

## HOW TO APPLY AS AN EXCHANGE STUDENT USING RELINT 2.0 (2015-16)

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**1st step: Pre-application:** Open your browser and copy the following address:  
<http://www.uic.es/relint2>

- ✓ Choose the language (image of the flag) that you prefer.
- ✓ Please click on the first box “I want to study at UIC”, and you will enter in another page.
- ✓ On the top left side of the page, you will see a box that says “ask for a stay”, click on it. And you will see the pre-application document. Fill out your personal details required.



**IMPORTANT:** Your future username will be your e-mail. And your password will be the one you introduce.

- ✓ After submitting the pre-application you will receive a mail asking you to confirm your mail address. **Please confirm your e-mail address.**

**2nd step: The application:** Open your browser and copy the following address:  
<http://www.uic.es/relint2>

- ✓ Once your pre-application has been accepted by UIC (it can take some days), you will receive an e-mail from Relint saying you can access to Relint in order to complete the application. Go to the link:  
<http://www.uic.es/relint2>
- ✓ Please click on the second box “I’m not enrolled at UIC but I’ve made a pre-application”, and you will enter in another page.
- ✓ You will have to enter your username and password. Remember that your username is your e-mail and your password is the one you introduced in your pre-application.
- ✓ Please click in the box “My Exchange”
- ✓ Please click in the icon Edit 
- ✓ You should fill the information requested in the labels: Personal data, Interest, Emergency contact and Languages.
- ✓ Please remember to save your application while filling it. You will be able to access it and change data until you submit it to International Relations.
- **“Personal data”**
  - ✓ State the dates you will be at our university bearing in mind UIC academic calendars (semester classes).
- **“Interests”**
  - ✓ Briefly state your interest in coming to our institution, and if you will be willing to do language courses or linguistic tandems.
- **“Emergency contact”**
  - ✓ State if you have any medical conditions we should know about and state a person whom we can contact at anytime during your stay at our institution if necessary.

➤ “Languages”

- ✓ State your mother tongue language, the languages you speak and the languages you will be using at our university.
- ✓ Remember that you will have to prove your level of language with an official certificate from those application tongues you choose.

### Submitting the application.

After filling the 4 labels, **go to the first label again**, in the lower left of the page you will see a box which says “**sent to UIC**”, change that one into “**yes**” and save. With this, you will be submitting the application to International Relations for their revision.

If you try to send the application without filling any of the blanks, the application will highlight it in red.

You will need to print the application form and sign the document and **send\* by post along with the rest of documentation** (list of required documents below) needed to.



**IMPORTANT:** You will only be able to print it once you have submitted the on-line application by clicking “save” (clicking ‘yes’ to the question “sent to UIC”).

*\*Deadlines:*

<i>1<sup>o</sup>semester/annual applications:</i>	<i>15<sup>th</sup> June</i>
<i>2<sup>o</sup>semester applications:</i>	<i>15<sup>th</sup> November</i>

For the following degrees (Architecture, Business, Law, Politics, Humanities, Journalism, Audiovisual Communication or Advertising and Public Relations) please send your documentation to:

**Universitat Internacional de Catalunya, (Campus Barcelona)**  
International Relations Department Att. María Borrell,  
C/Immaculada 22 08017 Barcelona (Spain).

For the following degrees (Dentistry, Nursing, Physical Therapy, Medicine or Education) please send your documentation to:

**Universitat Internacional de Catalunya, (Campus Sant Cugat , Health Science)** International Relations Department Att. Mònica Luque, C/ Josep Trueta s/n, S. Cugat del Vallès 08195 Barcelona (Spain).

**List of required documents:**

- Application Form: Print and sign from our online program RELINT (instructions provided)
- Official copy of the student's academic record Home institution
- 3 recent color photographs, size 32 by 26mm, with and smooth uniform background, taken from the front with your head completely uncovered.
- 3 photocopies of the applicant's passport or National ID card
- Linguistic accreditation: a B2 level of Spanish Certificate is required. (Business Administration students or students who are taking classes taught in English should submit a **B2 certificate of English\***)
- European Health Insurance Card (European Students) or International Health Insurance (Non-European Students)

\* We accept Spanish/English B2 certificates issued by the home university.

**“Learning agreement”.**

➤ **“Learning agreement”.**

- Open your browser and copy the following address: <http://www.uic.es/relint2>
- Please click on the second box “I’m not enrolled at UIC but I’ve made a pre-application”, and you will enter in another page.
- You will have to enter your username and password. Remember that your username is your e-mail and your password is the one you introduced in your pre-application.
- Please click in the box “My Exchange”
- Please click in the icon Edit 
- Go to the label “Learning Agreement”
- Click on “Create a Learning Agreement”
- Please see the document of your specific degree (Business, Law, etc) sent to your e-mail address by UIC. You will find all the academic information there. (subjects offered)
- Click on the icon  to add a subject. Choose the subject chosen
- For adding more subjects, click on the icon  and choose the subjects.
- Once you have completed your Learning Agreement, go to the box “send to coordinator”, and choose “Yes”. After, click on the icon save.

**Once done, please change the box “sent to the coordinator” into “yes” and Save it.**



**IMPORTANT:** please do not forget this two steps since is compulsory in order to have your Learning Agreement validated by the academic coordinator

- ✓ International Relations department will assign you an academic coordinator who will revise the learning agreement. If the coordinator cannot approve your learning, you will receive an email advice in order to re-enter the application, read the comments and make the necessary changes.
  - ✓ This may go on until your learning agreement can be approved, and if so, enrolled.
  - ✓ Once your Learning Agreement will be approved, you should print it and sign it and send it by post to UIC – International Relations Department-
  - ✓ You will finally get a message once your learning agreement is enrolled officially.
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## Contacts

If you have any problems or queries during your application please contact the International Relations Department with the according **Institutional Coordinator**:

María Borrell [m\\_borrell@uic.es](mailto:m_borrell@uic.es): Business/Humanities/ Law/Communication/Architecture

Mònica Luque [mluque@uic.es](mailto:mluque@uic.es): Dentistry/ Nursing/Physical Therapy/Medicine/Education

**For academic and learning agreement questions please contact your degree's Academic Coordinator:**

- ✓ **Architecture:** Marta Benages ( martabenages@uic.es)
- ✓ **ADE:** Hugo Zargo (hzarco@uic.es)
- ✓ **Law:** Maria Mut ( mariamut@uic.es)
- ✓ **Humanities:** Rita Cavallotti ( rcavallotti@uic.es)
- ✓ **Communication:** Juan Luis López Aranguren ( jllopez@uic.es)
- ✓ **Education:** Maria Pujol (mpujolv@uic.es)
- ✓ **Dentistry:** blanca paniagua ( bpaniagua@uic.es)
- ✓ **Medicine:** Judith Ortiz ( jortiz@uic.es)
- ✓ **Nursing:** Pilar Fuster ( pfuster@csc.uic.es)
- ✓ **Phisiotherapy:** Montserrat Girabelt ( girabent@uic.es)