Enrolment information for Incoming students

Incoming students are linked, either to the ETSEIB Incoming Mobility programme (Exchange non-double degree students) or to a specific ETSEIB master’s degree (Double degree students).

(ETSEIB Incoming Mobility programme have to enrol between 15-30 ECTS at the UPC in each semester).

It is not possible to carry out subjects of the other UPC schools different than ETSEIB.

The academic course is structured in two periods, Autumn and Spring semester. Therefore, there are two periods of enrolment during the academic year: in September (Autumn semester) and in February (Spring semester). The present academic year, both enrolments are online through e-Secretaria.

The ONLINE enrolment for Incoming students will be next **16 September** (Double degree students) **17 September** (Exchange non-double degree students).

Classes start on Monday, **28 September**.

You can also find this information at: [https://etseib.upc.edu/ca/estudis/matricula](https://etseib.upc.edu/ca/estudis/matricula)

Contact Information

In case you have any doubts with the enrolment you can contact:

Phone assistance during ONLINE enrolment:

- **Academic assistance**: +34 93 401 56 54 - 93 401 68 58 from 9:30am to 3:00pm. (enrolment day only)
- **Technical issues**: +34 93 401 25 00 / +34 93 401 62 13 from 8:00am to 9:00pm.

E-mail assistance:

- incoming.etseib@upc.edu
Before enrolment

IMPORTANT: to enrol, first you have to accept your application at https://prisma-nou.upc.edu/apl/, so the status changes to “Accepted by the student”.

Once you have done that, access to the e-Secretaria with the username and password that you will receive by mail.


Important: Fill your personal data and select the LOPD Authorisations, selecting the option My details - Personal data / LOPD Authorisations (*)

(*) LOPD Personal Data Protection Spanish Law

Important: if you do not fill this data and click the authorizations before, you cannot make your enrolment.
Enrolment

You will have to perform your enrolment through e-Secretaria.

1. Click **AUTOMATRÍCULA**
2. You will start the registration process

3. You need to select the subjects and groups we have agreed in your learning agreement.

4. Check that all your courses and your groups are ok.

You have now finished your enrolment process and you can print your document if you wish.
NOTE: Please, if you receive a message about some payment, please forgot it, it does not apply to Incoming students.

Documents

Students must deliver the requested documents (Request your appointment and deliver from 21/09/2020 to 30/11/2020) at the International Office:

- Personal nomination letter
- Transcript of records
- Bachelor’s degree (only for double degree students)
- Curriculum vitae
- 2 Learning agreements
- ID Card (for EU/EEA students) or Copy of Passport or ID Card
- Insurance: EU students (European Health insurance card and private insurance) / Non-EU students (private insurance).
- UPC form (Responsible statement of insurance) filled and signed
- Certificate of enrolment at the home institution
- Admission letter (only for non EU/EEA)