



## **INSTRUCTIONS TO NOMINATE INCOMING STUDENTS IN ACADEMIC YEAR 2022-2023**

**The students from your university who are coming to study, must be enrolled on our online application form available on our Secretaría Virtual:**

<https://sevius.us.es/index.php>

To nominate students undertaking the Second Semester, application will be open from **April 15<sup>th</sup> 2022 to June 30<sup>th</sup> 2022** for full academic year and first semester students.

### **INSTRUCTIONS**

In order to complete enrolment, the following conditions must be met:

**1.** This step confirms the Home University's official nomination. Therefore, no nominees' list or emails of any kind concerning this matter are necessary.

Access to the form will be via your username and password.

Please keep this information for further enquiries. You can also use the App for finding relevant information concerning situation of our Institutional Agreement.

Please remember that this username and password are for the exclusive use of the Home University and must not be given to students.

During registration, it is very important to ensure that the students' e-mail addresses, ID number and date of birth are entered correctly.

**2.** When the students' application forms have been, a new username will be generated and sent to that University's students by e-mail, so that they can complete their application forms with our University online.

Should they not receive this e-mail two weeks after their nomination, please get in touch with us.

**Important: Do not change the order typing Name + Surname (Family Name).**

**3.** Forms and documents will be checked in our office. If they are in order, students will be accepted officially.

Should you need any additional information or have any further requests, please do not hesitate to contact the person responsible for your country, as shown in the following table.

<a href="mailto:Relint21@us.es">Relint21@us.es</a>	<a href="mailto:Relint19@us.es">Relint19@us.es</a>	<a href="mailto:Relint23@us.es">Relint23@us.es</a>
ITALY	GERMANY	BELGIUM
	DENMARK	FRANCE
	SLOVAKEI	BULGARIA
	FINLAND	CANADA
	NORWAY	MEXICO
	CZECH REPUBLIK	ESTONIA
	SWEDEN	NEDERLAND
	UNITED STATES	LITHUANIA
		LATVIA
		TURKEY
		ROMANIA
		URUGUAY

<a href="mailto:Relint25@us.es">Relint25@us.es</a>	<a href="mailto:Relint34@us.es">Relint34@us.es</a>	<a href="mailto:Relint14@us.es">Relint14@us.es</a>	<a href="mailto:Relint3@us.es">Relint3@us.es</a>
AUSTRIA	CYPRUS	POLAND	JAPAN
HUNGARY	TAIWAN	MOROCCO	CHINA
ARGENTINA	IRAN	PORTUGAL	SOUTH COREA
BRASIL	INDIA	JORDAN	RUSSIA
CHILE	LEBANNON	SWITERLAND	ISRAEL
MALTA			
CROATIA			
GREECE			
ECUADOR			
SLOVENIA			
IRELAND			
ICELAND			
UNITED KINGDON			
MALTA			
PERU			