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

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

Non-European citizens have to write the Passport number in the application.

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

```html
<br>
```

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

Non-European citizens have to write the Passport number in the application.

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

```html
```
**STEP 2: complete general data**

Please, complete all the required fields. If there is any that you do not know it 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 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 completing Obtaining year with the estimated date).
  - Languages (at least, with your native language).
  - Electronic documentation: upload the mandatory documents.

- **Application:**
  Select Application for exchange students and 820MOB-EEBE – MOBILITAT INCOMING (Barcelona)

<table>
<thead>
<tr>
<th>Program type</th>
<th>Name*</th>
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<tbody>
<tr>
<td>Application for exchange students</td>
<td>2019-2 EEBE - MOBILITY INCOMING (Barcelona)</td>
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</table>

**Additional information**

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** that will be displayable at APPLICATION-> EEBE MOBILITY INCOMING -> APPLICATION DATA only if the required fields are well completed.

This button doesn’t appear if there is any gap on your application!!
Please, check it.
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”.