

Mobility Online guideline **for students**

Introduction

Mobility Online is a software that will involve incoming students, and UADE and partner Universities staff for the nomination and application process to UADE for the following programs:

- Exchange semester mobility
- Dual degree programs
- Doing Business in Latin America Program
- Freemover students

Let's see how it works...

Step 1

Nomination

- If you are coming for one (or two) exchange semesters, dual degree programs or Doing Business in Latin America Program and your University has a valid agreement, your mobility advisor has to nominate you.
- If you are coming as freemover student for one (or two semesters) or you are willing to attend our Doing Business in Latin America Program without partnership, please contact incoming@uade.edu.ar so we can provide you with the correct link to apply.

Step 2

Registration

- Once UADE accepts your nomination, you will receive an email with a link to a website where you have to create a username and a password (please, do not forget them). That email will contain some documents that you will have to upload in the following step.
- After creating the account, you have to fill out the blanks with personal information so UADE can validate them.
- UADE will validate your information and indicate the deadline to upload documents.

Application deadline

The application deadlines are:

- **15 May**
for students that will start their semester in August
- **15 November**
for students that will start their semester in March
- **8 November**
for Doing Business in Latin America Program



Step 3

Uploading documents

After you have a deadline indicated, you need to upload the documents for the application:

- Signed application form
- Recommendation letter
- Application letter (in handwriting)
- Passport Copy
- Spanish level certificate / Letter
- Transcript of records from home University
- your photo

Step 5

Learning agreement

Besides sending the acceptance letter, UADE will generate a deadline for receiving the learning agreement. This date may change according to each academic year.

Once the deadline is created, you will be able to download UADE's learning agreement and upload it with the necessary courses. UADE will notify if it is accepted or if you need to make some changes.

Note: Please fill it in computer in order to avoid misunderstandings

Step 7

Semester extension

This step is only available for regular exchange mobility or freemovers who decide during the mobility to ask for an extension.

For those students that have already advised that will stay two semesters or for double degree students, an extra semester will open automatically.

In both cases, you will have to repeat step 5 and 6.

Note: Students that will attend UADE for the Spring semester (August to December) can extend their stay for the Doing Business in Latin America Program

Step 4

Acceptance letter

After reviewing documents, UADE will accept the exchange period or let you know if something is missing or incorrect.

If you are accepted, you will receive an email with the Acceptance letter, things you need to prepare for the Exchange program and other useful information

Step 6

Health insurance and student VISA

UADE needs to check these mandatory requirements:

- The health insurance required by UADE
- Student VISA

It is important that we can verify this so you can continue your exchange program. Both documents/processes are mandatory and can not be waived. Otherwise, you will not be able to take final exams at the end of the semester.

Step 8

Transcript of records

Once you have finished your semester, UADE will generate a transcript of records and send it to the home University mobility advisor. In case of freemovers, it will be sent directly to the student.

It will also be possible to download it in the Mobility Online account.

Warning: Transcripts of records will be sent in September for those students who attend UADE during our Autumn semester and February for those who attend UADE during our second semester. Students that attend for two semesters or for double degree programs will receive the transcript of records after their second semester.