Application for admission to UPC courses
Dear student!

It will be a pleasure to welcome you at ESEIAAT next semester. You should apply to our online system:

https://preinscripcio.upc.edu/home_candidat.php?idioma=3

Follow the instructions in this document to complete your application successfully. See you soon in our campus.

1. Registration

Click on register:
2. Personal Data

Fill all the fields marked inside the red box:

3. Mail confirmation and activation

Once you already fill all your data, you will see this:

You will receive an email like the following one:

Message sent by the UPC Studies Preinscription system.
Click the next link to activate your account:
Activate account

Your user name to access the application is your registered email.
Your provisional password is (remember that you can change it in the application):4936166896.
If the link above doesn’t work, copy and paste the next address in your Internet browser:
https://preinscripcio.upc.edu/preinscripcio/activar_compte.php?codi_validacio=7044307930&idioma=3
Once you activate your account, you will be able to access to the application procedure with the user and the password mentioned in the previous email.

Remember to fill all your personal data, on **Personal details** section:

<table>
<thead>
<tr>
<th>Personal details</th>
<th>Telephone no.:</th>
<th>Gender:</th>
<th>Date of birth:</th>
<th>City of birth:</th>
<th>Province of birth:</th>
<th>Country of birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>January</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Family address**

<table>
<thead>
<tr>
<th>Address*</th>
<th>Postcode:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address during the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Postcode:</td>
</tr>
<tr>
<td>City:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Province in which you will be living during the course:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcelona</td>
<td>Spain</td>
</tr>
</tbody>
</table>

*Go to preinscription of the UPC home page*
4. Application procedure

For the **application procedure**, you need to click on **Applications**.

In this application window, you have to select the type of application. In this case, you have to select **Application for exchange students (1)**.

Then, click on **Create application** button (2).
You will see a new STUDIES REQUEST window. Select ESEIAAT – MOBILITY PROGRAM (Terrassa) on the name dropdown.

Please, fill carefully the survey below Additional information.

Once you have accepted your STUDIES REQUEST, you will see your application on the website.
5. Attachment

Click on **Add files**:

You have to attach all the requested documentation:

- Learning Agreement (provisional)
- Transcript of Records (including weighted average)
- Passport/EU ID-CARD photocopy
- Passport photo (.jpg file / 181x220 pixels) in order to process the student card.
- Medical Insurance photocopy (including health, repatriation and civil liability)
- CV
- Spanish skills form –must be filled in case of attending Spanish courses.
- Portfolio (only required for students in industrial design and product development Eng.)

NOTE: You will recieve your letter of acceptance once all your documentation is uploaded properly on our online platform. To recieve the acceptance letter does not implies the acceptance of your Learning Agrement.

You can find our courses taught in English in our website at the following link:  
http://eseiaat.upc.edu/ca/international-office/international-students/study-at-eseiaat

The vacancies on the subjects offered to incoming students are limited. The subject’s schedule may have some modifications.

Once you have uploaded all the necessary documentation you will be able to send the request.
6. Application status

Before we can check your uploaded documentation, you have to send the request.

After the sending the request, you can continue uploading documentation on our system.

NOTE: If you did not uploaded your documents correctly, you will be notified:

INCOMPLETE PERSONAL DATA. PLEASE GO TO THE PERSONAL DETAILS PAGE IN ORDER TO COMPLETE THE REQUIRED PERSONAL DATA.
If you have filled all the information and uploaded all your documentation properly, you will see:

To see the state of your application, go to State on APPLICATION MANAGEMENT section.

You can contact with us on incoming.eseiaat@upc.edu.