**Instituto Politécnico de Castelo Branco**

**P CASTELO01**

>>> Conceição Baptista<cbaptista@ipcb.pt> 12.3.2015 18:08 >>>

Dear Partner

Greetings from Castelo Branco – Portugal!

I would like to inform you that the nomination period for Erasmus+ exchange programme has started and we will be very glad to welcome your students in our university in the next academic year 2015-2016.

All incoming exchange students should be officially nominated by the Home University before students send applications. The nomination should include students’ email addresses,  the area/subject of the mobility and number of semesters and months.

So, we are looking forward to receiving your list of selected students. It should be sent to: gri@ipcb.pt

**Application deadlines**

For theFirst Semester (Autumn) and Full Academic Year, the deadline is  **May 31 (or April 30 for students with visa requirements)** and for the Second Semester (Spring), is  **November 30 (or October 31 for students with visa requirements)** with nominations 15 days before each deadline.

**Documents to send with Application**

Enclosed you will find the Student Application Form and the Learning Agreement. These documents should be send to us by email with copy of all requested documentation in the student Application Form. We do not require students' transcripts, certificate of level of portuguese language skills or CVs. Applications should be sent only by email.

Please, make sure that all your students submit their applications according to the documents and the deadlines. All contacts done between our office and the students are done by e-mail. So, please make sure that the e-mail address given by the student in the application form is correct.

We do not automatically send an official acceptance letters . We will send our decision about acceptance until the end of June.

If the student is accepted, a scanned copy of the acceptance letter and of the learning agreement is returned with our signature and stamp to the International Office of the Home University.

Students and their coordinators should be aware that initial learning agreements may be subject to change due to unforeseen circumstances arising at the start of each semester.

Best regards,

Conceição Baptista

Institutional Erasmus Coordinator

Instituto Politécnico de Castelo Branco

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