APPLICATION GUIDE for EEBE incoming students

**STEP 1: register at UPC Admissions**

- 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 (i.e. Gregory) and "**SURNAME**" to your family name (i.e. Dubois).

  "**DOCUMENT TYPE**": if you are a European citizen and have a national identity card, please select "Identifier Number UE" and fill in with your doc. 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 with an asterisk (*) 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 this information at any time.

- **Personal data:**
  Complete all the fields including *Address during academic year* (enter your usual home address. You can update it later).

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

- **Application:**
  Add and select *Application for exchange students* and *EEBE – MOBILITAT INCOMING (Barcelona)*

![Application form screenshot]
STEP 3: submit your application

- Submit your application before the deadline by clicking **SEND APPLICATION** at Application-> EEBE mobility incoming-> Application data (only displayable if the previous required fields with asterisk are completed).

**REMEMBER!!**

**SEND APPLICATION** is only available when all the required fields (*) are filled out. 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)”.  
- One month or more after the application period is closed, we will resolve your request to be “admitted” or “not admitted”. If you are admitted, you will receive an admission email and your Learning Agreement duly signed by EEBE.