APPLICATION GUIDE for EEBE incoming students (Erasmus program)

STEP 1: register at UPC Admissions

Go to: 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 exchange students* and *EEBE – MOBILITAT INCOMING (Barcelona)*.
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).

**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).