uic
barcelona

## THINGS TO DO BEFORE YOU START

1. Make sure you have been officially nominated by your home university (Erasmus+ and bilateral students).
2. Read all the information you have been sent.
3. Take a look at the Fact Sheet for your degree programme. This is particularly important when completing your Learning Agreement.
4. Contact your Faculty's academic coordinator with any academic questions you may have.

**IMPORTANT**:

– If necessary, you have the option to save your application and continue at a later time.
– Your application may be rejected by your home university or the faculty at UIC Barcelona. You will be informed should this happen.

## HOW TO APPLY

### Step 1: Pre-application:

1. Open your browser and enter the following link: http://www.uic.es/relint2
2. Choose your preferred language (flag icon).
3. Click on the first box, I want to study at UIC Barcelona, and you will be directed to another page.
4. In the top left corner, you will see the tab Apply to study abroad. Clicking on the tab will open up the pre-application form.
5. Enter your personal details*
6. Send the pre-application.
7. You will receive an electronic message to confirm your e-mail address.
8. Once UIC Barcelona has accepted your pre-application (this may take several days), you will receive an electronic message from Relint 2.0 requesting that you log into the programme and complete the enrolment process.

*Your home university may not appear in the list of possible options. If that is the case, at the end of the list you have the option to select an empty space. Choose "empty space" as if it were your home university.

## Step 2: Application

**1**. Open your browser and enter the following link: http://www.uic.es/relint2

**2**. Click on the second box, I am not enrolled at UIC Barcelona, but I have completed the pre-application, and you will be directed to another page.

**3.** Enter your username and password. Remember that your username is your e-mail address and the password is the one you entered in the pre-application.

**4**. Click on the tab My period abroad.

**5.** Click on the icon Edit 📝.

**ENTER YOUR DETAILS:**

You must complete all four sections of the application:
1. **Personal details and details of the period abroad**
2. **Interests**
3. **Emergency contact number**
4. **Languages**

The 4 tabs are as follows:
1. **Personal details and details of the period abroad**

   – Make sure your personal details are correct. This information will be used for the duration of your period abroad. The address must be permanent and accessible at least until September of the following academic year.

   – Complete University of target data (information of your home university), degree programme and years of study, including the current one.

   – Indicate the period of time you will spend at our university, bearing in mind UIC Barcelona's academic calendar (semesters).

2. **Interests**

   – Briefly describe your reasons for wanting to study abroad and your objectives

   – Indicate whether you would like to share your e-mail address with other exchange students / UIC Barcelona students who are going on exchange to your university.

3. **Emergency contact number**

   – Indicate whether you have any medical conditions and list the person you would like to contact in an emergency.

4. **Languages**

– Indicate your Mother tongue, as well as any other languages you speak and your level. Application tongue refers to the language/s you want to study in. Remember that you will have to provide a certificate of this/these language/s (except native speakers).

**SAVE AND SEND YOUR APPLICATION:**

– To send your application online, answer Yes to the option Send to UIC Barcelona, which you will find at the bottom of the first page of the application.

– Remember that you must fill in all the fields, otherwise the form will not be sent. Any empty fields will be marked in red.

– The form, prior to submittal, may be saved at any time and edited at a later date by clicking on the icon 🖫. Once sent it may no longer be modified.

– If you are required to print and sign your application (visiting students), you can do it by clicking the icon 🖨 , once you have sent the form.

**Deadlines and contact information for sending the required documents by e-mail:**
**(You can find the list in the information package email)**

– Applications for the semester 1 and full academic year: **Until 15 June**.

– Applications for the semester 2: **Until 15 November**.

– You may use **one** of the following e-mails to send the required documents, **depending on the faculty in which you would like to study.**

– exchange.bcn@uic.es: Architecture, Business Administration and Management (ADE), Law, Humanities, Journalism, Audiovisual Communication and Public Relations.

– exchange.scu@uic.es: Dentistry, Nursing, Physiotherapy, Medicine, Primary Education, Pre-Primary Education, Psychology, Bioengineering.

**Once you have submitted your Relint application and documents, we will issue you your Acceptance Letter.**

## Step 3: Learning Agreement online in Relint

1. Open your browser and enter the following link: http://www.uic.es/relint2

2. Click on the second box, I am not enrolled at UIC Barcelona, but I have completed the pre-application, and you will be directed to another page.

3. Enter your username and password. Remember that your username is your e-mail address and the password is the one you entered in the pre-application.

4. Click on the tab My period abroad.

5. Click on the icon Edit .

6. Access the section Learning Agreement.

7. Click on Create Learning Agreement.

   – Open the document corresponding to your degree programme (Fact Sheet). It should have been sent to you by e-mail and contains all relevant academic information (course selection, language etc.)

8. Click on the add icon ✚ to add a subject. To search for subjects you must use the subject code, which you will find in the sheet provided by your Faculty or by entering the name of the subject in www.uic.es.

9. To add more subjects, click on the icon ✚ and choose the subjects.

10. Once you have completed the Learning Agreement, click on Send to coordinator, change the option to yes and save by clicking on the icon .

11. You will automatically be assigned an academic coordinator, who will revise your Learning Agreement.

   – You will receive an automatic message confirming whether or not your Learning Agreement has been accepted.
   – If the coordinator rejects your Learning Agreement, you will receive a message requesting you make the necessary modifications.
   – **You can find the coordinators' contact information in the Fact Sheet or in the "Contacts Academic Coordinators + RI" document.**