APPLICATION GUIDE for EEBE incoming students

STEP 1: register at UPC Admissions

➢ Enter 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 complete the required data taking into account that:

“NAME” refers to your given name and “SURNAME” to your family name.

In some countries, citizens have two different identity documents: passport and national identity document (ID). If this is your case, register only with the ID number.

When obtaining 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”.

![UPC Admission System](https://example.com/UPC-Admission-System.png)
**STEP 2: complete general data**

Fields marked * are required. If there is any mandatory field that you do not know it yet, complete it in any case. You will be able to change/update this information at any time.

- **Personal data:**
  Complete all the fields including *Address during academic year* (in this case, write down your current postal address).

- **Academic details:**
  Complete all the fields:
  - *University degrees* (at least, with the one you are currently taking and *Obtaining year* with the estimated date).
  - *Languages* (at least, your native language).
  - *Electronic documentation*: upload the mandatory documents.

- **Application:**
  Select *Application for exchange students* and **820MOB-EEBE – MOBILITAT INCOMING (Barcelona)**
STEP 3: submit your application

➢ Make sure that all required fields with * have been filled out.
➢ Submit your application before the deadline by clicking SEND APPLICATION at Application-> EEBE mobility incoming-> Application data (only displayable if the required fields are completed).

REMEMBER!!
SEND APPLICATION is only available when all the required fields (*) are filled. If it doesn’t appear is because there is any gap on your application!! Please, check it out.
STEP4: know the status of your application

After submitting your application, your request will change from the status “processing (to be sent)” to “sent”.

From this new status, we will review your application and if all the documents are correct, your request will change to “confirmed (to be resolved)”.

Once the application period is closed (NEVER BEFORE), we will resolve your request to be “admitted” or “not admitted”.