

## Data sheet

INTERNATIONAL MOBILITY	
Institution's Name	
Office/Department responsible for international mobility	<b>Office's name:</b> <b>Address:</b>
Phone number, Fax and e-mail address	
Web page	
Office hours	
<b>Director / Coordinator of Office /Dept.</b> (Name, title and e-mail)	
<b>Manager of Mobility</b> (Name, title and e-mail)	

GENERAL INFORMATION	
Academic year duration	<b>1st Semester:</b> from                      to <b>2ndSemester:</b> from                      to
Areas of study, subjects and disciplines (list or web link)	
Campus (list or web link)	
Language of Instruction	
Language requirements, ex. TOEFL (if applicable)	
Credits and grading system	

INFORMATION ABOUT EXCHANGE			
Number of students to participate in the exchange (per academic year or semester)	First Semester	Second Semester	Total
<b>Admission restrictions</b> (qualifications / years / materials not offer to exchange ...)			
Procedure to apply for undergraduate students			

Apply dates	<b>1st Semester:</b> <b>2ndSemester:</b>
Documents needed	

<b>COSTS</b>	
Medic insurance (if needed)	
Other necessary expenses	

<b>MORE INFO</b>	
Pickup service in the airport	
Student's obligations	
Scholarship or financial aid for students during exchange	
Accommodation	

<b>Comments</b> (please, make comments in this section about anything that may be forgotten in the request)