**UNIVERSIDAD DE SEVILLA**

**E SEVILLA01**

>>> Relaciones Internacionales - Universidad de Sevilla <erius@us.es> 12.4.2016 10:16 >>>

Dear Sir/Madam,

I inform you that the selected students from your university, who are coming to study at our Institution for the academic year 2016-17, must be registered on our online application form (by the Home University), available for you on our “Secretaría Virtual”  <https://sevius.us.es/EntradaLdap.php>

The application will be available from **April 20th 2016 to June 30th 2016** for students who will be undertaking the **first semester or the full academic year.** From **October 1st 2016 to November 30th 2016** students who will be undertaking the **second semester**.

In order to complete this application, you must fulfil the following requirements:

1º) The University must fill out the students` application form.

2º) By the time the students´application forms are completed by each University, a new password and username will be generated and sent to the students by e-mail so that they complete their application forms at our University. If they might not receive the mentioned e-mail in two weeks time, please, get in touch with us.

Please, make sure the students´ e-mail addresses and ID number are properly registered.

Once students have got their usernames and passwords, they will have to access via “Secretaría Virtual“ <https://sevius.us.es/EntradaLdap.php> and carry out these following steps among others:

- Complete or modify certain application information.

- Check the application status.

- Attach their requested language certificate.

3º) Students´ application forms and their papers we will be looked over from our office. In case they are correct, we will officially “accept“ them. From this moment on, the student will be able to choose the subjects to attend at our University.

**It should be reminded that some courses could have limited capacity, therefore, this step will not be definitely until its confirmation by the Faculty or School.**

**It should be also informed that the required language level for incoming students in the next academic year will be the indicated in the established Bilateral Agreement between our institutions.**

**It should be recalled that your students will only be allowed to choose up to three subjects from other faculties or schools different from their bilateral agreement (full academic students) or up to two (one semester students).**

Once they are in Sevilla, students who have been admitted at our university must be enrolled within the established time period (Double Degree students must go to the faculty directly):

**1st Semester / Full Academic Year: September 6th 2016 to October 5th 2016**

**2nd Semester: February 2nd 2017 to February 17th 2017**

**Waiting for confirmation.**

We will not accept any enrollment out of the deadline.

Yours sincerely.

Should you need to carry out any additional request, please contact us at the following email addresses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VICTORIA**  [**Relint21@us.es**](mailto:Relint21@us.es) | | **ROSA**  [**Relint19@us.es**](mailto:Relint19@us.es) | | **CARLOS**  [**Relint3@us.es**](mailto:Relint3@us.es) | |
|  |  |  |  |  |  |
| **A** | **AUSTRIA** | **D** | **ALEMANIA** | **AR** | **ARGENTINA** |
| **CA** | **CANADA** | **B** | **BELGICA** | **CHINA** | **CHINA** |
| **SF** | **FINLANDIA** | **BR** | **BRASIL** | **CCSFF** | **CIENCIAS SIN FRONTERAS** |
| **IRL** | **IRLANDA** | **BG** | **BULGARIA** | **KR** | **COREA DEL SUR** |
| **IS** | **ISLANDIA** | **CHI** | **CHILE** | **USA** | **ESTADOS UNIDOS** |
| **I** | **ITALIA** | **CY** | **CHIPRE** | **G** | **GRECIA** |
| **M** | **MEXICO** | **CO** | **COLOMBIA** | **IN** | **INDIA** |
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| **CZ** | **REPUBLICA CHECA** | **E** | **ECUADOR** | **JOR** | **JORDANIA** |
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|  |  | **LUXLUX** | **LUXEMBURGO** | **T** | **TAIWAN** |
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|  |  | **RD** | **REPUBLICA DOMINICANA** |  |  |
|  |  | **SK** | **REPUBLICA ESLOVACA** |  |  |
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|  |  | **TR** | **TURQUIA** |  |  |
|  |  | **U** | **URUGUAY** |  |  |

>>> Relaciones Internacionales - Universidad de Sevilla <erius@us.es> 7.4.2015 14:20 >>>

Dear Sir/Madam,

I inform you that the selected students from your university, who are coming to study at our Institution for the academic year 2015-2016, must be registered on our online application form (by the Home University), available for you on our “Secretaría Virtual”  <https://sevius.us.es/EntradaLdap.php>

The application will be available from **15th April 2015 to June 30th 2015** for students who will be undertaking the **first semester or the full academic year**. From **October 1st  2015 to  November 27th 2015** students who will be undertaking the **second semester**.

In order to complete this application, you must fulfill the following requirements:

1º) The University must fill out the students´application form. This step confirms the official nomination by the Home University, so it is not necessary any kind of nominees´list nor emails. You will be able to access using the following username and password.

2º) By the time the students´application forms are completed by each University, a new password and username will be generated and sent to the students by e-mail so that they complete their application forms at our university. If they might not receive the mentioned e-mail in two weeks time, please, get in touch with us.

Please, make sure the students´ e-mail addresses are properly registered.

Once students have got their usernames and passwords, they will have to access via “Secretaría Virtual” <https://sevius.us.es/EntradaLdap.php> and carry out these following steps among others:

<!--[if !supportLists]-->-          <!--[endif]-->Complete or modify certain application information.

<!--[if !supportLists]-->-          <!--[endif]-->Check the application status.

<!--[if !supportLists]-->-          <!--[endif]-->Attach their language certificate.

3º) Students´application forms and their papers we will be looked over from our office. In case they are correct, we will officially “accept” them. From this moment on, the student will be able to choose the subjects to attend at our University.

It should be reminded that some courses could have limited capacity, therefore, this step will not be definitely until its confirmation by the Faculty or School.

**It should be also informed that the required language level for incoming students in the next academic year will be the indicated in the established Bilateral Agreement.**

**It should be recalled that your students will only be allowed to choose up to three subjects from other faculties or schools different from their bilateral agreement (full academic students) or up to two (one semester students).**

Once they are in Seville, students who have been admitted at our university must be enrolled  within the established time period (double degree students must go to the faculty directly):

***1st Semester/Full Academic Year: September 3rd 2015 to October 5th  2015***

***2nd Semester: February 2nd 2016 to February 17th 2016***

*We will not accept any enrollment out of the deadline.*

Yours sincerely.

Should you need to carry out any additional request, please contact us at the following email addresses.

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| **VICTORIA**  [**Relint21@us.es**](mailto:Relint21@us.es) | | **ROSA**  [**Relint19@us.es**](mailto:Relint19@us.es) | | **CARLOS**  [**Relint3@us.es**](mailto:Relint3@us.es) | |
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| **USA** | **ESTADOS UNIDOS** | **BR** | **BRASIL** | **A** | **AUSTRIA** |
| **SF** | **FINLANDIA** | **BG** | **BULGARIA** | **B** | **BELGICA** |
| **IRL** | **IRLANDA** | **CY** | **CHIPRE** | **CHI** | **CHILE** |
| **IS** | **ISLANDIA** | **CR** | **CROACIA** | **CHINA** | **CHINA** |
| **I** | **ITALIA** | **DK** | **DINAMARCA** | **CCSFF** | **CIENCIAS SIN FRONTERAS** |
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|  |  |  |  | **CH** | **SUIZA** |
|  |  |  |  | **T** | **TAIWAN** |
|  |  |  |  | **TR** | **TURQUIA** |

>>> Relaciones Internacionales - E  SEVILLA01 <erius@us.es> 16.4.2014 13:31 >>>

Dear Sir/Madam,

I inform you that the selected students from your university, who are coming to study at our Institution for the academic year 2014-2015, must complete our online application form, available for you on our “Secretaría Virtual”  <https://sevius.us.es/EntradaLdap.php>

For reasons beyond the International Relations Office, the application will be available from **23rd April to 30th June  2014** for students who will be undertaking the **first semester or the full academic year**. From **October 1st  to  November 28th 2014** students who will be undertaking the **second semester** will have access to the application.

In order to complete this application, you must fulfill the following requirements:

1º) The University must fill out the students´application form. This step confirms the official nomination by the Home University, so it is not necessary any kind of nominees´list. You will be able to access using the following username and password.

2º) By the time the students´application forms are completed by each University, a new password and username will be generated and sent to the students by e-mail so that they complete their application forms at our university. If they might not receive the mentioned e-mail in a one week time, please, get in touch with us.

Please, make sure the students´ e-mail addresses are properly registered.

Once students have got their usernames and passwords, they will have to access via “Secretaría Virtual” <https://sevius.us.es/EntradaLdap.php> and carry out these following steps among others:

<!--[if !supportLists]-->-          <!--[endif]-->Complete or modify certain application information.

<!--[if !supportLists]-->-          <!--[endif]-->Check the application status.

<!--[if !supportLists]-->-          <!--[endif]-->Attach their language certificate.

3º) From our office we will look over the students´application forms and their papers. In case they are correct, we will officially “accept” them. From this moment on, the student will be able to choose the subjects to attend at our University.

It should be reminded that some courses could have limited capacity, therefore, this step will not be definitely until its confirmation by the Faculty or School.

**It should be also informed that the required language level for incoming students in the next academic year will be the indicated in the established Bilateral Agreement.**

**It should be recalled that your students will only be allowed to choose up to three subjects from other faculties or schools different from their bilateral agreement.**

Once they are in Seville, students who have been admitted at our university must be enrolled  within the established time period:

***1st Semester/Full Academic Year: September 16th to October 7th  2014***

***2nd Semester: February 3rd to February 17th 2015***

*We will not accept any enrollment out of the deadline.*

Yours sincerely.

Should you need to carry out any additional request, please contact us at the following email address.

|  |  |  |  |
| --- | --- | --- | --- |
| **VICTORIA Camarillo (**[**relint21@us.es**](mailto:relint21@us.es)**)** | | **ROSA del Río (**[**relint19@us.es**](mailto:relint19@us.es)**)** | |
| A | AUSTRIA | CY | CYPRUS |
| B | BELGIUM | D | GERMANY |
| CZ | CZECH REPUBLIC | BG | BULGARIA |
| G | GREECE | DK | DENMARK |
| HU | HUNGARY | EE | ESTONIA |
| I | ITALY | F | FRANCE |
| IRL | IRELAND | HR | CROATIA |
| IS | ICELAND | LT | LITHUANIA |
| N | NORWAY | LUXLUX | LUXEMBOURG |
| NL | THE NETHERLANDS | LV | LATVIA |
| PL | POLAND | MT | MALT |
| S | SWEDEN | P | PORTUGAL |
| SF | FINLAND | RO | ROMANIA |
|  |  | SI | SLOVENIA |
|  |  | SK | SLOVAK REPUBLIC |
|  |  | TR | TURKEY |
|  |  | UK | UNITED KINGDOM |
| **OTROS PROGRAMAS INTERNACIONALES: Carlos Ordoño (**[**relint3@us.es**](mailto:relint3@us.es)**)** | | | |