

INSTRUCTIONS FOR ENROLLMENT FACULTY OF PHILOSOPHY AND LETTERS 2025–2026



Vice-Dean of International Relations

María Amparo López Arandia

Office Hours

September–December 2025

Dean's Office

Monday: 12:00–13:30 h

Tuesday: 8:30–12:00 h

Wednesday: 8:30–10:00 h

Thursday: 8:30–12:00 h

Vice-Dean of International Relations

María Amparo López Arandia

Office Hours

January–July 2026

Dean's Office

Monday to Thursday: 8:30–12:00 h

subdircentfyle_rrii@unex.es

Step 0 → Submission of Learning Agreement

- Completed (all subjects with codes)
- Signed by the home institution
- Signed by you

Step 1→ Send me by email:

1. A copy of your passport or national identity card (scanned image or photo of the document).
2. Enrollment document: **Annex 3 Enrollment 2025** (It will be sent by email).

IMPORTANT!

All sections must be completed, **especially the code and name of each course.**

Pay attention to the **group**:

For example, there are courses like *Gramática Normativa del Español* that are offered both for English Studies students and for Hispanic Philology students.

It is also very important to indicate the degree to which the course belongs. If in doubt, ask your professor.

Where can you find information about the courses?

<https://fyle.unex.es/titulaciones/>

Where can you find information about the courses?

<https://fyle.unex.es/informacion-academica/horarios/horarios-gradados/>

Step 2

Once all the documents have been sent:

I will process the enrollment and I will send you the proposal of the enrollment.

After receiving it:

- 1) Please make sure that everything is correct. If there were to be an issue, inform me of it.
- 2) If it is correct, you have to go to the Bank Santander with the document and pay the fee indicated. The bank will give you a receipt of payment.
- 3) You ought to send me a photograph of the receipt.

** SANTANDER **

REF. 0049.4467.00

FECHA	HORA	OPERACION	DEPO/AUT
21/09/2021	12:12	6261	159958

NUM. DE TARJ.: *****9680/0
APLIC.: A000000041010
MASTERCARD

PAGO RECIBOS E IMPUESTOS

ENT. EMISORA: UNIV. DE EXTRE
REFERENCIA: 2021396478764
IDENTIFICACION: 000999

IMPORTE: 5,09 EUR

ESTE COMPROBANTE ES EL JUSTIFICANTE
DE PAGO A EFECTOS LIBERATORIOS,
FRENTE A LA ENTIDAD EMISORA,
ACOMPAÑADO DEL ORIGINAL DEL
DOCUMENTO DE PAGO EMITIDO POR ESTA

GRACIAS POR ELEGIR ESTE SERVICIO
SANTANDER

*** GRACIAS POR SU VISITA ***

Step 3

Once I have a copy of the receipt

I give you instructions for the management of your credentials in another mail with this link

<https://siue.unex.es/>

(You will have to wait for two days approximately)

YOU WILL THEN BE ENROLLED

AND BE A STUDENT FROM THE UEX

REMEMBER!!

EVERYTHING SHOULD BE SENT BY EMAIL

subdircentfyle_rrii@unex.es

YOU DON'T NEED TO GO TO SECRETARY'S OFFICE

THANK YOU

WELCOME!!!