

## ENSAV Nomination and Application Procedure

The **procedure** of applying for the Exchange Program at ENSAV consists of two parts:

- 1. Coordinators (Nomination)**
- 2. Students (Application)**

### 1. Coordinators (Nomination)

- Exchange agreement: ENSAV only accepts students coming from our partner institutions in the Exchange Program.
- Nomination start: coordinators will be informed by email to nominate their students via e-nomination. Please click the link here below to start the nomination form:  
<https://goo.gl/forms/I34o2TKfAmkQPrOF2>

#### **Nomination time schedules**

The nomination deadlines are as follows:

Fall Semester	Spring Semester	Full year
May 31 <sup>st</sup> 2018	December 20 <sup>th</sup> 2018	May 31 <sup>st</sup> 2018

#### **Nomination instructions**

Only coordinators are directed to a Google form to nominate their students.

Log into the Google form link and fill in the nomination form with:

- name of university (Erasmus code if exists)
- coordinator partner name,
- student (name, level of study, period of stay)

In return, if asked in the form, you will receive a confirmation by email.

#### **Nomination recommendations**

We would like to encourage the coordinators to nominate their students as soon as possible and not to change their nominations once they have been completed. That would issue all the necessary documents (learning agreements) on time. Not changing the nomination will help the students be on time with their visa procedure especially for Non-EU Students.

### 2. Students (Application)

- Application start: the nominated student will receive an e-mail regarding our application procedure in the week following the sending of our partner's nomination form.

#### **Application time deadlines:**

The application deadlines are as follows:

Fall Semester	Spring Semester	Full year
June 8 <sup>th</sup> 2018	November 9 <sup>th</sup> 2018	June 8 <sup>th</sup> 2018

#### **Adding personal details + photo**

At the beginning of the application period, each nominated student will receive an informative email message to fill in the "*ENSAV Application for Exchange students*" and to follow our welcome procedure with a checklist of detailed instructions.