

## APPLICATION PROCESS

To make an application for an exchange program at UNESP, you need to create a login and password on the online platform. To do so, you need to follow the steps described below:

First of all, you need to [create a login and password](#).

Click on "Register New User" and follow the step-by-step orientation.

Access the system with your new login and password.

### FIRST STEPS

You will see 04 steps:

- 1 - Record personal data, address and contacts - (Personal Data)
- 2 - Information about your university - (Home Institution)
- 3 - Exchange information and documents - (Exchange)
- 4 - Send exchange request - (Exchange)

Click on "Personal Data" to inform your home address and needed information such as number of passport, home country, e-mail contact, telephone, etc.

After filling in everything, click on the "Save" button.

Click on the "Next" button.

At "Home Institution", you have to select your home institution. If you do not find it, select "Other" and write your institution name down at the "Other" blank box. You also will need to have your home institution information, such as the Faculty/School/Department and program you are currently studying.

Below, at "Address (International Office)", it is important to fill in all required information, such as the international affairs office contacts and home university address for post services. In the field "Contacts (International Office)", you may select "telephone", "email", "website", etc., to add.

After filling in everything, click on the "Save" button.

Click on the "Next" button.

## UNESP PROGRAM AND CAMPUSES

It is time to select the program at UNESP which you are applying for.

IMPORTANT! >>>

UNESP is a multi campus university and has 34 faculties. Its geographical distribution includes 24 campi located mostly in countryside small or medium-sized cities among São Paulo State - and one campus in its capital, São Paulo city.

### [UNESP Campuses Information](#)

Therefore, it is possible that the same program is offered in two different campuses. You will need to check the curricula of both programs to see which one better suits your case.

For more information about our undergraduate programs and courses offered, you can check the following links:

a) [Undergraduate Programs](#)

> If you are interested in knowing more about the program curricula, just click on the program name.

b) [Undergraduate Programs by Campus](#)

> Here you can find more about which programs each UNESP campus offer.

It is important to notice that all of our undergraduate programs are taught in Portuguese. It is also possible to apply for a research internship or laboratory internship. In these cases, it is possible to find research groups offering the content in other languages, such as English, Spanish or French. It depends on the Department Coordinator.

Once you know which program and campus you want to apply, just select it.

## EXCHANGE DETAILS

Now, you are at the "Destination Info". Here, you need to pay attention! You will select:

1) Study period (Prediction):

Inform the exact dates of the period you are applying for at the format (day/month/year).

2) Academic year

You will select the Semester (Term) of UNESP you are applying for. We work with two semester a year:

- First Semester (March – July)
- Second Semester (August – December)
- You can also select the Full year (two semester)

### 3) Kind of activity

You will select between: Classes; Internship; Both; Other. It depends on what you are applying for. If you select “Other”, we kindly ask you to specify it in the “Additional Information” field.

### 4) Exchange program

You will select the program you are going to do your exchange at UNESP. You can choose between:

- ABRUEM (Brazilian National Mobility Program)
- AUGM (Asociación de Universidades Grupo Montevideo)
- Bilateral Cooperation Agreement (Bilateral Agreement between your home university and UNESP)
- BRAFAGRI (Capes–Brafagri)
- BRAFITEC (Capes–Brafitec)
- BRAMEX (Grupo Coimbra de Universidades)
- CONAHEC (Consortium for North American Higher Education Collaboration)
- Double Degree (Bilateral Agreement between your home university and UNESP)
- ERASMUS (European Region Action Scheme for the Mobility of University Students)
- IAESTE (International Association for the Exchange of Students for Technical Experience)
- IBRASIL Program
- MAGA Program
- MARCA Program
- PEC-G (Programa de Estudantes-Convênio de Graduação - MEC e MRE)
- STELLA (Compostela Group of Universities)
- Universidade de Cuyo (Specific bilateral program)

If you do not know the mobility program you are coming for, just leave this field blank.

### 5) Additional information

- If you are applying for an exchange internship, inform the field of study or department you are applying for. If you already have the acceptance of an UNESP Professor, inform his/her name.

- If you are applying for classes, just leave it blank.
- In case you select "Other" at the "Kind of activity" field, we kindly ask you to specify what the activity is in this field.

#### 6) Funding

Inform if you have a scholarship that will help you to pay for your exchange or personal funding.

After filling in everything, click on the "Save" button.

A new page will appear for you. Now, you will specify your language skills.

In the "Documents and Vouchers" box, you have to upload the required documents for your application.

### **REQUIRED DOCUMENTS**

- 1) Copy of current Passport (For Mercosul students, it is possible to use a copy of the DNI document);
- 2) Transcript of Records issued by your home university (this document needs to be in English, Spanish or Portuguese);
- 3) Copy of Curriculum Vitae (CV);
- 4) Nomination Letter: this document needs to be issued by your home university international affairs office. The document needs to be signed and stamped by the office. It needs to inform your nomination to an exchange at UNESP and the term or semester you are applying for.

### **Extra Documentation**

- If you have a Recommendation Letter - from a Professor or Internship Coordinator - you can upload to the process as well.
- If you have an acceptance letter from an UNESP Professor, you can upload to the process as well.

How to upload documents:

If it is a required document, you need to select it - for example "Curriculum vitae" - at the first box. Afterwards, you need to write "Curriculum vitae" at the "Description" field. Select the file (it needs to be a PDF file) and click on the "send" button.

If it is an extra document, you will inform what it is in the "Description" field and you do not need to select anything at the first box. Select the file (it needs to be a PDF file) and click on the "send" button.

## STUDY PLAN

If you are applying to attend classes (study for a semester), you will need to develop a Study Plan. Click on the "Manage Study Plan" button and select the disciplines you would like to study here at UNESP. It is important to notice that the system will only let you select disciplines that are offered during the Semester of UNESP you are applying for.

If you are only interested in applying for an internship, you will need to select the "Estágio Supervisionado" (Supervised internship) discipline. If you do not find it, just leave this field blank.

Once you select all disciplines for your Study Plan, click on the "Add" button.

## FINAL STEPS

Now, you need to look up at the top of the page.

It will appear a message in red. It will inform if it is missing some information or document that you need to insert. If everything is correct, it will tell you to SEND THE PROCESS TO UNESP.

Click on "Send to UNESP" button to activate your application.

If you do not do that, the process will not start its procedures and will not be valid.

## APPLICATION PROCEDURES

Your application will be analyzed by the Central International Affairs Office (AREX) to verify if all documentation is correct. Afterwards, the process will be forward to the campus and coordination course for the academic analysis and final approval.

This action takes time, therefore we already inform you that you will have an answer regarding your approval in one or two months once you activate your application process.

## DEADLINES

Applications on the first semester (March – July): November 01st

Applications on the second semester (August – December): May 15th

## CONTACTS

In case of doubts, please, do not hesitate to contact us.

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