Dear Partner,

We are glad to announce you that our online NOMINATION FORM for Fall Semester 2018-2019 will be available on our web page **FROM OCTOBER 1 TO NOVEMBER 2.**

**1. ONLINE NOMINATION PROCESS FOR UNIVERSITIES:**

From **October 1 to November 2** you should nominate your students through the website below:

Spanish Nomination Form <http://www.uc3m.es/ss/Satellite/UC3MInstitucional/es/TextoMixta/1371220460346/>

English Nomination Form: <http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220460346/Nomination>

Note that you need to log in with the password below:

For UNIVERZITA JANA EVANGELISTY PURKYNE V �ST� NAD LABEM, THE PASSWORD TO LOG IN IS: 92164568

Please do not transfer this password to your students. It is only for the university.

Please note that nominations by email will not be accepted. If you have sent us your students? information by email, please fill out our online nomination form as well.

Semester dates 2018/2019:

- 1st semester students: From September 3 to January 23 (exams period included).

- 2nd semester students: From January 28 to June 4 (exams period included)

Our Welcome session will take place on January 25

- Full academic year students: From September 3 to June 4 (exams period included)

- Resitting exams: From June 17 to 28 (**Not allowed by electronic means.**)

**2. NOMINATED STUDENTS:**

Once you have nominated your students and we have checked that everything is correct, they will be receiving an email with the steps to follow: UC3M account activation, documents submission, etc.

Please note that **they will not need to fill out an online application form**. With your nomination is enough.

**Please be sure that your students know our academic calendar. There will not be exceptions or earlier exams due to internships, trips, etc.**

**3. FACT SHEET:**

Our updated Fact sheet will be available on our website soon:
<http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/International_Exchange_Students>

Please check this information carefully and make the necessary updates on your own information systems.

Should you have any queries, please do not hesitate to contact us at pcserint@uc3m.es

Best regards,

UNIVERSIDAD CARLOS III DE MADRID
International Relations and Cooperation Office
Tel. +34 916249550 ? Fax: +34 916249339
Web: <http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoDosColumnas/1371219273906/International_Exchange_Students>