

### STEP 1: register at UPC Admissions

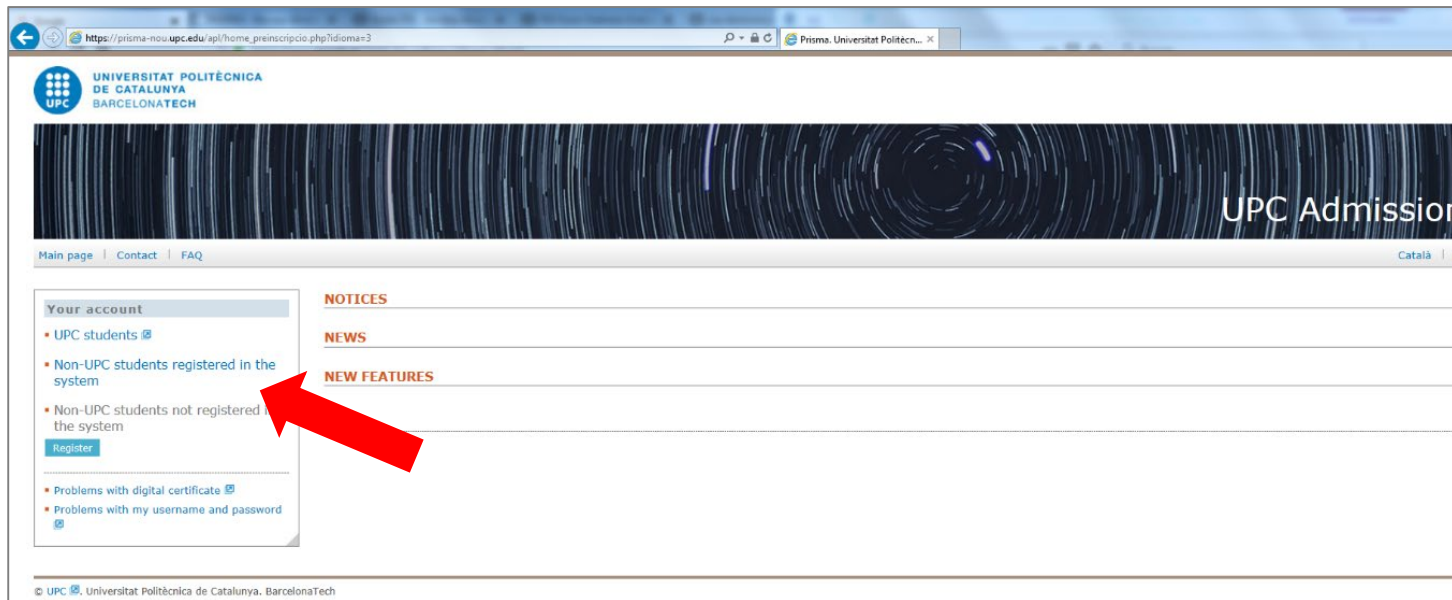
- Enter to: [https://prisma-nou.upc.edu/apl/home\\_preinscripcio.php?idioma=3](https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3)
- If you are a new user, register as **“Non-UPC students not registered in the system”** and complete the required data taking into account that:

**“NAME”** refers to your given name (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).

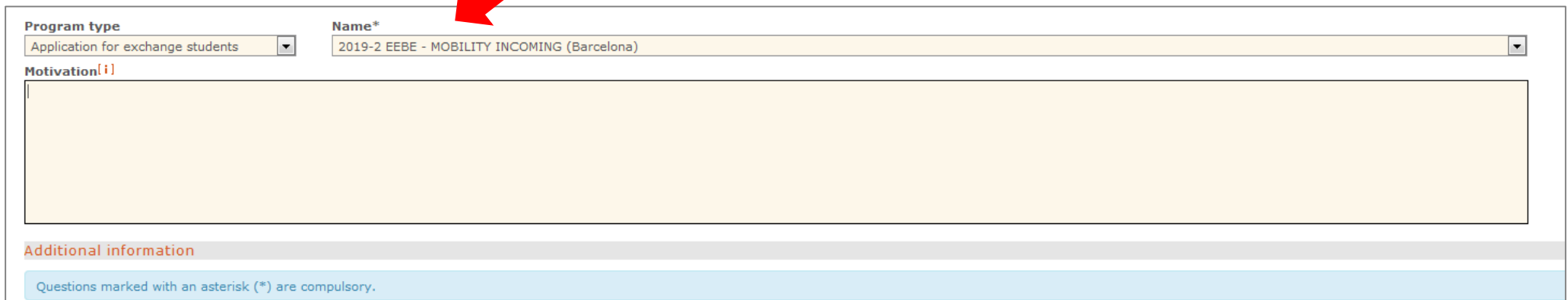
➤ **Academic details:**

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)**



The screenshot shows a web form with the following elements:

- Program type**: A dropdown menu with the selected option "Application for exchange students".
- 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 footer bar containing the text "Questions marked with an asterisk (\*) are compulsory."

### 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).

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 - MOBILITY 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

Motivation

Code

Status

Person in charge

Contact

Send application

### 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.