

## 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.*

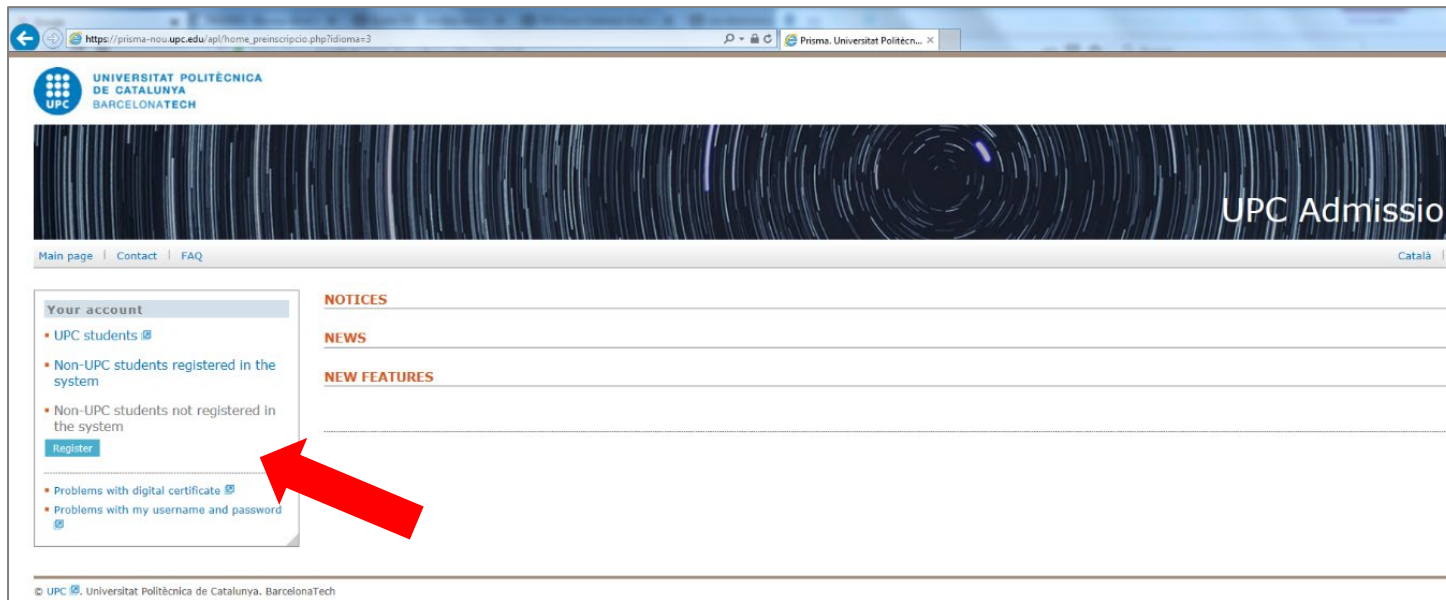
**“NAME”** refers to your first name (e.g. Gerard) and **“SURNAME”** refers to your family name (e.g. Chatelier)

**“DOCUMENT TYPE”:**

- If you are a citizen of the European Union, select "Identifier Number EU" and enter your national ID number.
- 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 exchange students** and **EEBE – MOBILITAT INCOMING (Barcelona)**



The screenshot shows a web form with the following elements:

- Program type**: A dropdown menu with two options: "Application for exchange students" and "2 EEBE - MOBILITAT INCOMING (Barcelona)". A red arrow points to the second option.
- Motivation[\*]**: A large text area for entering the applicant's motivation.
- Additional information**: A light blue banner at the bottom containing the text: "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).

The screenshot shows a web application interface for sending an application. On the left, there is a sidebar with navigation options: 'Personal data\*', 'Academic details\*', 'Application' (highlighted), and 'RGPD information'. The main content area is titled 'Application' and contains several sections:

- PERSONAL DETAILS**: Includes fields for 'Document number' and 'Name and surname'.
- CANDIDATE'S APPLICATIONS**: A section with a blue tooltip that says 'The priority assigned to the degrees can be modified by dragging and dropping the'. Below it is a table with columns 'Program type' and 'Name'. One entry is 'Application for exchange students' with '820MOB - EEBE - MOBILITY INCOMING (Barcelona)'. There is an 'Add' button below the table.
- Application data**: A tabbed section with 'Comments' also visible. It contains a heading '2020-1 - Application for exchange students - 820MOB - EEBE - MOBILITY INCOMING (Barcelona)'. Below the heading is a blue box with instructions: 'Choose a course and describe your personal motivation about this course. The application process will not begin until you submit your application for verification or your submission)' will not qualify for a place.' Below this are fields for 'Program type' (Application for exchange students) and 'Name' (2020-1 - Application for exchange students - 820MOB - EEBE - MOBILITY INCOMING (Barcelona)). There is a 'Motivation' field with a red exclamation mark icon and a text area containing '820MOB-EEBE - MOBILITAT INCOMING (Barcelona)'. Below this are fields for 'Code' (820MOB) and 'Status' (Processing (to be sent)). There is also a 'Person in charge' field with 'RAUL BENITEZ IGLESIAS' and a 'Contact' field.
- At the bottom of the 'Application data' section, there is a 'Send application' button, which is circled in green and pointed to by a red arrow.

### REMEMBER!

The **SEND APPLICATION** button is only available if all the mandatory fields (\*) are filled in. **If it doesn't appear, it's because something is missing from your application!** Please, check it.

#### 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! You are now ready to complete the OLA (Online Learning Agreement).