

STEP 1: register at UPC Admissions

Go 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 fill in the required details, taking into account the following:
Write your name as it appears on your passport or ID card.

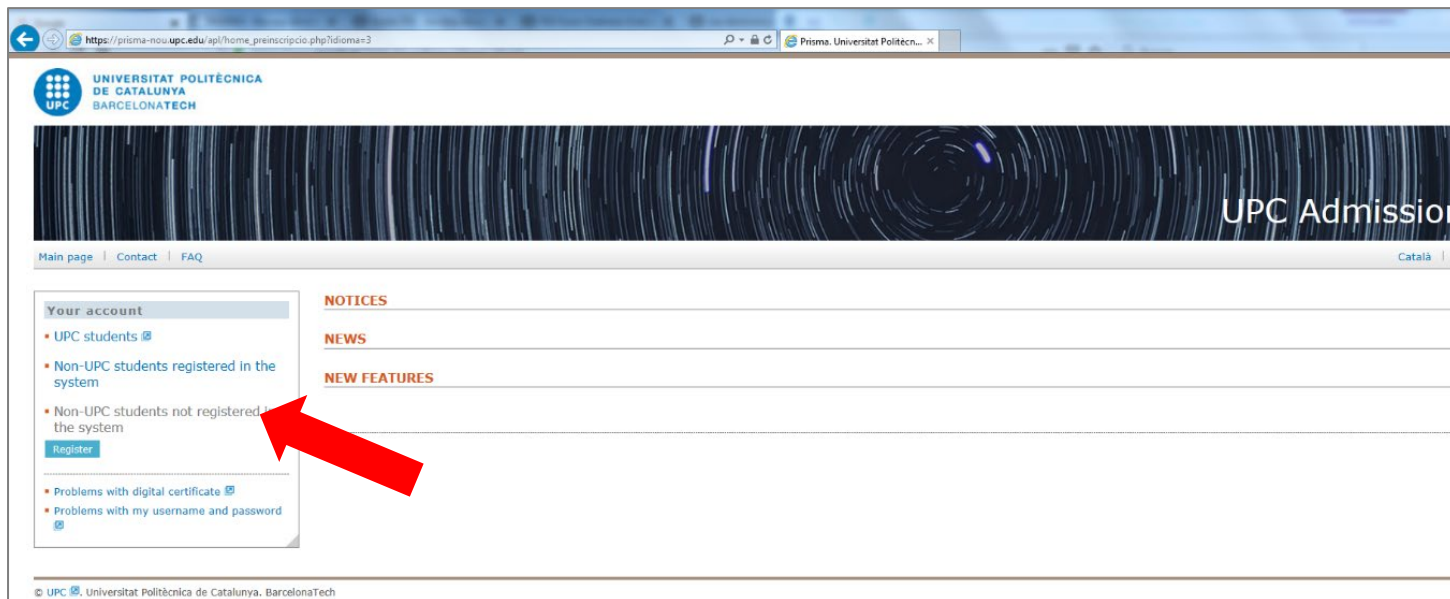
“NAME” refers to your first name (e.g. Gerard) and **“SURNAME”** refers to your family name (e.g. Chatelier)

“DOCUMENT TYPE”:

- If you are a non-EU citizen, use your passport.

When you receive your 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 your application

NOTE: fields marked with an asterisk (*) are required.

➤ **Personal data:**

Fill in **all** the fields, including *Address during academic year* (enter your current home address. You can update this later).

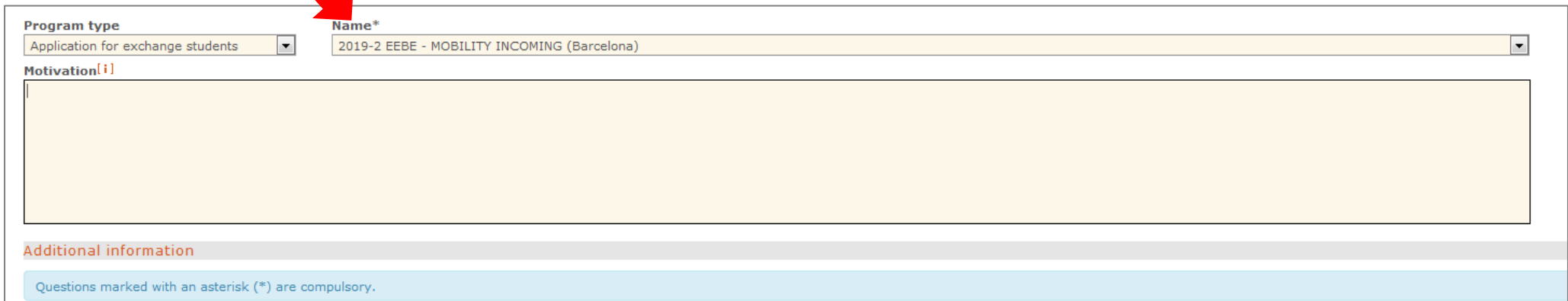
➤ **Academic details:**

Fill in **all** the fields:

- *University degrees* (at least, with the one you are currently studying and fill in *Obtaining year* with the expected date of graduation).
- *Languages* (at least, your mother tongue).
- *Electronic documentation*: upload the required documents.

➤ **Application:**

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



Program type: Application for exchange students

Name*: 2019-2 EEBE - MOBILITY INCOMING (Barcelona)

Motivation[i]

Additional information

Questions marked with an asterisk (*) are compulsory.

STEP 3: send your application

Send your application **only** when you get your documents ready and **before the deadline** by clicking on **SEND APPLICATION** at [Application-> EEBE mobility incoming-> Application data](#) (only visible if the previous mandatory fields marked with an asterisk are filled in).

The screenshot shows a web application interface for sending an application. On the left, there is a sidebar with navigation options: Personal data*, Academic details*, Application (highlighted), and RGPD information. The main content area is titled 'Application' and contains several sections:

- PERSONAL DETAILS**: Includes fields for 'Document number' and 'Name and surname'.
- CANDIDATE'S APPLICATIONS**: A section with a blue tooltip that says 'The priority assigned to the degrees can be modified by dragging and dropping the'. Below it is a table with columns 'Program type' and 'Name'. The table contains one entry: 'Application for exchange students' with the name '820MOB - EEBE - MOBILITY INCOMING (Barcelona)'. There is an 'Add' button below the table.
- Application data**: A tabbed section with 'Comments' also visible. It contains a heading '2020-1 - Application for exchange students - 820MOB - EEBE - MOBILITY INCOMING (Barcelona)'. Below the heading is a blue tooltip: '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.' Below the tooltip are two rows of input fields: 'Program type' (Application for exchange students) and 'Name' (2020-1 - Application for exchange students - 820MOB - EEBE - MOBILITY INCOMING (Barcelona)).
- Motivation**: A text area containing the text '820MOB-EEBE - MOBILITAT INCOMING (Barcelona)'. There is a red exclamation mark icon next to the label.
- Code**: Input field with '820MOB'.
- Status**: Input field with 'Processing (to be sent)'. There is a red exclamation mark icon next to the label.
- Person in charge**: Input field with 'RAUL BENITEZ IGLESIAS'.
- Contact**: Input field.
- Send application**: A button at the bottom, circled in green, with a red arrow pointing to it from the right.

REMEMBER!

The **SEND APPLICATION** button is only available if all the mandatory fields (*) are filled in. **If it doesn't appear, it's because something is missing from your application!** Please, check it.

STEP4: know the status of your application

- **Processing (to be sent):** your application is being filled in.
- **Sent:** your application has been sent duly completed.
- **Confirmed (to be resolved):** your application has been reviewed by the International Relations Office and all the required documents are correct.
- **Accepted:** congratulations. You have been admitted to EEBE!