

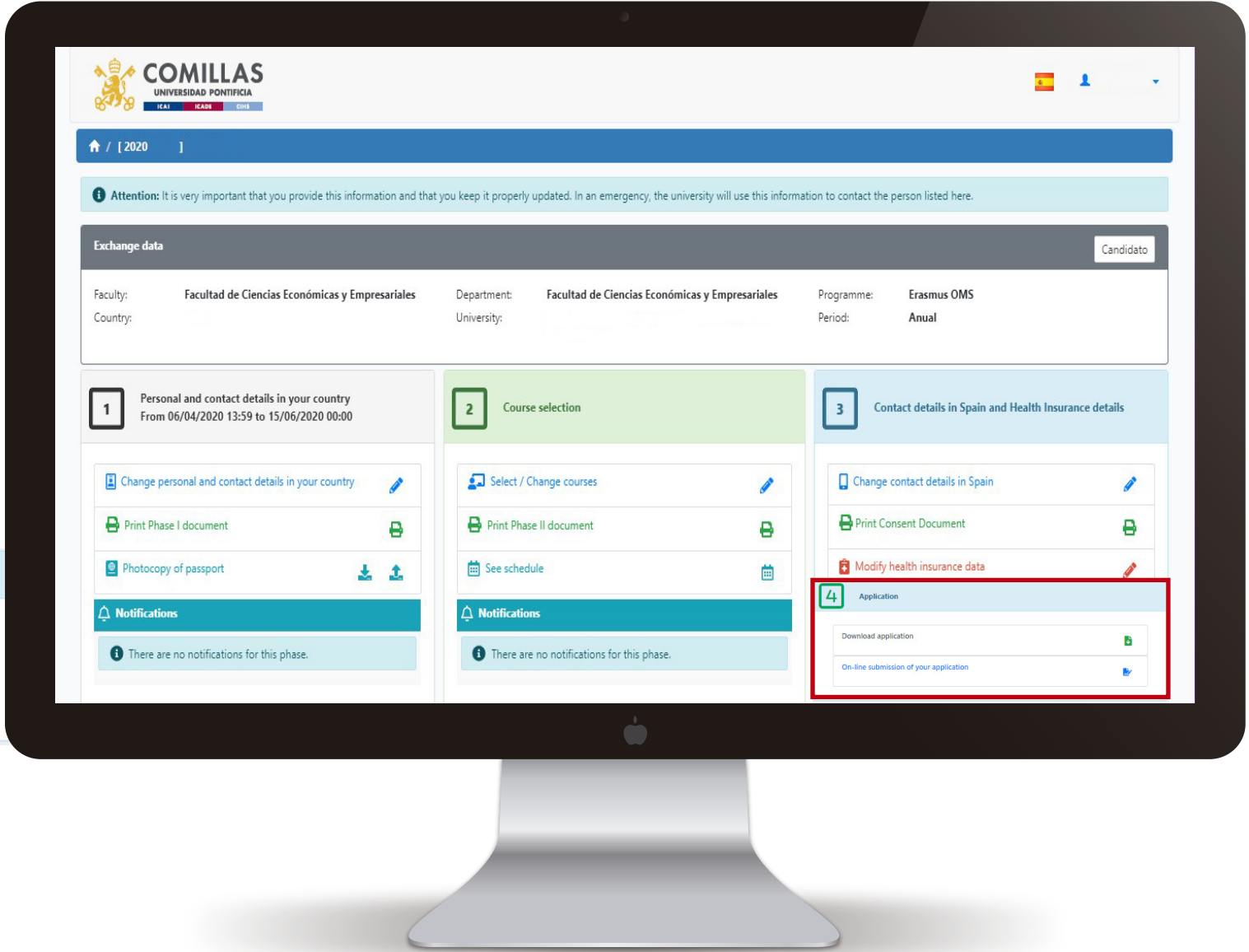
At the end of the add/drop period, (roughly after the first to weeks of class), students must finalize the enrollment process by submitting the application in the platform. The final registration deadline will be published during the orientation period.

Once (and only) If you have completed all the phases, it will appear a print button in the Phase 4. If you click it, you will get generated a PDF with all the documentation at once. Also, it will appear the "On-line submission of your application button".

**4** Application

Download application 

On-line submission of your application 





# COMPLETING THE REGISTRATION PROCESS

If you click on the “On-line submission of your application button” , a pop-up window will appear. You must click and accept each consent. Once everything is accepted and clicked, a green button will become operative: “Submit your application”.

When you click on the green button another pop-up window will appear:

**On-line submission of your application**

Dear Patricia Vázquez Rodríguez Vázquez Rodríguez:

Hereinafter you will need to submit your exchange application via online. This means that you will be officially registered in the courses that appear in your application under the section “Proposal of courses to take for the academic year 2021-20211 ” at the Facultad de Ciencias Humanas y Sociales. With this step You will be enrolled in these courses without the need to come in person to deliver the copies of the application.

To submit this application electronically, the University will send you a one-time use security code via email to the institutional email address you have registered 202022304@alu.comillas.edu

Received code:

In the new window, you will be required to type a code. You will receive this one-time use code in your new Comillas email inbox. Check 202XXXXXX@alu.comilla.edu email, copy the code and finally, submit your application by clicking on the green button “ Sign application”.

**On-line submission of your application**

You will now proceed to the on-line submission of the information and documentation related to Sections 1, 2 and 3 of your application. By attaching this documentation and by submitting it electronically, you simultaneously grant your consent to the following:

- Consent to the registration of information and documents**  
You hereby declare that the information and documentation provided are truthful and authentic, and you hereby grant your consent for the contents of the attached documents to be recorded and stored at the Universidad Pontificia Comillas, for the purpose of registration in the exchange program of the School / Faculty.
- Consent to the processing of personal data and guarantee of digital rights.**  
You hereby consent to the managing of your personal data by the Universidad Pontificia Comillas in order to process your application for exchange. In accordance with the provisions established in Regulation (EU) 2016/679, in Spanish National “Organic” Law 3/2018, concerning the Protection of Personal Data and Guarantee of Digital Rights, and in other pertinent regulations, you are hereby informed that you have the right to access, rectify or oppose the data, limit its processing, oppose its processing and exercise your right to the portability of personal data, all free of charge, by submitting a written request to: Universidad Pontificia Comillas - University General Registrar's Office (Secretaría General), calle Alberto Aguilera, 23, 28015 Madrid, SPAIN, or by sending an email to: [prodatos@comillas.edu](mailto:prodatos@comillas.edu) For the purpose of processing your application, it is essential to verify your identity in advance by sending a copy of your DNI (National Identity Document), NIE (Foreign National Identification Number), Passport or equivalent document. You may consult our privacy policy at: [www.comillas.edu/ProteccionDeDatos](http://www.comillas.edu/ProteccionDeDatos)  
Secure verification code: DE3D9639C9E866FOODFD9A70A53365DA6972689D.  
This is an electronic administrative document issued by the Universidad Pontificia Comillas. Its authenticity may be verified at the following address: <http://www.comillas.edu/VerificarDocumento>  
Electronically signed document in compliance with Regulation (UE) N° 910/2014 (eIDAS)
- Consent and confirmation of information for enrollment**  
You hereby confirm that the information selected is that which corresponds to the program in which you intend to enroll and that it will be included in your enrollment for this academic year, such that this information pertinent to studies may be registered, with the prior authorization of the person in charge of exchanges at the University Degree. Certificates and Transcripts Service.
- Consent to access the 24-hour telephone and in-person service for attention to students and the University Community.**  
You hereby state that you have been informed of the following:  
I. The Universidad Pontificia Comillas offers exchange students a 24-hour telephone and face-to-face / in-person service, hereinafter referred to as “the Service”.  
II. The aforementioned Service is provided by the company People Global Relocation, S.L. (hereinafter, PGR).  
III. For the correct functioning of the Service by PGR, it is necessary for the company to have in its possession a series of personal data related to students. Students must previously provide their consent to the processing of data which is suitable for and pertinent to offering this Service.  
IV. The personal data to which PGR will have access and to which students grant their consent are:
  - Name and surname
  - Nationality
  - Studies at the Universidad Pontificia Comillas
  - Contact telephone
  - Other contact telephone numbers (parents, relatives or guardians)
  - Address in Madrid
  - Health insurance contact details
    - Insurance company
    - Policy number
    - Contact telephone number of the insurer:

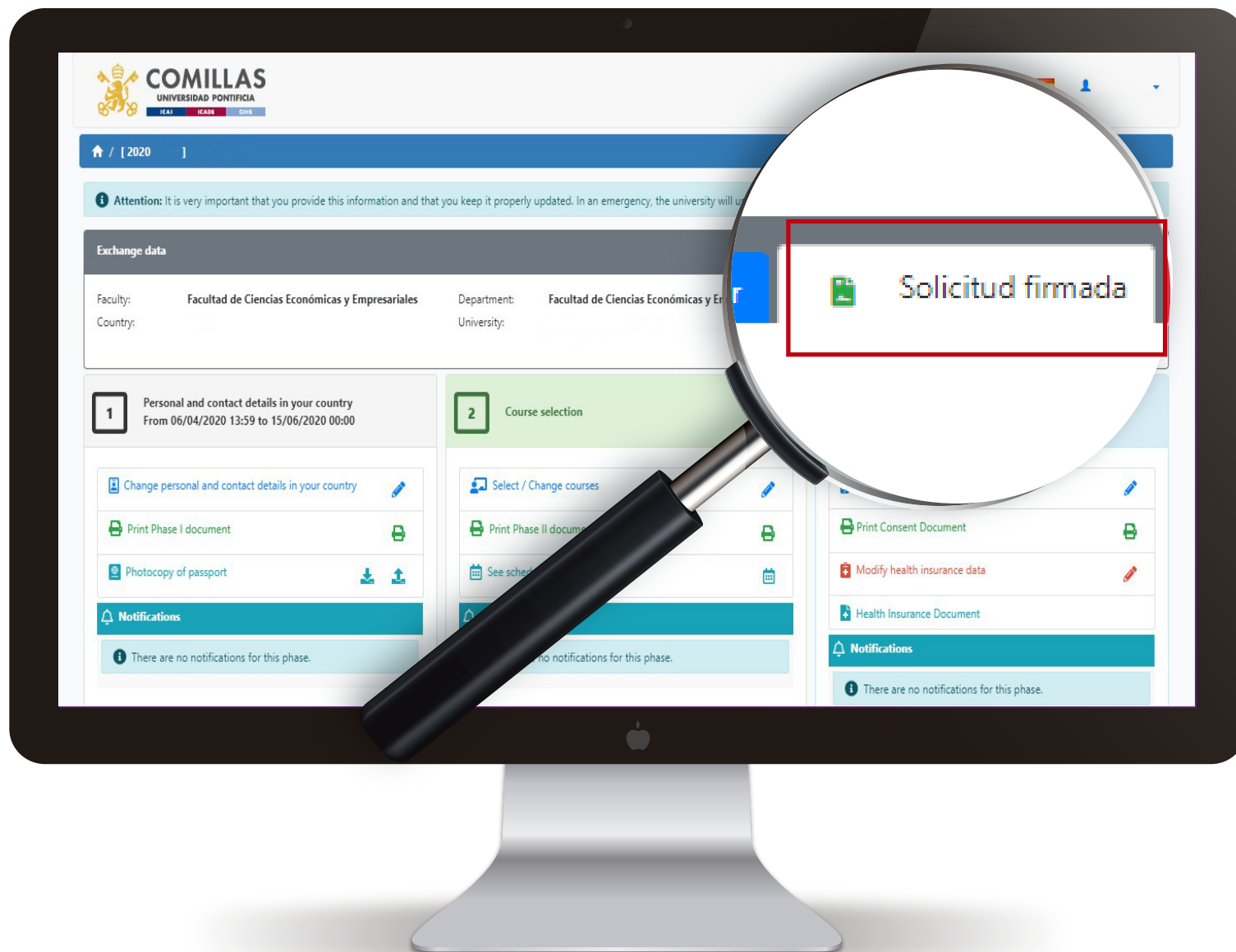
You hereby grant your consent so that the company PGR may gain access to the personal data indicated in this document and correctly provide the service to which you voluntarily adhere.



## COMPLETING THE REGISTRATION PROCESS

You have officially registered and from this point on you can no longer make any changes to the application. You can see the status of your application has changed from accepted to signed.

If you need to make any change after the official registration, you must contact us so we can activate your application by removing your signature, complete the change needed and sign the application again as done previously.



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

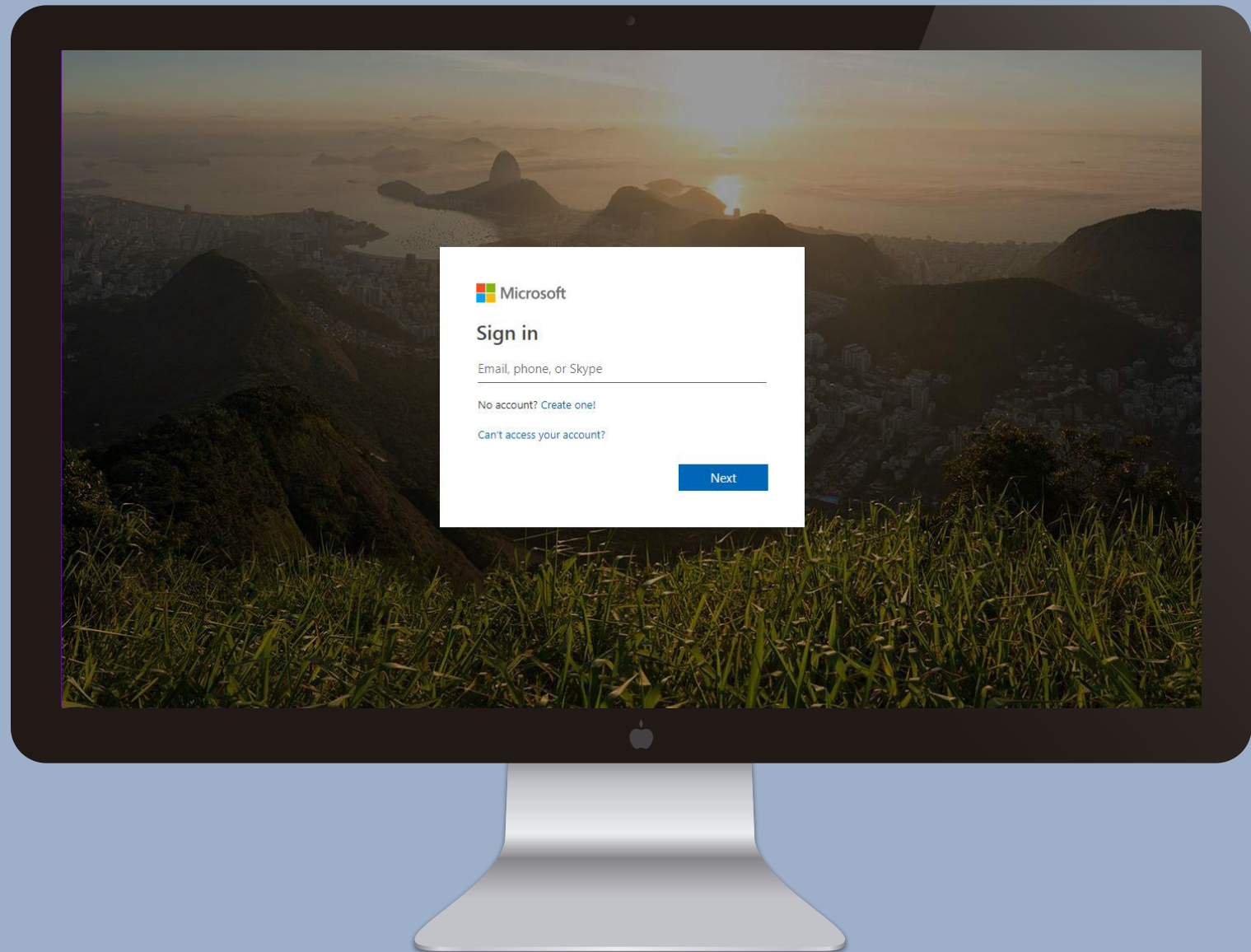
You can access your email by login into your Office 365 account ([www.comillas.edu/o365](http://www.comillas.edu/o365), with your user name: 201XXXXXX@alu.comillas.edu and your password).

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:

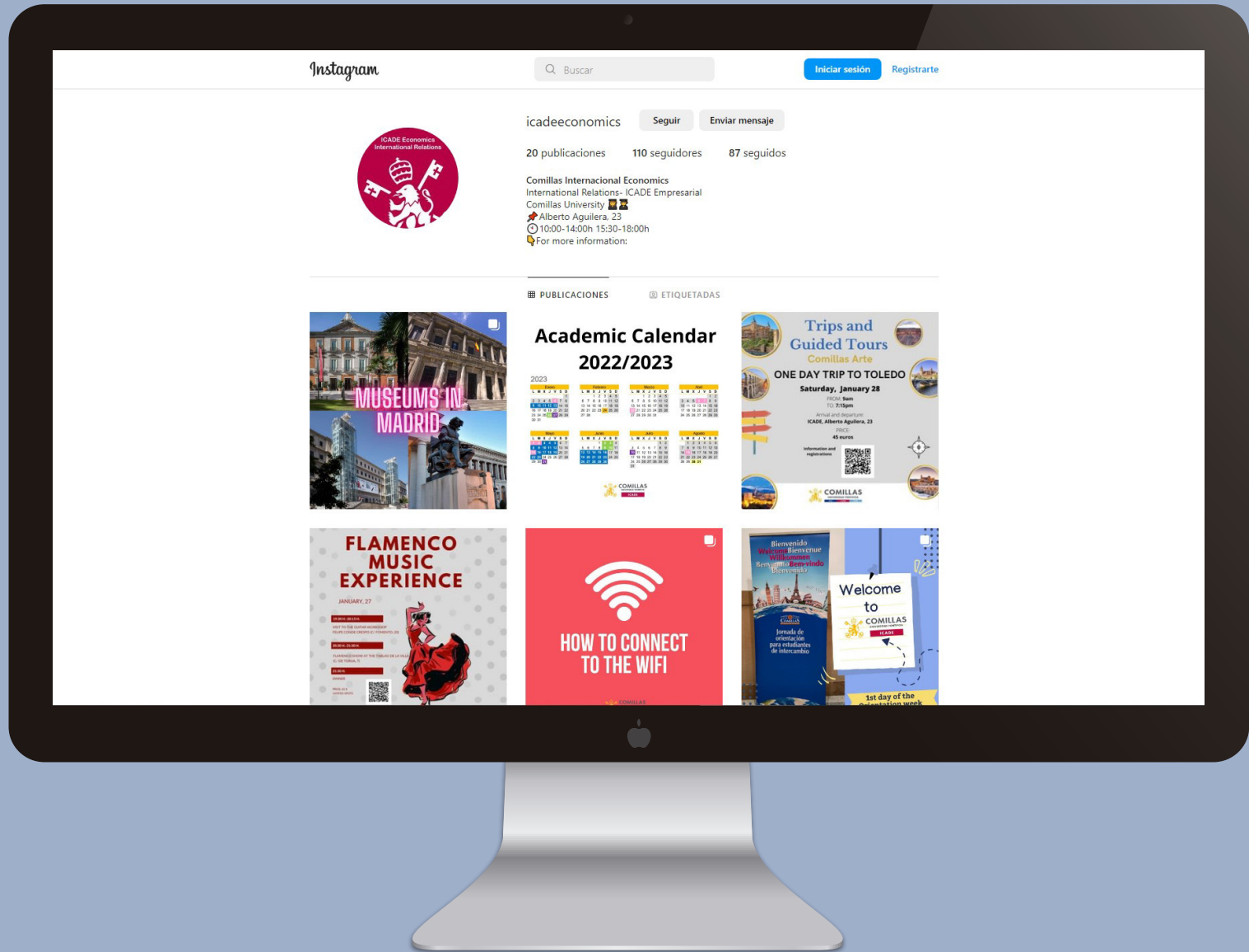
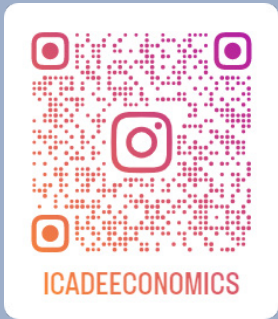
[www.stic.comillas.edu/es/guias-y-manuales/exchange-online](http://www.stic.comillas.edu/es/guias-y-manuales/exchange-online)



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

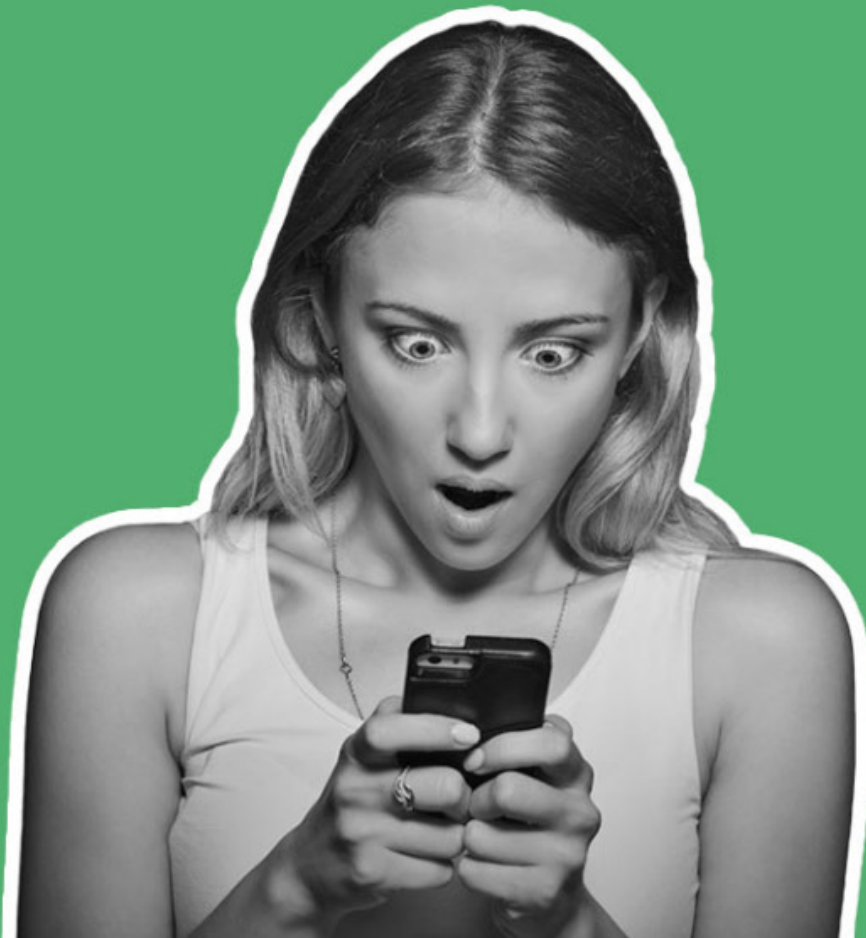
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[instagram.com/ICADEconomics](https://instagram.com/ICADEconomics)





# COMILLAS APP

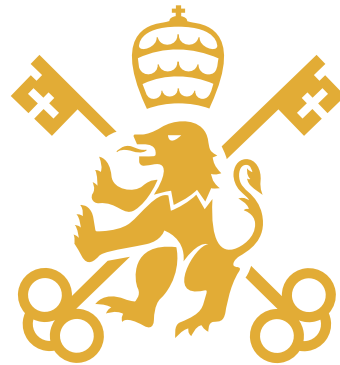


**Download the Comillas App to  
access your virtual student ID!**

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**App Store**

Get it on  
**Google play**





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