APPLICATION GUIDE for EEBE incoming students

**STEP 1: register at UPC Admissions**

Register as a “non UPC-student not registered in the system” at: [https://preinscripcio.upc.edu/home_candidat.php?idioma=3](https://preinscripcio.upc.edu/home_candidat.php?idioma=3)

Complete the required data.
Log in as “non-UPC students registered in the system”.

**STEP 2: complete general data**

Please, complete all the required fields. If there is any that you do not know yet, try to complete it in any case. You will be able to change/update this information at any time.

- **Personal data**: complete all the fields including the “address during academic year” (in this case, write down your current postal address). Please note that “surname” refers to your “family name”.
- **Academic details**: fill in all the fields including “university degrees” and upload the required documents at “electronic documentation”.
- **Application**: select “program type” = application for exchange students. “Name” = **820MOB-EEBE – MOBILITAT INCOMING (Barcelona)**

![Program Type and Name Selection](image)

**STEP 3: submit your application**

Once you have completed all the fields, the button “**send request**” will be displayable at “application data”. Please, submit your application before the deadline.

*Your request will be validated if all fields have been well completed. The confirmation of admission will be sent after the application period, NEVER BEFORE.*