

HOW TO REGISTER IN THE SYSTEM AS A NON-UPC STUDENT

A STEP BY STEP GUIDE



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

STEP BY STEP

STEP 1


Click on the first link included in the email. You can also click [here](#)


The screenshot shows the top part of the UPC Admissions website. At the top left is the UPC logo and the text 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH'. Below this is a dark blue banner with the text 'UPC Admissions'. Underneath the banner is a navigation bar with links for 'Main page', 'Contact', and 'FAQ' on the left, and 'Català' and 'Español' on the right. The main content area is divided into three sections: 'Your account', 'NOTICES', and 'NEWS'. The 'Your account' section contains a list of links: 'UPC students', 'Non-UPC students registered in the system', and 'Non-UPC students not registered in the system'. A blue 'Register' button is highlighted with a red box. Below this are two more links: 'Problems with digital certificate' and 'Problems with my username and password'. The 'NOTICES' and 'NEWS' sections are currently empty. At the bottom left, there is a copyright notice: '© UPC, Universitat Politècnica de Catalunya, BarcelonaTech'.

You will see this webpage. Click on **Register**

STEP BY STEP

STEP 2




 UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

Prisma 

Main page | Contact | FAQ Català | Español

User registration

DATA PROTECTION INFORMATION

Unit responsible for processing	Universitat Politècnica de Catalunya
Data of the delegate of data protection	Universitat Politècnica de Catalunya 
Purposes of the treatment	F01.1 Access to master's and doctoral degrees
Legitimation	Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority. Organic Law 6/2001, of December 21, of Universities.
Recipients	Disclosures: At the University Admissions Office of the Generalitat de Catalunya. International transfers: Data will not be transferred to third parties unless there is a legal obligation to do so.
Rights of people	Right of access , rectification or erasure , restriction of processing . Right to object . Right to data portability . 
Term of conservation	As needed for any of the purposes that are described in our retention policy . 
Claim	If you have been unable to exercise your rights to your satisfaction, you can file a complaint with the APDCAT: apdcat.gencat.cat

I have read and accepted the privacy policy.

Carefully read the data protection information and accept the privacy policy

STEP 3




At the bottom of the page fill in the PERSONAL DETAILS and E-MAIL ADDRESS panels

PERSONAL DETAILS

Data necessary to register in the system of preinscription of the UPC. After your login, you will receive an email with the password to activate the register. If you have any questions about signing up [contact us](#).


Fields marked * are required.

L'aplicació està disponible en 3 idiomes, si vols canviar d'idioma fes servir els enllaços que hi ha a la barra superior a la dreta. Si fas servir el traductor automàtic del navegador pots obtenir traduccions confuses. La aplicación está disponible en 3 idiomas, si quieres cambiar de idioma utiliza los enlaces que hay en la barra superior a la derecha. Si usas el traductor automático del navegador puedes obtener traducciones confusas.
The application is available in 3 languages, if you want to change the language use the links in the top right bar. Using the browser automatic translator can lead to confusing translations.

Name (e.g. Peter)*	Surname 1 (e.g. Smith) *	Surname 2 (e.g. Jones)	Document type*	Doc. number* 	Sex*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality* 	Birth country* 	Birth province*	Birth date*	Communication language*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

E-MAIL ADDRESS

E-mail address*	Write again the email address*	Password*	Repeat password*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No soy un robot  reCAPTCHA
Privacidad - Términos

[Register](#)

When you have filled it in, click on **Register**

STEP BY STEP

STEP 4

An email will be sent to the mail address you have supplied. Click on **Activate account**.

STEP 5

You will reach this page. This time click on **Non-UPC students registered in the system** and **Log in** with your email and the password you already wrote when registering.

The screenshot displays the 'UPC Admissions' website interface. At the top left is the UPC logo and the text 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH'. The main header features a dark blue background with white text that reads 'UPC Admissions'. Below the header, there are navigation links for 'Main page', 'Contact', and 'FAQ', and language options for 'Català' and 'Español'.

The main content area is divided into three sections: 'NOTICES', 'NEWS', and 'NEW FEATURES'. On the left side, there is a 'Your account' section with a dropdown menu. The menu is open, showing three options: 'UPC students', 'Non-UPC students registered in the system', and 'Non-UPC students not registered in the system'. The 'Non-UPC students registered in the system' option is highlighted with a blue border. Below this menu, there is a login form with fields for 'Username' and 'Password', a reCAPTCHA widget, and a 'Log in' button. Below the login form, there is a 'Register' button under the 'Non-UPC students not registered in the system' option. At the bottom of the 'Your account' section, there are two links: 'Problems with digital certificate' and 'Problems with my username and password'.

STEP 6

In the **PERSONAL DATA** tab, fill in your personal details.

Personal data*
Academic details*
RGPD information

Personal data*

IMPORTANT: Please complete all **required fields (marked with an asterisk)** in the sections "Personal data" and "Academic details" in order to start the pre-enrolment process. Then select your course of study and make the payment, if necessary. After completing or editing "Personal data" and "Academic details", please save the information by clicking on "Save" in the lower right-hand corner on both forms.

Please enter your **FAMILY ADDRESS** as your **ADDRESS DURING THE ACADEMIC YEAR** if you do not yet know the latter. You can update it later.

PERSONAL DETAILS

Name*	First surname*	Second surname	Document type*	Doc. number*
PETER SMITH	SMITH	JONES	Passport	20134567A
Sex*	Registration date	Birth date	Nationality*	
Male	25/03/2025	25/03/2003	British	
Birth country*	Province	City/town	City/town details*	
Portugal	Foreign	Foreign		
Birth county	Mobile phone*	Comm. language*		
Foreign		English		

USUAL HOME ADDRESS

Country*	Province	City/town	City/town details*	
Foreign	Foreign	Foreign		
County	Postcode	Telephone*		
Foreign	99999			
Street type*	Street (only the name)*	Number*	Stairs, floor, door	

[Check the list of postcodes](#)

[Copy details](#)

ADDRESS DURING ACADEMIC YEAR

Residence type*	Province	City/town	City/town details*	
	Foreign	Foreign		
Country*	Postcode	Telephone*		
Foreign	99999			
Street type*	Street (only the name)*	Number*	Stairs, floor, door	

[Generate academic record](#)
[Consult the information on data protection](#)

When you have filled it, click on **Copy Details**. This step is necessary in order to be able to continue.

*Remember to click **Save** after every step.

STEP BY STEP

STEP 7

Switch to the **Academic Details** tab and fill it with your academic information regarding your home university.

Personal data*
Academic details*
Application
RGPD information

Academic details*

IMPORTANT: To start the pre-registration process, you must make sure that you have an access qualification among all those registered in the system. Although the data of the degrees studied by you are copied, you must manually establish the degree that gives you access to the studies you want to study. If you do not have an access degree, you will not be able to continue.

PERSONAL DETAILS

Document number	Name and surname	Personal e-mail address
-----------------	------------------	-------------------------

UNIVERSITY DEGREES*


University	Degree	Access	
University	Degree	<input type="checkbox"/>	Delete

Add

Degree

Fields marked with an asterisk (*) are required. In case you can't find your country and/or university in the list below, please cancel the process and inform the administrator of the application about this fact.

If you started studying from 2009 onwards, your degree will be a bachelor's or master's degree.

Access degree [i] University location country 
Spain

Only bachelor's and first-cycle degree and second-cycle degrees give access to official degrees.

University* Degree level*
Degree* Language of instruction*
English

Obtaining year* Final degree grade 5 to 10 [i] *

ATENTION: unsaved changes

Cancel Save

If you have not finished your degree, write on **Degree** the studies you are currently coursing.
If you have not finished your degree, write on **Final degree grade 5 to 10**, a "5".

STEP 8

Fill in your language information.

LANGUAGES

Language	Reading	Writing	Speaking	Oral comprehension	
Language					Delete

Add

Language

Fields marked with an asterisk (*) are required.

Language* Albanian Learning method* School

Reading level Very good Good Medium Low Null
Writing level Very good Good Medium Low Null
Speaking level Very good Good Medium Low Null
Oral comprehension level Very good Good Medium Low Null

ATENTION: unsaved changes

Cancel Save

*Remember to click **Save** after every step.

STEP BY STEP

STEP 9

In the electronic documentation panel, click on **Add** and, always choosing the **Other documents** option, submit the following documents one by one:

- *Passport or ID (scanned)*
- *Provisional Learning Agreement*
- *Transcript of Records*
- *B1 Spanish Certificate*

ELECTRONIC DOCUMENTATION

Current	Name	
<input checked="" type="checkbox"/>	-	Delete

Add

Fields marked with an asterisk (*) are required. The size limit is 20 MB per file and 50 MB in total.

File type*	File*	Select	Current
<input type="text" value="Curriculum vitae"/>	<input type="text"/>	Select	<input checked="" type="checkbox"/>
<input type="text" value="Curriculum vitae"/>			
<input type="text" value="Diploma"/>			
<input type="text" value="Results certificate"/>			
<input type="text" value="Other documents"/>			
<input type="text" value="Language certificate"/>			

Cancel Save

*Remember to click **Save** after every step.

STEP 10

Switch to the Application tab and click on **Add**

Personal data*

Academic details*

Application

RGPD information

Application

PERSONAL DETAILS

Document number	Name and surname	Personal e-mail address
-----------------	------------------	-------------------------

CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the selected degree. Remember that only requests with same course can be ordered between them.

Program type	Name	Academic year	Status	Priority	
-				1	Delete

Add

New application

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 you have paid the fees, if applicable. Once the deadline has passed, any applications with the status "In process (pending submission)" will not qualify for a place.

Program type: Application for exchange : ▾

Course and semester start of studies, programme*: 2025-Q1 ETSAV - MOBILITY PROGRAM (Sant Cugat) ▾

Motivation [i]

Cancel Save

Under PROGRAM TYPE, choose **Application for exchange students**, and in the drop down, choose **2025-Q1 ETSAV - MOBILITY PROGRAM (Sant Cugat)**

*Remember to click **Save** after every step.

STEP BY STEP

STEP 11

On this page, you only need to click **Send application** and after, click on **Save**

2025-Q1 - Application for exchange students - 290ARQ - ETSAV - MOBILITY PROGRAM (Sant Cugat)

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 you have paid the fees, if applicable. Once the deadline has passed, any applications with the status "In process (pending submission)" will not qualify for a place.

Program type
Application for exchange student

Course and semester start of studies, programme
2025-Q1 - Application for exchange students - 290ARQ - ETSAV - MOBILITY PROGRAM (Sant Cugat)

Motivation [!]

Motivation

Code
290ARQ

Status
Processing (to be sent)

Registration date
25/03/2025

Pre-enrolment fee

Person in charge

Tutor

Contact
Gemma Masip

Send application

Application-tracking information

Date	Action
25/03/2025 14:20:43	Request created

Cancel **Save**

Data saved correctly

If this button does not show, please check you have filled all the data, and that everything is correct. Please make sure to click this button, if not, we will not receive your application. If the button still does not show, contact us via e-mail.

*Remember to click **Save** after every step.

HOW TO CHECK THE EVOLUTION OF THE ADMISSION PROCESS



HOW TO CHECK THE EVOLUTION OF THE ADMISSION PROCESS

In order to check the evolution of your admission, you can go to the **Application** tab and select your application.

Personal data*

Academic details*

Application

RGPD information

Application

PERSONAL DETAILS

Document number	Name and surname	Personal e-mail address
-----------------	------------------	-------------------------

CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the selected degree. Remember that only requests with same course can be ordered between them.

Program type	Name	Academic year	Status	Priority	
Application for exchange students	290ARQ - ETSAV - MOBILITY PROGRAM (Sant Cugat)	2025-Q1	Processing (to be sent)	1	Delete

Add

Under the **COMMENTS** tab, you can add comments and ask questions related to the admission process. The conversation will be registered.

Application data

Comments

2025-Q1 - Application for exchange students - 290ARQ - ETSAV - MOBILITY PROGRAM (Sant Cugat)

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 you have paid the fees, if applicable. Once the deadline has passed, any applications with the status "In process (pending submission)" will not qualify for a place.

Program type: Application for exchange stu

Course and semester start of studies, programme: 2025-Q1 - Application for exchange students - 290ARQ - ETSAV - MOBILITY PROGRAM (Sant Cugat)

Motivation [i]

Code: 290ARQ

Status: Processing (to be sent)

Registration date: 25/03/2025

Pre-enrolment fee:

Person in charge:

Tutor:

Contact: Gemma Masip

Application-tracking information

Date	Action
25/03/2025 13:12:16	Request created

Read the contents and Application-tracking information to check on the status and progress of your application.