

EXCHANGE APPLICATION PROCESS

NOMINATION / APPLICATION DEADLINES

Our exchange application process includes 2 phases:

1. NOMINATION of students by the home university

Send your students' nominations by e-mail to exchange@elisava.net including the following information:

- Student's name and surname
- Student's e-mail address
- Field of study: Graphic design, Product design, Space-Interior design, Interaction design, Engineering in Industrial design
- Exchange period: 1st trimester, 2nd trimester, 3rd trimester, 1st & 2nd trimesters, 2nd & 3rd trimesters, full year
- Spanish language knowledge: Elementary, Intermediate, Advanced, No knowledge

Nomination deadlines:

For 1 st trimester / 1 st & 2 nd trimesters / Full year	May 15th
For 2 nd trimester / 3 rd trimester / 2 nd & 3 rd trimesters	October 15th

2. APPLICATION online by the student

Application periods:

For 1 st trimester / 1 st & 2 nd trimesters / Full year	From May 2 nd to June 1st
For 2 nd trimester / 3 rd trimester / 2 nd & 3 rd trimester	From October 1 st to November 2nd

ONLINE APPLICATION PROCESS

1. We receive the student's nomination
2. We send an e-mail to the nominated student with some information about our online exchange application tool
3. The student submits his/her application online. The following documents in **PDF** format will have to be uploaded in the application tool:
 - Application form
 - Colour passport sized photo (JPG format)
 - Letter of motivation
 - Copy of passport or *ID card (UE citizens, Norway and Switzerland)*
 - Spanish language proficiency (basic or intermediate level – A2 European level) * *Not compulsory*
 - Portfolio (max 10 Mb)
4. The student prints his/ her application and send us a copy of it by e-mail to exchange@elisava.net
5. **Additional requirements:** Students applying for **Graphic design** are required to send us a portfolio in print form, A4 format, as well. Portfolios must be sent by post before the application deadline to the following address:

ELISAVA Barcelona School of Design and Engineering
Att: F. Xavier Oliver
International Exchange - Academic Affairs Office
La Rambla 30-32
E-08002 Barcelona (Spain)