



03. DOCUMENTS FORMALITY

This document is meant to be read once you have been accepted by ETSII. If that is your case, congratulations! Official papers should be written either in English or Spanish, and no documentation needs to be sent by post mail. Let us know which documents your university may need during your exchange.

1. Learning Agreement

Usually, the Learning Agreement consists of two parts to be signed:

Before your arrival at ETSII-UPV:

This part is a proposed mobility program. We will sign it once the student is accepted. Having this part signed does not guarantee a place in the courses of the proposed program since we enroll the students within the first days of their arrival. The documents will be emailed to the International Office for signature. It must have the exact same courses as those accepted in AIRE (in the Application window) once your application has been accepted.

During your stay / During mobility:

This part consists of a section with possible changes of the courses: changes will be exceptional, so try to adjust as much as possible to your proposed program. We will sign this part when the student is *Admitted* in AIRE in all his/her courses and/or projects.

2. Certificate of arrival/departure

We will explain how to proceed with these documents in the Information Meetings at your arrival. Usually, the student will have to register (sign) the arrival at the Information desk.

3. Additional Documents

You can find here some useful information about UPV that you may need when filling out the documents:

Receiving institution

- Name: Universitat Politècnica de València
- Faculty/School: ETSII (Escuela Técnica Superior de Ingeniería Industrial)
- Erasmus Code: E VALENCI02 (only for Erasmus students)
- Address: Camí de Vera s/n 46022 - Valencia, Spain

Responsible person

- Name: Javier Sanchis Sáez
- Function: Vice-Dean for International Relations (Exchange Coordinator)
- Phone number: +34 963 87 71 72
- Email: internacional@etsii.upv.es



4. Acceptance Letter

When your online application is accepted you will receive an email concerning your acceptance. Nevertheless, some universities need a more detailed formal Acceptance Letter, usually to issue the visa or for some travel permissions. We do not write this letter unless the accepted student asks for it. If that is your case contact us demanding one.

STAFF AT THE INTERNATIONAL RELATIONS OFFICE

- Javier Sanchis Sáez-Vice-Dean for International Relations
- Arantxa Querol Monforte - International Relations Manager
- Esperanza Donat Torres- International Officer

Contact person during the application period:

- Miquel Ramón – International Officer Assistant

WEBSITE AND CONTACT INFORMATION:

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