

Instructions: Registration Procedure for International Exchange Students - Rey Juan Carlos University

The following outlines the steps required to apply for registration with the Office for Students with Disabilities and Specific Educational Support Needs (hereinafter, the Office) for international exchange students.

1. Accessing the Platform

All interested students should visit the Unit's website: <https://www.urjc2030.es/uapdnee/>. Once there, you must navigate to the section titled "Registration for the issuance of the reasonable accommodation report for international mobility students."

2. Submitting the Application (Electronic Portal)

Within that section, you will find a direct link to the **URJC Electronic Portal**, where the formal application process takes place: [UAPD Registration](#).

3. Required Documentation

The student must attach an up-to-date **medical report and/or disability certificate stating the diagnosis (in PDF format) and the report on accommodations or adjustments**, duly certified and validated by the home university, as well as translated into Spanish and validated by that university (in PDF format), or a report on accommodations or adjustments from the home university translated into Spanish by a sworn translator who is duly authorized or registered in Spain.

4. Completing the Application

You must complete all required fields to streamline the evaluation and registration process. Failure to fill out any field may result in the application being rejected.

5. Stages of the Process

Once the request has been submitted via the Online Portal and if it has been accepted:

Electronic Notification and Report Processing: Once the application has been processed and provided the outcome is favorable, the student will receive an electronic notification informing them that their accommodations report is being forwarded to the coordinator of the bachelor's degree program or the director of the master's degree program in which they are enrolled.

From this point on, it is **the student's responsibility** to confirm with the instructors teaching their classes that they have received this report and, if they have not, to inform them that they should request it from the undergraduate program coordinator or master's program director.