

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/l34o2TKfAmkQPrOF2>

Nomination time schedules

The nomination deadlines are as follows:

| Fall Semester | Spring Semester | Full year |
|---------------------------|--------------------------------|---------------------------|
| May 31 st 2018 | December 20 th 2018 | May 31 st 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 th 2018 | November 9 th 2018 | June 30 th 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.