

## STEP 1: register at UPC Admissions

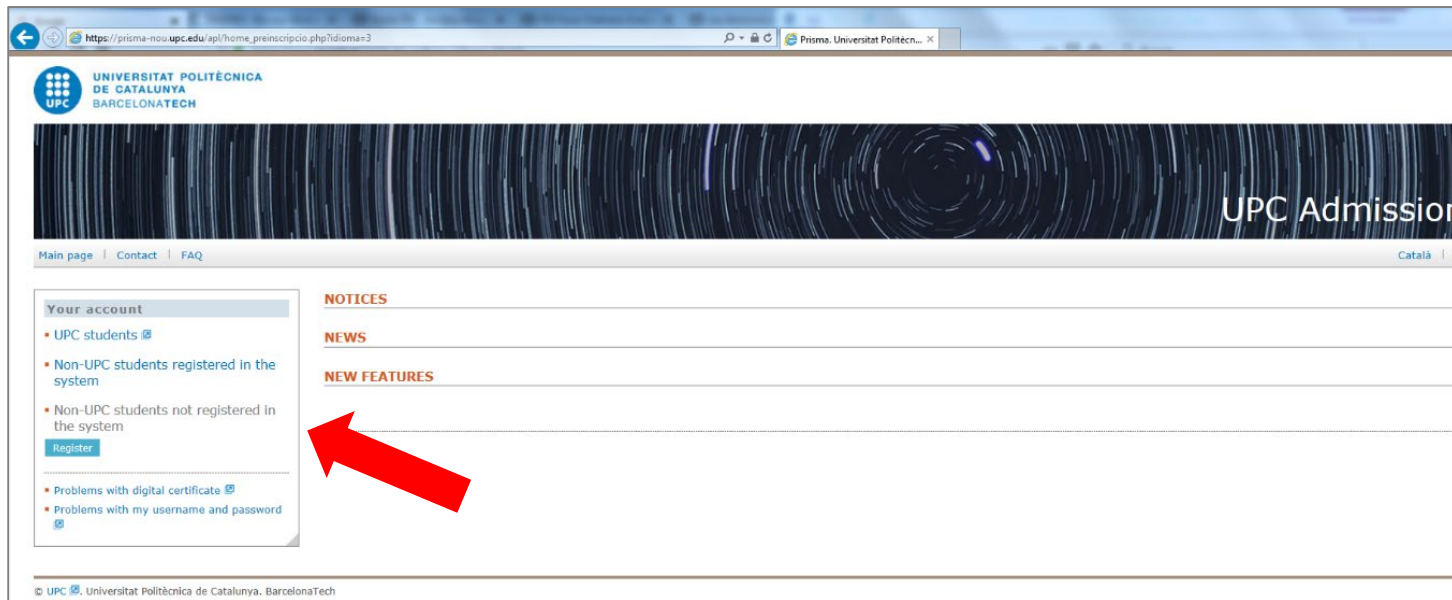
- Enter to: [https://prisma-nou.upc.edu/apl/home\\_preinscripcio.php?idioma=3](https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3)
- If you are a new user, register as **“Non-UPC students not registered in the system”** and complete the required data taking into account that:

**“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”**.



## 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).

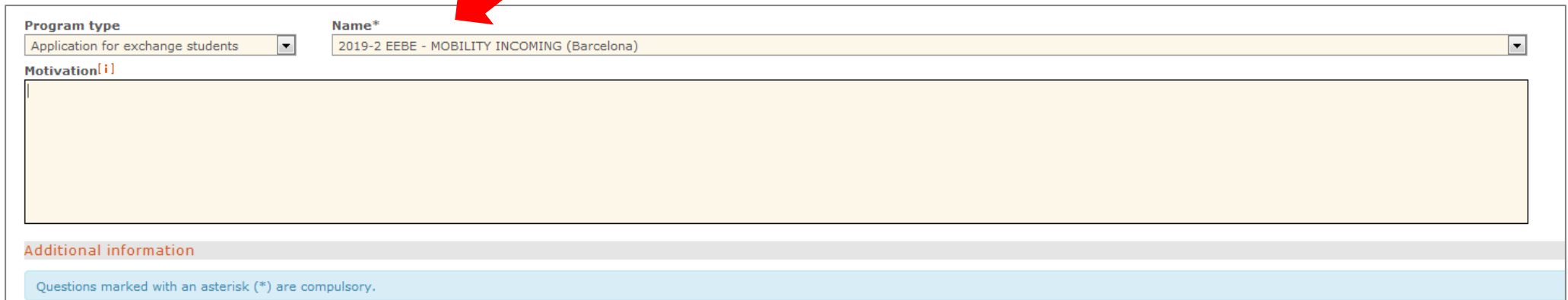
➤ **Academic details:**

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)**



The screenshot shows a web form with the following elements:

- Program type**: A dropdown menu with "Application for exchange students" selected.
- Name\***: A text input field containing "2019-2 EEBE - MOBILITY INCOMING (Barcelona)". A red arrow points to this field.
- Motivation[i]**: A large, empty text area for entering motivation.
- Additional information**: A light blue banner at the bottom with the text "Questions marked with an asterisk (\*) are compulsory."

### 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).

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 - MOBILITAT INCOMING (Barcelona)

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 - 820MOB - EEBE - MOBILITAT INCOMING (Barcelona)

Motivation !!!

820MOB-EEBE - MOBILITAT INCOMING (Barcelona)

Code	Status
820MOB	Processing (to be sent)

Person in charge

RAUL BENITEZ IGLESIAS

Contact

██████████

Send application

### 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**”.