



EXCLUSIVE PROCEDURE FOR PARTNER UNIVERSITY

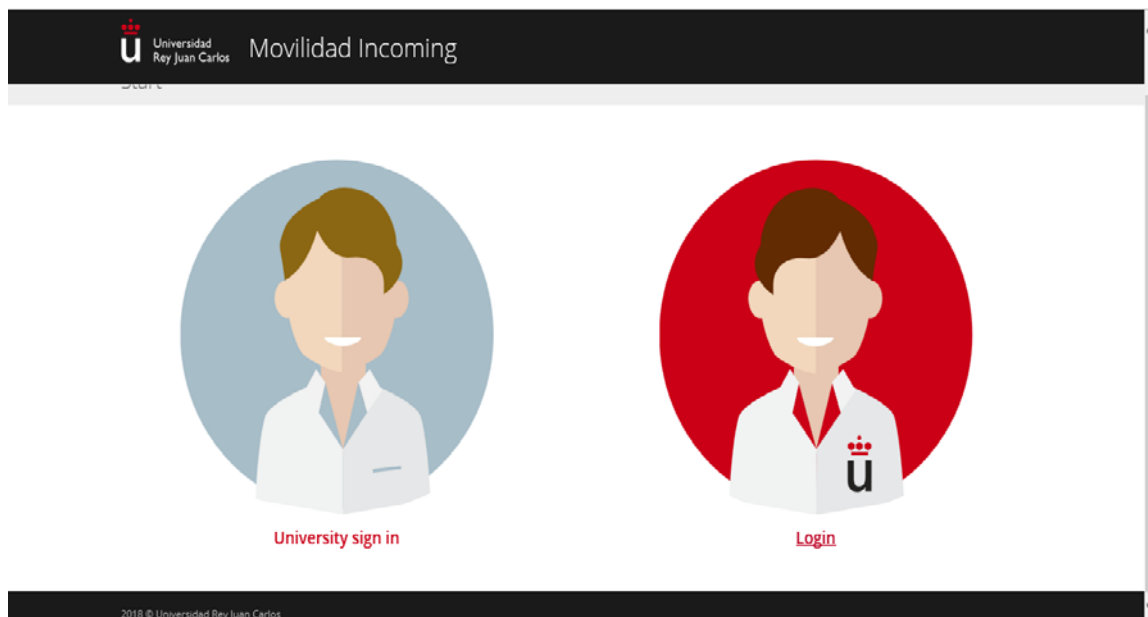
THIS PROCEDURE PART IS ONLY FOR NOMINATIONS AND IT HAS TO BE ARRANGE ONLY BY HOME UNIVERSITIES.

UNIVERSIDAD REY JUAN CARLOS IS ALWAYS SEARCHING THE BENEFIT OF THE STUDENTS AND THE EFFICIENCY IN THE PROCEDURES, ASSUMING AS PART OF OUR COMPROMISE THE PROTECTION OF THE ENVIRONMENT.

THAT IS WHY ALL THE PROCEDURE MUST BE ARRANGED THROUGH OUR PLATFORM. PLEASE DON'T SEND THE NOMINATION BY E-MAIL OR POSTAL MAIL

In order to access to the main application screen, please enter in the following link:

<https://gestion2.urjc.es/movilidadincoming/en/>



PARTNER UNIVERSITIES WITH USERNAME

You will be able to authenticate yourself in the application and start the nomination procedure.

If you have forgotten the password, you will be able to ask for a password change in the following e-mail: internacional.in@urjc.es



PARTNER UNIVERSITIES WITHOUT USERNAME



In case the partner University has never used this system, it must register as it.

University registration

Once you access to the contact registration form, these items will be required:

- University Information (to be selected)
 - Country
 - University name
 - Province (if necessary)
 - Postal address
 - University code (if necessary)
- Mobility of the University contact person's information
 - Name
 - Surname/s
 - Telephone number (Compulsory)
 - E-mail address (compulsory)¹

The contact person will receive an automatic e-mail confirming that the registration procedure as contact of the University has finished, and asking for the username creation, so will have to enter and confirm your own password ²

Once done, he/she will receive an automatic e-mail confirming the username creation and it will forward to the start page automatically to continue with the procedure.

Once started the session, you will see on the right upper part the following options:

NEW NOMINATION and MY NOMINATIONS



WE REMIND YOU THAT IN THESE MOMENTS THE NOMINATION PERIOD IS CLOSED SO YOU WILL NOT BE ABLE TO DO ANYTHING IN THE NEW NOMINATION PART

On **MY NOMINATION**, you will be able to see the list, the nominated status, and see the information of the nominations already done.

¹ We recommend using the institutional International Relations office e-mail, not the personal one as a worker because that e-mail address will be used as username.

² The password must have at least 10 characters including numbers, CAPITAL LETTER and lowercase letter, and special characters.