**Universidad de Deusto - Campus de San Sebastián**

**E BILBAO02**

>>> MARÍA Uribe<maria.uribe@deusto.es> 3.10.2012 15:20 >>>

Dear partner,

Please, make sure your students get access to this information and to the relevant documents. **We do not send these materials directly to individual students**. If you are not the person in charge of your exchange students, please forward this information to the appropiate person.

Information on the students that you have nominated to begin studies at Deusto Business School in San Sebastián in spring 2013 should reach us **no later than the 15th of NOVEMBER 2012**. We would appreciate if you could send us this information in an e-mail to [maria.uribe@deusto.es](mailto:maria.uribe@deusto.es) with your nomination at your earliest convenience. The information you provide us should contain the following:

- Name

- Gender

- E-mail address

- Semester(s):

Please, observe that we cannot guarantee admission for students coming in the Spring Semester 2012/2013 if we receive the above information after deadline, the 15th of November 2012.

**ON-LINE General Registration Form**

All students will have to fill in an on-line General Registration Form to reach us **no later than the 15th. of NOVEMBER 2012**. The form can be found at the following address:

<http://www.relint.deusto.es/movilidad/datosmatricula_todo_ext.asp?lang=2>

**HOUSING Registration Form**

Both the Housing Form and the Regulations can be found at the following link:

<http://www.este.deusto.es/servlet/Satellite/Page/1120828745174/_cast/%231120828513239%231120828741890%231120828745174/UniversidadDeusto/Page/PaginaCollTemplate>

**Course OFFER**

We would like to inform you that students will have a period of approximately 6 days in order to decide the courses they would like to take and definitely register for the courses after that period. Before the day for Course Registration it is the Home Institution the one which should confirm the students that their course choice is appropriate.

Exchange students coming to the Business Degree can choose business subjects from our 1st., 2nd., 3rd. and 4th. year courses. Besides, students are allowed to take a maximum of 2 subjects from the Degree of Comunication, Social Work or the Tourism Degree (except from languages and 1st and 2nd year courses from the Tourism Degree). The Human Science Department also offers subjects to exchange students such as Ethics, Sustainability, Third World Development…Students will also have the possibility to study special subjects offered to them about Culture, Society and Heritage in Spain and in the Basque Country. Spanish courses are also on offer: there is an Intensive Spanish Course before the beginning of each semester and a Regular Spanish Course along the semester. An introductory course in Basque Language will be also on offer.

Please find attached the course offer for the academic year 2012/13 and the subjects that will be offered in English.

**Please remind your students that attendance is compulsory at the University of Deusto**.

**Course Handbook for Exchange Students**

All the information about the course handbook for Exchange Students can be found at our website ([http://www.deusto.es](http://www.deusto.es/)) in:

\*For BACHELOR courses: Click COURSES-->DEGREES-->SAN SEBASTIAN CAMPUS-->DEGREE IN BUSINESS ADMINISTRATION-->SYLLABUS.

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| **Please note that:**  All the students must **print** the **ON-LINE General Registration Form** and send it, once that it has already your signature and stamp, to the following address  MARÍA URIBE  UNIVERSITY OF DEUSTO  DEUSTO BUSINESS SCHOOL  OFICINA DE RELACIONES INTERNACIONALES  MUNDAIZ 50  20012 SAN SEBASTIÁN (SPAIN)  Along with the following documents:  - **Sending Institution's official statement of participation in the mobility programme.**  - **A passport photocopy**.  - **A Medical Insurance photocopy covering the whole academic period at Deusto**.  - **3 passport size photos (original please)**. |

Please, pay attention to our **2012/2013 Fact Sheet** enclosed to this letter with important information on deadlines, academic calendar, etc.

If you have any questions, please, do not hesitate to contact us. We look very much forward to receiving your students.

Yours sincerely,

Elena LamarainInternational

Relations Coordinator

Deusto Business School (San Sebastian Campus)

Donostia-San Sebastian, September 2012

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María Uribe-Lecube

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