

## 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.*

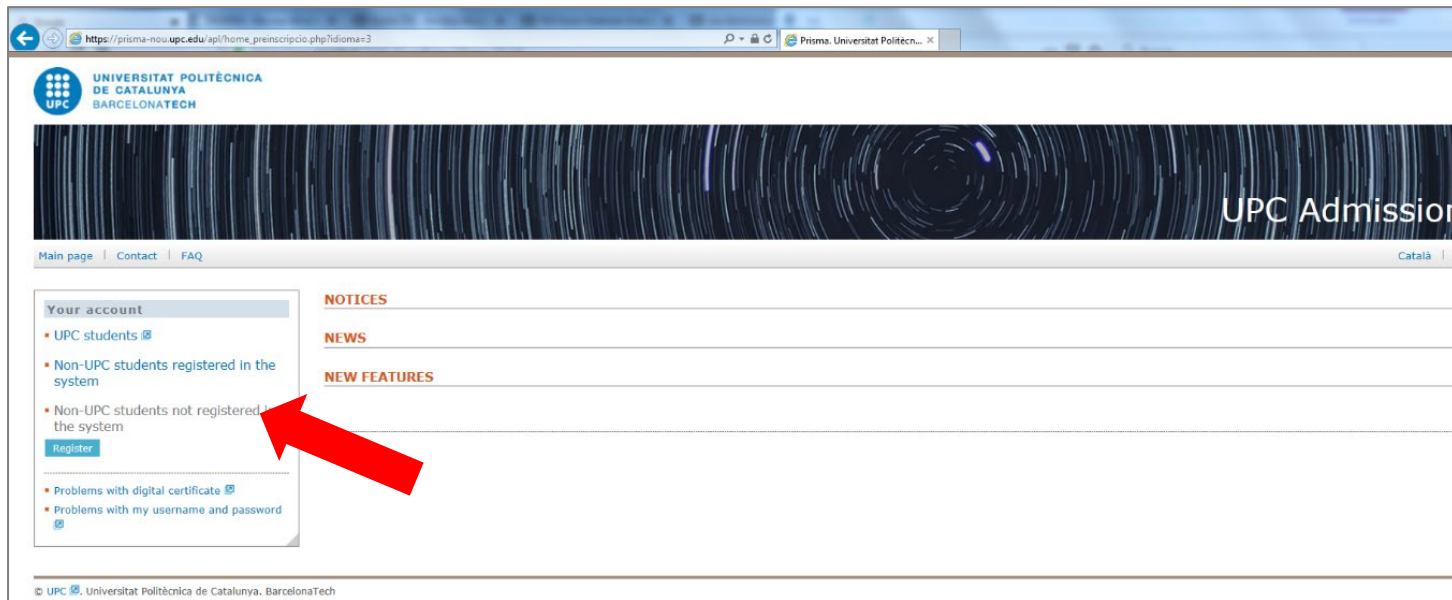
**“NAME”** refers to your first name (e.g. Gerard) and **“SURNAME”** refers to your family name (e.g. Chatelier)

**“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).

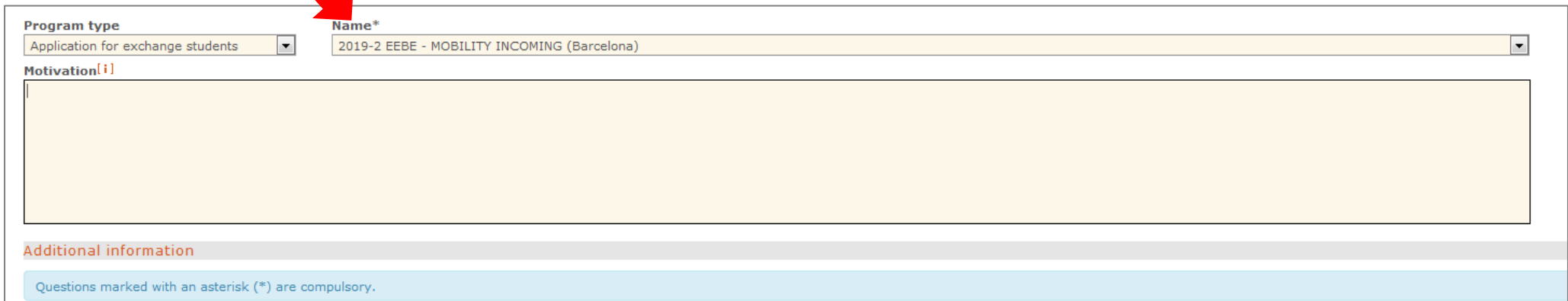
➤ **Academic details:**

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 exchange students** and **EEBE – MOBILITAT INCOMING (Barcelona)**



The image shows a screenshot of a web application form. At the top, there are two dropdown menus. The first is labeled 'Program type' and has 'Application for exchange students' selected. The second is labeled 'Name\*' and has '2019-2 EEBE - MOBILITY INCOMING (Barcelona)' selected. A large red arrow points to the 'Name\*' dropdown. Below these is a large text area labeled 'Motivation[i]'. At the bottom, there is a section titled 'Additional information' with a light blue background 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'. The table contains one entry: 'Application for exchange students' with '820MOB - EEBE - MOBILITY INCOMING (Barcelona)'. There is an 'Add' button below the table.
- Application data**: A tabbed interface with 'Application data' and 'Comments' tabs. The 'Application data' tab is active and shows:
  - A blue tooltip: '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.'
  - Fields for 'Program type' (Application for exchange students) and 'Name' (2020-1 - Application for exchange students - 820MOB - EEBE - MOBILITAT INCOMING (Barcelona)).
  - A 'Motivation' field with a red exclamation mark icon and the text '820MOB-EEBE - MOBILITAT INCOMING (Barcelona)'. This field is highlighted with a yellow background.
  - Fields for 'Code' (820MOB) and 'Status' (Processing (to be sent)).
  - A 'Person in charge' field with the name 'RAUL BENITEZ IGLESIAS'.
  - A 'Contact' field.
  - A 'Send application' button at the bottom, 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).