

Guide to Changing Your Enrollment

International Relations Office - Faculty of Economics and Business

This guide will help you complete the online form to change your enrollment. The process consists of six steps. Make sure you have all your academic information on hand before you start, such as your current enrolment receipt.

Step 1: Personal data

It is essential that the information matches exactly your official university registration.

- **Email:** You must use your UGR institutional account (xxxx@correo.ugr.es).
- **Document:** Use the same one you used to enroll (passport or ID).
- **Program and Degree:** Select your mobility program and your main degree at our faculty.

Step 2: Delete courses

Indicate the courses from our faculty that you wish to drop.

- Select the **Degree** and then the **Course**.
- **Verification:** Check that the code (e.g., 2391137B) matches your current enrolment receipt.
- **Group Change:** To change a group, you must first **drop** the course here (Step 2) and then **re-add** it in Step 3.

Step 3: Add courses

Add the new courses you want to take within the Faculty of Economics and Business.

- The system displays the name, group, timetable, and code.
- **Timetable:** Make sure they are from the second semester (**2C**) and they do not overlap.
- **Groups:** Select the new group here if you are performing a group change.

Step 4: Courses from other faculties

Use this section if you need to modify courses taught in OTHER faculties (e.g., Politics, Medicine, Education, etc.).

How to proceed:

- **Withdrawals:** Select the external faculty from the drop-down menu.
- **Enrolments:** Indicate the faculty in which you want to enroll.
- **Manual entry (Required):** You must enter the “Code, name, and group” in the text box yourself.

Example: “9999MEDI - Anatomy I - Group A.”

Step 5: Comments (IMPORTANT!)

This is the final section of **Observations** and contains a mandatory requirement for this semester.

- **Reserve subjects:** You must **include three** additional **subjects**, in order of priority, indicating the code, name, and group. These subjects will be used in case any of the previously requested subjects do not have available places.
- Use this section for any other additional clarifications or if you have had any technical problems.
- Once you have reviewed everything, click on the “**SEND**” button.

Step 6: Complete

You will see the message: “New request sent Erasmus enrolment modification”.

- **Important:** You will receive a confirmation in your UGR email. Keep this receipt until the changes appear in your file.
- **Office Processing:** The International Relations Office will process your changes in the system.

- **Status Email:** You will receive a second email with your status:
 - **If everything is correct:** You must book an appointment to come to the office and sign your final enrollment receipt. The process is only complete once signed.
 - **If there is an issue:** You will be notified and must come to the office (by appointment) to resolve the discrepancy.

Questions? Contact the Faculty's International Relations Office at the following email addresses:

- Incoming_economics@ugr.es
- Mobility_economics@ugr.es