

Application for admission to UPC courses



**UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH**

**Escola Superior d'Enginyeries Industrial,
Aeroespacial i Audiovisual de Terrassa**



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*:

The screenshot shows the website for the application for admission to UPC courses. At the top left is the UPC logo and the text 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH'. At the top right are the language options 'ESPAÑOL | CATALÀ'. Below this is a navigation bar with 'APPLICATION FOR ADMISSION TO UPC COURSES' and a menu with 'home page', 'contact', 'FAQ', and 'e-Secretaria'. On the left side, there is a login form with fields for 'Username:' and 'Password:', a link 'Did you forget your password?', and a 'Log in' button. The main content area is titled 'CANDIDATE SPACE' and includes the text 'ONLY FOR MASTER'S AND DOCTORAL DEGREES AND EXCHANGE PROGRAMMES WITH OTHER UNIVERSITIES'. A red circle highlights the '> Register' link. Below the text is a photograph of a modern library or study area with bookshelves and people.

2. Personal Data

Fill all the fields marked inside the red box:

UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

ESPAÑOL | CATALÀ

APPLICATION FOR ADMISSION TO UPC COURSES

home page | contact | FAQ

USER REGISTRATION

In accordance with the provisions of Spanish Organic Law 15/1999, of December 13 on Personal Data Protection, you are informed that your personal data collected by this form will be processed and stored in the files owned and controlled by the UPC to carry out a proper management of public services of higher education, administrative management of UPC's services, and the issuance of digital certificate and ID card.

However, you may exercise the right to access, rectify, cancel or object to the personal details collected and stored by the UPC by writing to the Data Protection Officer, Campus Nord UPC, VX building, Pl. Eusebi Güell, 6. 08034 Barcelona.

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.
If you have any questions about signing up or application problem **contact us**.

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:*

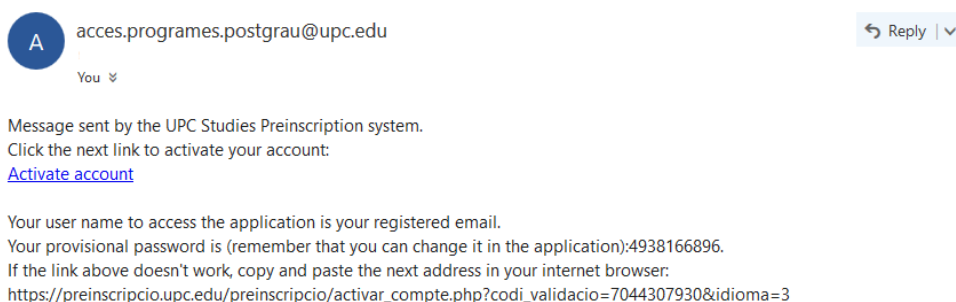
Communication language:*

3. Mail confirmation and activation

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

YOU WILL RECEIVE AN EMAIL TO COMPLETE THE PROCESS. REGISTRATION SUBMITTED SUCCESSFULLY.

You will receive an email like the following one:





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.



ACCOUNT ACTIVATED SUCCESSFULLY

[Go to preinscription of the UPC home page](#)

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

- PERSONAL DETAILS
 - Data summary
 - Personal details**
 - Academic details
 - Documents
 - Authentication data
- APPLICATION MANAGEMENT
 - Applications
 - Previous applications
 - State
 - Comments

Telephone no. :*

Mobile tel. no.:

Fax no.:

Gender:* Male Female

Date of birth:* January

City of birth :*

Province of birth:*

Country of birth :*

Nationality:*

Communication language:*

Family address

Address:*

Postcode:

City:*

Province in which your family lives:*

Country:*

Address during the course

Address:

Postcode:

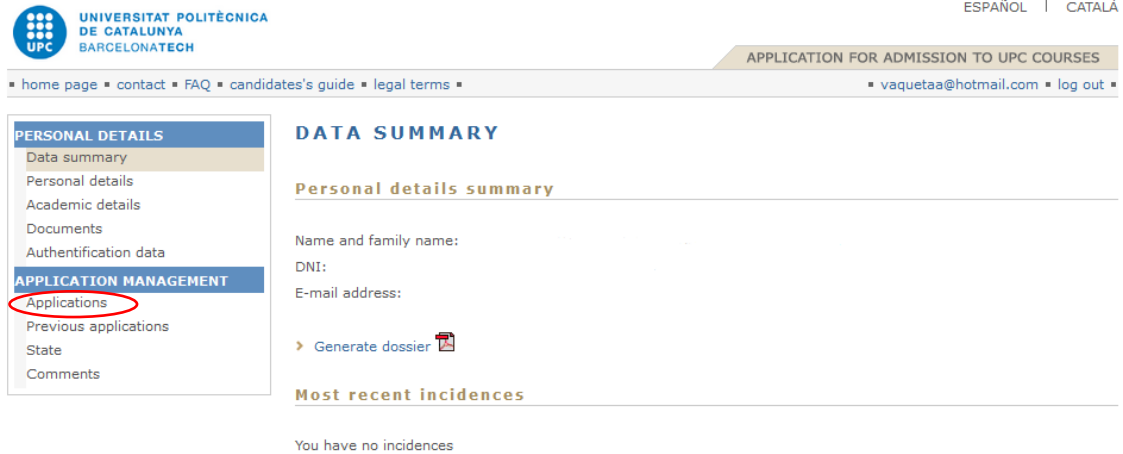
City:

Province in which you will be living during the course :

Country:


4. Application procedure

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



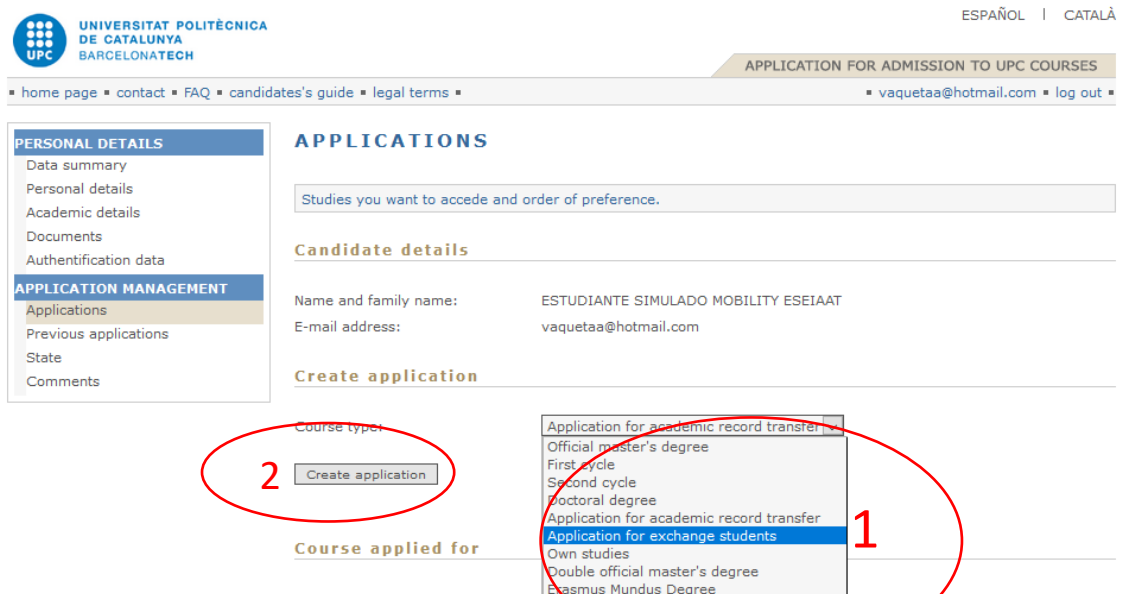
UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH ESPAÑOL | CATALÀ
 APPLICATION FOR ADMISSION TO UPC COURSES
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PERSONAL DETAILS
 Data summary
 Personal details
 Academic details
 Documents
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APPLICATION MANAGEMENT
Applications
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DATA SUMMARY
Personal details summary
 Name and family name:
 DNI:
 E-mail address:
 > Generate dossier 
Most recent incidences
 You have no incidences

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).



UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH ESPAÑOL | CATALÀ
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PERSONAL DETAILS
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APPLICATIONS
 Studies you want to accede and order of preference.
Candidate details
 Name and family name: ESTUDIANTE SIMULADO MOBILITY ESEIAAT
 E-mail address: vaquetaa@hotmail.com
Create application

Course type: Create application **2**
 Course applied for: Application for exchange students **1**

You will see a new *STUDIES REQUEST* window. Select *ESEIAAT – MOBILITY PROGRAM (Terrassa)* on the name dropdown.

STUDIES REQUEST

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

Name: (September 2018) EETAC - AEROSPACE SCIENCE AND TECHNOLOGY (Castelldefels) ▼

Motivation:

Additional information

> Go to website
 HOME INSTITUTION (Erasmus contact address) // OTHER CONTACT (Name and address)

(September 2018) EETAC - AEROSPACE SCIENCE AND TECHNOLOGY (Castelldefels)
 (September 2018) EETAC - APPLIED TELECOMMUNICATIONS AND ENGINEERING MANAGEMENT (M)
 (September 2018) EETAC - BACHELOR'S DEGREE IN AEROSPACE SYSTEMS ENGINEERING (Castelldefels)
 (September 2018) EETAC - DEGREE IN TELECOMMUNICATIONS SYSTEMS (Castelldefels)
 (September 2018) EETAC - DEGREE IN TELEMATICS ENGINEERING (Castelldefels)
 (September 2018) ESAB - DEGREE IN AGRICULTURAL ENGINEERING (Castelldefels)
 (September 2018) ESAB - DEGREE IN AGRICULTURAL, ENVIRONMENTAL AND LANDSCAPE ENGINEERING (Castelldefels)
 (September 2018) ESAB - DEGREE IN BIOSYSTEMS ENGINEERING (Castelldefels)
 (September 2018) ESAB - DEGREE IN FOOD ENGINEERING (Castelldefels)
(September 2018) ESEIAAT - MOBILITY PROGRAM (Terrassa)
 (September 2018) ETSAB - MOBILITY PROGRAM (Architecture Barcelona)
 (September 2018) ETSAV - MOBILITY PROGRAM (Sant Cugat)
 (September 2018) FTSFCCPB - MOBILITY PROGRAM (Barcelona)

Access to UPC courses - Mozilla Firefox

https://preinscripcio.upc.edu/alta_solicitud.php?tipus_programa=PM

STUDIES REQUEST

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

Name: (September 2018) ESEIAAT - MOBILITY PROGRAM (Terrassa) ▼

Motivation:



Additional information

Please, fill carefully the survey below *Additional information*.

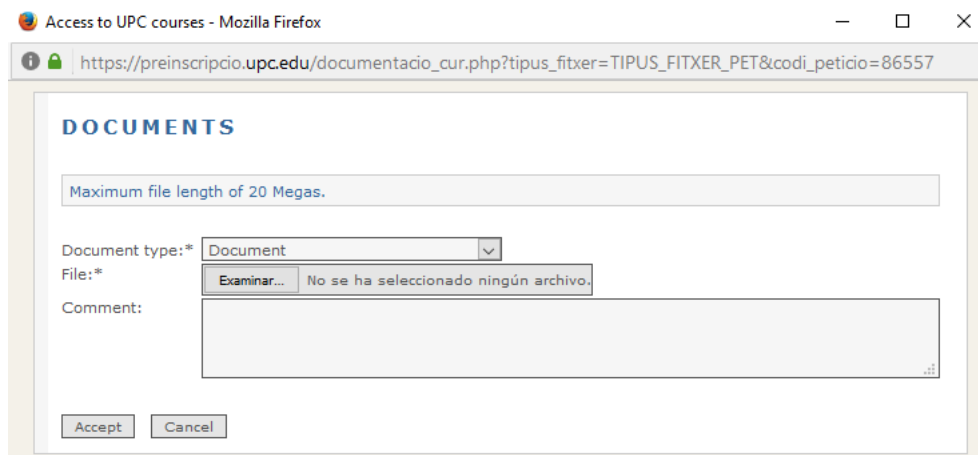
Once you have accepted your *STUDIES REQUEST*, you will see your application on the website.

5. Attachment

Course applied for

ESEIAAT - MOBILITY PROGRAM (Terrassa) (September 2018)	
Course type:	Application for exchange students
Motivation:	
Priority level assigned :	1  
Request status:	PROCESSING (TO BE SENT)
Registration date:	19/04/2018
<input type="button" value="Send request"/> <input type="button" value="Add files"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>	

Click on *Add files*:



Access to UPC courses - Mozilla Firefox

https://preinscripcio.upc.edu/documentacio_cur.php?tipus_fitxer=TIPUS_FITXER_PET&codi_peticio=86557

DOCUMENTS

Maximum file length of 20 Megas.

Document type:*

File:* No se ha seleccionado ningún archivo.

Comment:

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 receive your letter of acceptance once all your documentation is uploaded properly on our online platform. To receive the acceptance letter does not imply the acceptance of your Learning Agreement.

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.



Course applied for

ESEIAAT - MOBILITY PROGRAM (Terrassa) (September 2018)	
Course type:	Application for exchange students
Motivation:	
Priority level assigned :	1  
Request status:	PROCESSING (TO BE SENT)
Registration date:	19/04/2018
<input type="button" value="Send request"/> <input type="button" value="Add files"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>	

6. Application status



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

Course applied for

ESEIAAT - MOBILITY PROGRAM (Terrassa) (September 2018)	
Course type:	Application for exchange students
Motivation:	
Priority level assigned :	1  
Request status:	PROCESSING (TO BE SENT)
Registration date:	20/04/2018
<input type="button" value="Send request"/> <input type="button" value="Add files"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>	

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:

ESEIAAT - MOBILITY PROGRAM (Terrassa) (September 2018)	
Course type:	Application for exchange students
Motivation:	
Priority level assigned :	1  
Request status:	PROCESSING (TO BE SENT)
Registration date:	20/04/2018
<input type="button" value="Send request"/> <input type="button" value="Add files"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>	

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:

> ESEIAAT - MOBILITY PROGRAM (Terrassa) (September 2018)

Course type:	Application for exchange students
Motivation:	
Priority level assigned :	1 ▲ ▼
Request status:	SENT
Registration date:	20/04/2018

REQUEST SENT OK

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

PERSONAL DETAILS

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

APPLICATION MANAGEMENT

- Applications
- Previous applications
- State**
- Comments

STATE

State of the applications and contact data.

Candidate details

Name and family name: ESTUDIANTE SIMULADO MOBILITY ESEIAAT
E-mail address:

State of the applications

> ESEIAAT - MOBILITY PROGRAM (TERRASSA) (September 2018)

Code:	205MOB
Course type:	Application for exchange students
Person in charge:	
Tutor:	
Contact:	Prof. Santiago Forcada (Deputy Director for International Relations) Adreça: Universitat Politècnica de Catalunya-ESEIAAT International Relations Office c/ Colom, 11; E-08222 Terrassa, Espanya Tel.: +34 93 739 89 89; Email: incoming.eseiata@upc.edu
Registration date:	20/04/2018
State:	SENT

NOTICE: You can only do this application online if your home university has sent your oficial nomination by email.

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