

# 1. Register in the UPC system:

[http://preinscripcio.upc.edu/home\\_candidat.php?idioma=2](http://preinscripcio.upc.edu/home_candidat.php?idioma=2)

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APPLICATION FOR ADMISSION TO UPC COURSES

home page contact FAQ e-Secretaria

CANDIDATE SPACE

Username:

Password:

Did you forget your password?

Enter

Register

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USER REGISTRATION

Pursuant to Article 5 of the Organic Law 15/1999 of 13 December on the Protection of Personal Data we wish to inform you that:  
The personal data taken from this form will be added to an automated file entitled "GESTIÓ D'ESTUDIANTS".  
The file is property of the Universitat Politècnica de Catalunya, whose registered address is c/ Jordi Girona, 1-3, 08034 Barcelona.  
The data are collected for the purposes of processing admissions, enrolment and academic records, processing your preregistration for UPC studies.  
You may exercise your right to access, rectify, cancel or contest the data under the terms laid down under prevailing legislation, by writing to Unitat Prisma, edifici VX, Pl. Eusebi Güell, 6, 08034 Barcelona. Email address: prisma@upc.edu.

I have read and accepted the privacy policy

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.

Are you a student and you have access to UPC intranets?:\*  Yes  No

UPC Intranet user:

Password:

Change your password

Name:\*

Family name:\*

Second family name (if applicable):

Document type:\*

Document number:\*

NIF letter:\*

E-mail address:\*

Retype the email:\*

Communication language:\*

Register

## 2. Enter your personal data

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**PERSONAL DETAILS**

- Data summary
- Personal details**
- Academic details
- Documents
- Authentication data

**APPLICATION MANAGEMENT**

- Applications
- Previous applications
- State
- Comments


**DATA SUMMARY**

**Personal details summary**

Name and family name: \_\_\_\_\_

DNI: \_\_\_\_\_

E-mail address: \_\_\_\_\_

> Generate dossier 

**Most recent incidences**

Documents

Authentication data

**APPLICATION MANAGEMENT**

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Comments

**General information**

Given name:\* \_\_\_\_\_

Family name:\* \_\_\_\_\_

Second family name (if applicable): \_\_\_\_\_

Document type:\* DNI/NIF

Document number:\* \_\_\_\_\_

NIF letter:\* E

E-mail address: \_\_\_\_\_

Telephone no. :\* \_\_\_\_\_

Mobile tel. no.: \_\_\_\_\_

Fax no.: \_\_\_\_\_

Gender:\*  Male  Female

Date of birth:\* 22 \_\_\_\_\_

City of birth :\* \_\_\_\_\_

Province of birth:\* Barcelona

Country of birth :\* Spain

Nationality:\* spanish

Communication language:\* Catalan

**Family address**

Address:\* \_\_\_\_\_

Postcode: \_\_\_\_\_

City:\* \_\_\_\_\_

Province in which your family lives:\* Barcelona

Country:\* Spain

**Address during the course**

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

City: \_\_\_\_\_

Province in which you will be living during the course : foreigner

Country: Spain

Save data

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### 3. Enter your academic details (language knowledge, university qualifications even if you have not obtained any degree yet...)

The screenshot shows the application portal for UPC courses. The 'Academic details' menu item is highlighted with a red dashed circle. The main content area is divided into sections: 'PERSONAL DETAILS', 'ACADEMIC DATA', 'Candidate details', 'University qualifications', and 'Languages'. The 'Languages' section contains two entries for 'English' and 'Finnish', each with fields for Reading level, Writing level, Speaking level, Oral comprehension level, and Method used, along with 'Modify' and 'Delete' buttons. The 'University qualifications' section has an 'Add qualification' button. The 'Candidate details' section has fields for Name and family name and E-mail address. The 'PERSONAL DETAILS' section has fields for Name and family name, DNI, and E-mail address, along with a 'Generate dossier' button. The 'APPLICATION MANAGEMENT' section has links for Applications, Previous applications, State, and Comments. The 'DATA SUMMARY' section has a 'Personal details summary' link. The 'Most recent i' section has links for 'Request confirme' and 'A comment relate'.

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**DATA SUMMARY**

**Personal details summary**

Name and family name:  
DNI:  
E-mail address:

> Generate dossier

**Most recent i**

> Request confirme  
> A comment relate  
04/03/2013 13:42:3

**PERSONAL DETAILS**

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**ACADEMIC DATA**

Degrees of access and level of knowledge of languages.

**Candidate details**

Name and family name:  
E-mail address:

**University qualifications**

Add qualification

**Languages**

> English

Reading level:  
Writing level:  
Speaking level:  
Oral comprehension level:  
Method used: Modify Delete

> Finnish

Reading level:  
Writing level:  
Speaking level:  
Oral comprehension level:  
Method used: Modify Delete

Add language

#### 4. Upload the required documents (signed and stamped Learning agreement, Transcript of records in English, BI level certificate in Spanish, ID/passport copy and portrait picture in .jpeg with white background)

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**Personal details summary**

Name and family name:  
DNI:  
E-mail address:

> Generate dossier

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#### DOCUMENTS

Professional and academic curriculum, and documentation that credits it in electronic format.

#### Candidate details

Name and family name:  
E-mail address:

#### Electronic files

CURRENT	NAME	
<input checked="" type="checkbox"/>	Curriculum Vitae D_4_ENG.pdf -	Delete
<input checked="" type="checkbox"/>	IMAG1915.jpg -	Delete

Add files

## 5. Create an application.

\_Course type: application for exchange students.

\_Studies requested: ETSAV - MOBILITY PROGRAM (Sant Cugat)

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**DATA SUMMARY**

Personal details summary

Name and family name:  
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E-mail address:

> Generate dossier

Most recent incidences

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**APPLICATIONS**

Studies you want to accede and order of preference.

**Candidate details**

Name and family name:  
E-mail address:

**Create application**

Course type: Application for exchange students

Create application

**STUDIES REQUEST**

You have to choose a course and describe your personal motivation about this course.

Name:  
Motivation:

(September 2013) EPSEVG - MOBILITY INCOMMING (Vilanova i la Geltrú)  
(September 2013) EPSEVG - MOBILITY INCOMMING (Vilanova i la Geltrú)  
(September 2013) ETSAV - MOBILITY PROGRAM (Sant Cugat)  
(September 2013) FME - MATHEMATICS (Barcelona)  
(September 2013) FME - STATISTICS (Barcelona)

**Course applied for**

> ETSAV - MOBILITY PROGRAM (Sant Cugat) (September 2013)

Course type: Application for exchange students  
Motivation:  
Priority level assigned : 1  
Request status: CONFIRMED (TO BE RESOLVED)  
Registration date: 04/03/2013

Add files

## 6. Send the application

(please check periodically the messages in the application system as we will inform you of the application's state)

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### STATE

State of the applications and contact data.

**Candidate details**

Name and family name: CRISTINA PORTA SERRANO  
E-mail address: POSH\_BECKY@HOTMAIL.COM

**State of the applications**

ETSAV - MOBILITY PROGRAM (SANT CUGAT) (September 2013)

Code:	290ARQ
Course type:	ants
Person in charge:	
Tutor:	
Contact:	Gemma Masip
Registration date:	04/03/2013
State:	SENT <a href="#">Details</a>

Compulsory documents: Signed and stamped learning agreement. Academic record in english version Passport Photo: minium resolution 100 dpi, dimensions 181 x 220 px, white background.