

### STEP 1: register at UPC Admissions

Go to: [https://prisma-nou.upc.edu/apl/home\\_preinscripcio.php?idioma=3](https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3)

➤ If you are a new user, register as **“Non-UPC students not registered in the system”** and fill in the required details, taking into account the following:  
*Write your name as it appears on your passport or ID card.*

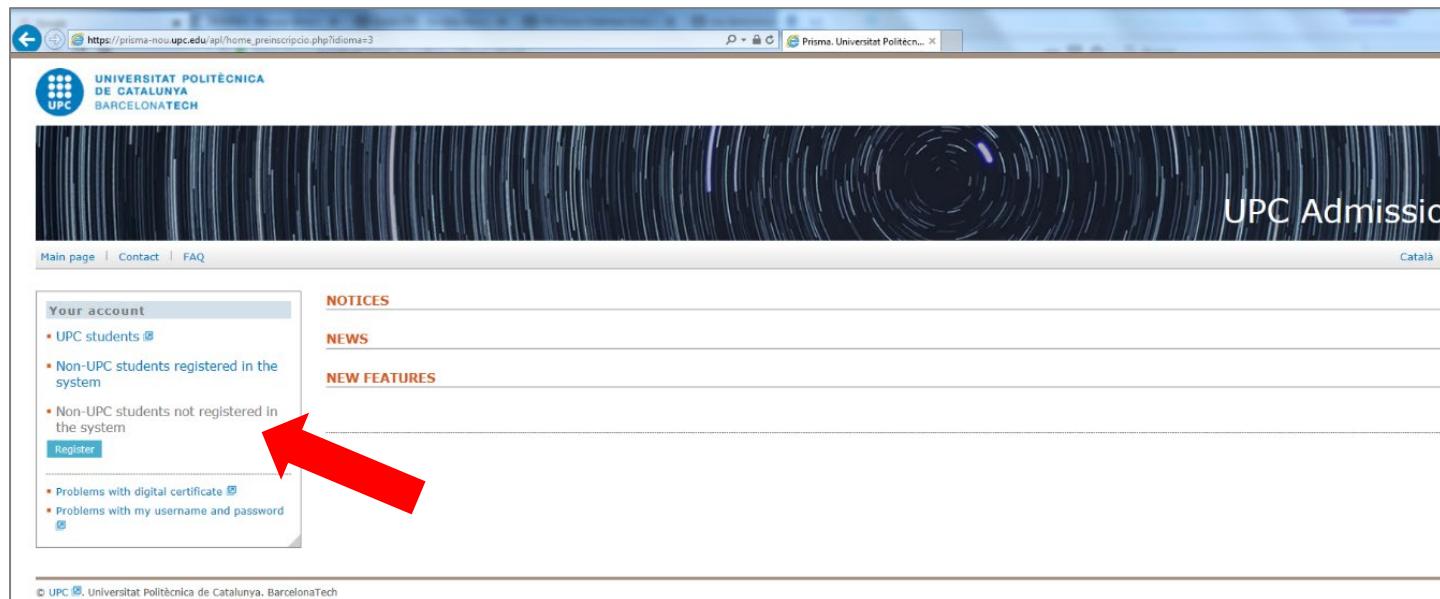
“NAME” refers to your first name (e.g. Gerard) and “SURNAME” refers to your family name (e.g. Chatelier)

“DOCUMENT TYPE”:

- If you are a non-EU citizen, use your passport.

When you receive your username and password, log in as **“Non-UPC students registered in the system”**.

➤ If you have ever studied at UPC, log in directly as **“UPC students”**.



## STEP 2: complete your application

**NOTE:** fields marked with an asterisk (\*) are required.

➤ **Personal data:**

Fill in **all** the fields, including ***Address during academic year*** (enter your current home address. You can update this later).

➤ **Academic details:**

Fill in **all** the fields:

- ***University degrees*** (at least, with the one you are currently studying and fill in ***Obtaining year*** with the expected date of graduation).
- ***Languages*** (at least, your mother tongue).
- ***Electronic documentation***: upload the required documents.

➤ **Application:**

Add and select **Application for visiting students** and **EEBE - VISITING (Barcelona)**



Program type: Application for visiting students

Name\*: 2025-1 EEBE VISITING (Barcelona)

Motivation [i]

Additional information

Questions marked with an asterisk (\*) are compulsory.

## STEP 3: send your application

Send your application **only** when you get your documents ready and **before the deadline** by clicking on **SEND APPLICATION** at ***Application-> EEBE mobility incoming-> Application data*** (only visible if the previous mandatory fields marked with an asterisk are filled in).

## STEP4: know the status of your application

- **Processing (to be sent):** your application is being filled in.
- **Sent:** your application has been sent duly completed.
- **Confirmed (to be resolved):** your application has been reviewed by the International Relations Office and all the required documents are correct.
- **Accepted:** congratulations. You have been admitted to EEBE as a VISITING student!