

STEP 1: register at UPC Admissions

Go to: https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3

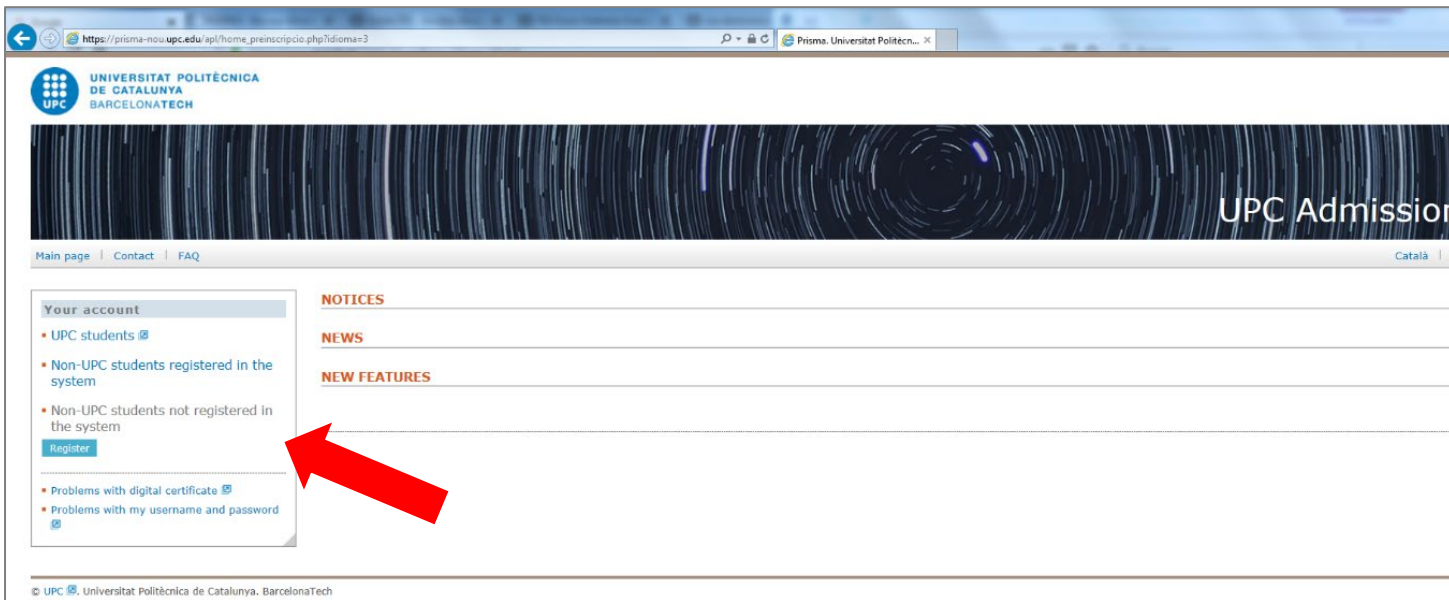
- If you have ever studied at UPC, log in directly as **“UPC students”**.
- If you are a new user, register as **“Non-UPC students not registered in the system”** and fill in the required details, taking into account the following:
Write your name as it appears on your passport or ID card.

“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”**.



The screenshot shows the website https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3. The page features the UPC logo (Universitat Politècnica de Catalunya, BarcelonaTech) and a navigation menu with links for 'Main page', 'Contact', and 'FAQ'. A large banner with the text 'UPC Admission' is visible. Below the banner, there are sections for 'Your account', 'NOTICES', 'NEWS', and 'NEW FEATURES'. The 'Your account' section includes links for 'UPC students', 'Non-UPC students registered in the system', 'Non-UPC students not registered in the system', and a 'Register' button. A red arrow points to the 'Register' button. The footer contains the copyright information: '© UPC, Universitat Politècnica de Catalunya, BarcelonaTech'.

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)**

(If it doesn't appear, it's because the application period is closed)



Program type Application for exchange students	Name* EEBE - MOBILITY INCOMING (Barcelona)
Motivation <input type="text"/>	
Additional information Questions marked with an asterisk (*) are compulsory.	

Personal data*

Academic details*

Application

RGPD information

Application

PERSONAL DETAILS

Document number	Name and surname

CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the

Program type	Name
Application for exchange students	820MOB - EEBE - MOBILITY INCOMING (Barcelona)
Add	

Application data

Comments

2020-1 - Application for exchange students - 820MOB - EEBE - MOBILIT

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.

Program type	Name
Application for exchange students	2020-1 - Application for exchange students - 820
Motivation ⓘ ⓘ	
820MOB-EEBE - MOBILITAT INCOMING (Barcelona)	

Code	Status
820MOB	Processing (to be sent)
Person in charge	
RAUL BENITEZ IGLESIAS	
Contact	

Send application

STEP 3: submit 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.

EEBE - UPC | International Office. Av. Eduard Maristany 16. 08019 Barcelona. Email: mobilitat.eebe@upc.edu

STEP4: know the status of your application

- **Processing (to be sent):** your application is being filled in.
- **Sent:** your application has been sent.
- **Confirmed (to be resolved):** your application is being processing by the International Relations Office.
- **Accepted:** you have been successfully registered.