Application Form
Exchange Students

Your Name

Citizenship

Phone/cellular

Email address

Term for which you are applying
☐ September Term  ☐ January Term

Please select as applies
☐ Erasmus  ☐ Other exchange agreement

University you are coming from, City, Country
IE University welcomes Exchange Students from around the world who wish to spend one or two semesters studying abroad. IE University’s personalized approach to education, and student-centered community, will allow you the opportunity to have a unique, transforming experience.

**Application Requirements**

- Candidates must be currently enrolled in a full-time, undergraduate degree program at an accredited university.
- Your home institution must be an IE University partner through a formal exchange agreement.
- You must be nominated for the program by the exchange coordinator of your home institution.
- Though admitted at IE University, you remain enrolled with your home institution.
- You continue to pay your home institution fees.
- IE University must receive official notice from your institution that you have been selected. Your institution can inform us directly at university@ie.edu.
- Apply as an Exchange Student by sending the Exchange Student Application Form to university@ie.edu, including all additional documentation listed on the form.
- IE University must accept your application.
- All courses you participate in will grant you credit toward your degree according to the agreement of your institution.
- If you are a non-European national, please follow the requirements for student visas listed on our website.

**Application Process**

The student’s current university must send official notification directly to IE University confirming the student’s status as an Exchange Student applicant. Once IE University receives this notice, the student may start the application process by submitting the following documents:

- Academic transcript; Officially Certified
- Curriculum Vitae/Résumé
- Personal Documentation (Awards, Honors, etc)
- Photocopy of your Passport
- 2 Passport Sized Photos

**Application deadlines**

- Students beginning in the September term: before June 30th.
- Students beginning in the January term: before November 15th.

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**Student Office**
Ana M. Martín López, Director
Cardenal Zúñiga, 12
40003 Segovia. Spain
ana.martlnl@ie.edu

**Admissions Department**
Cardenal Zúñiga 12
40003 Segovia. Spain
T: +34 921 412 428
F: +34 921 435 392
university@ie.edu
Courses and credits

Exchange Students will have a full-time academic program and must complete 30 ECTS credits per semester. You may choose from the variety of courses which are offered, as long as the course schedules are not conflicting.

In addition, students can choose from the Spanish and English language courses offered by the Language Support Services center.

Note that from May to July, most courses are online, while students are away on internship. Exchange Students who will take Architecture courses must attend in the first semester, as starting on February 24th, these courses are delivered online.

Please follow the link to check all courses available on our website. http://www.ie.edu/university/studies/academic-programs

International Exchange Fact Sheet

Please follow the link for further information on term dates, learning expectations, language requirements, accommodation and contact details.

Personal information

Name

National ID/Passport Number_________________________ Gender ______________________

Nationality________________________________________

Citizenship_________________________________________ Date of Birth ______________________

Native language____________________________________

Other languages____________________________________ Level ______________________

__________________________________________________ Level ______________________

__________________________________________________ Level ______________________

Assess your level of language proficiency in each of the above according to the following scale:
1 Highly proficient, almost fluent.
2 Moderately proficient, good working capacity.
3 Basic knowledge.

City and Country of Birth______________________________________________

Current Address_______________________________________________________

Permanent Address (if different from current address)_______________________

Telephone ___________________ Cell Phone ________________________________

Email Address_________________________________________________________
Family information

Names
Father ___________________________
Mother ___________________________
Other Legal Guardian(s) ___________________________

Phone/Cellular
Father ___________________________
Mother ___________________________
Other Legal Guardian(s) ___________________________

Email
Father ___________________________
Mother ___________________________
Other Legal Guardian(s) ___________________________

Who should we contact in case of emergency?
☐ Father  ☐ Mother  ☐ Legal Guardian
☐ Other ___________________________

Who should we contact in case of emergency?
Name ___________________________
Relationship ___________________________
Phone/Cellular ___________________________
Email ___________________________

Application information

Term for which you are applying
☐ September Term: Year _____  ☐ January Term: Year _____

Current University ___________________________

Intended Major/Course of Studies ___________________________

Other Universities/Colleges Attended

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Personal Statement

Please let us know why you would like to participate in the IE University Exchange Student Program. Also let us know what your professional goals are. (Max. 750 words)
Have you ever applied to IE before?  □ Yes  □ No

Have any of your relatives ever attended IE?  □ Yes  □ No

How did you hear about us?

☐ Brochures
☐ University campus seminars
☐ Conversation with IE University Faculty Member
☐ Open Day on Campus
☐ IE Business School Seminar
☐ Friends
☐ International Rankings (please specify) ____________________________
☐ Social network (please specify) _________________________________
☐ Guidance Counselor/Teacher advice (name) ________________________
☐ Web research (please specify) ________________________________
☐ Press article (please specify) _________________________________
☐ Fair/Exhibition (please specify) _______________________________
☐ Cultural activity (please specify) ______________________________
☐ Other (please specify) ____________________________

What other universities are you considering at this time? (Please state in order of preference)

1 _________________________________________________________________

2 _________________________________________________________________

3 _________________________________________________________________
The information supplied by the candidate in this application, in the documentation enclosed herein, and all the data resulting from the admissions process will be used by IE University, 12 Cardenal Zúñiga, 40003 Segovia, Spain, for the purpose of evaluating his/her aptitude for the program in question, and for admission process purposes, regardless of the results of the process.

Signing the application implies unequivocal consent and authenticity for said data to be treated and stored for the above mentioned purpose. Refusal to consent the treatment of this data means that you should not complete your application, given that it will not be possible to process it.

IE University reserves the right to revoke admission due to false information provided, unethical conduct or revision of the application based on new information.

Your personal data supplied in the application will be used to inform you of products, services and activities offered by IE University. If you do not consent the use of your data for this purpose, sign here. The data you supply in the application may also be given to IE, Alumni Association, IE Foundation, IE Editorial, all in c/ María de Molina, 13, 28006 Madrid, Spain. If you do not consent the use of your data for this purpose please sign here.

You may exercise your right to access, rectify, cancel and oppose your personal data by addressing IE University in writing, at the above mentioned address.

In order to keep your data constantly updated, we would ask you to communicate any modification that may arise.

Name  

Signature  

Date
Return email (Applications sent by email)

university@ie.edu

Return Address (Applications sent by post)

IE University
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