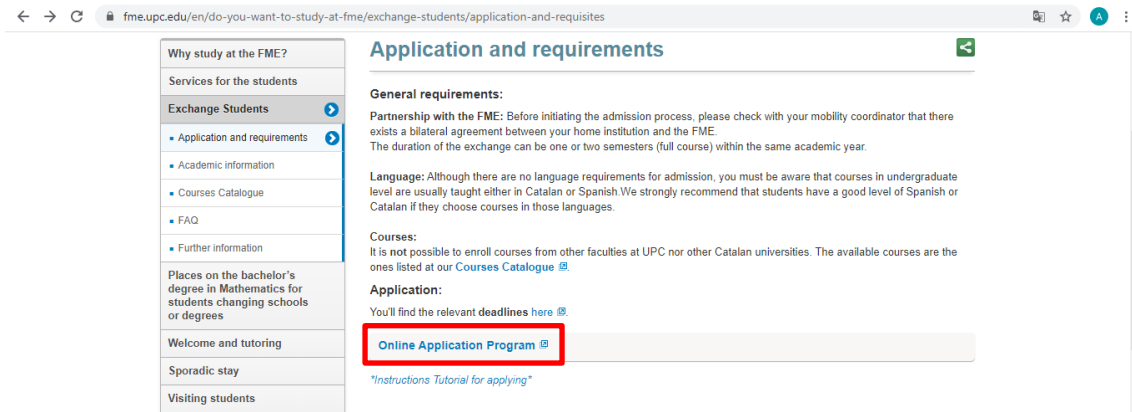


INSTRUCTIONS FOR APPLYING AS AN EXCHANGE STUDENT AT THE FACULTY OF MATHEMATICS AND STATISTICS

1) Visit our Online Application Program from the FME Exchange students website

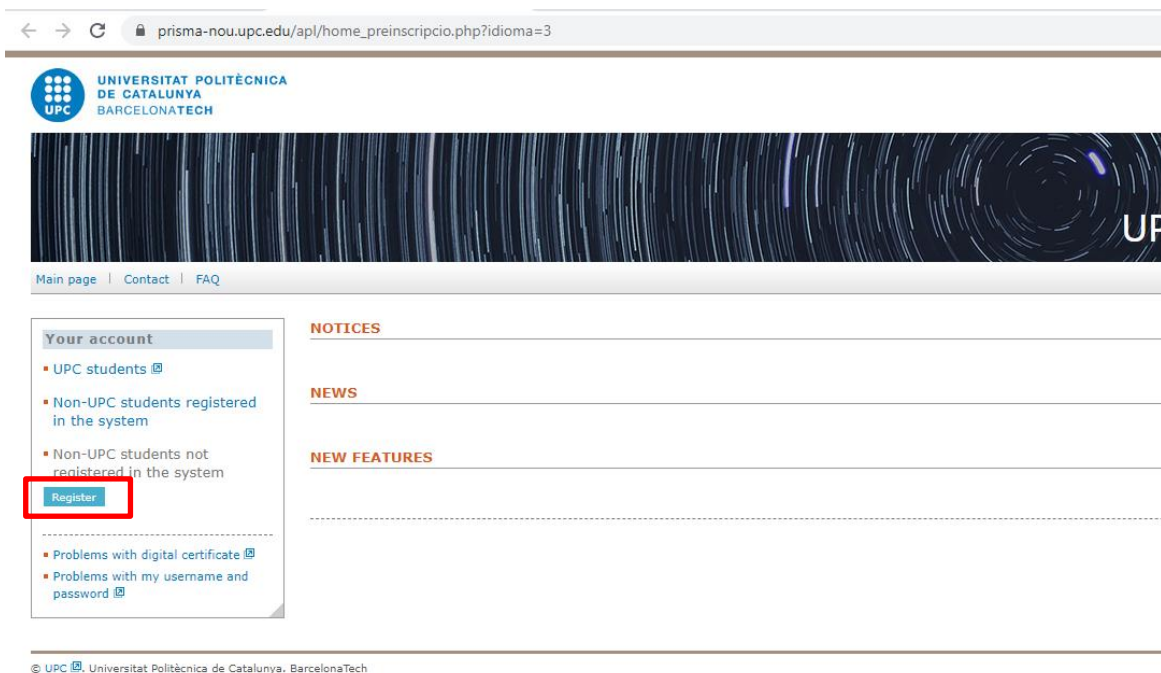


The screenshot shows a web browser window with the URL fme.upc.edu/en/do-you-want-to-study-at-fme/exchange-students/application-and-requisites. The page has a sidebar menu on the left with categories like 'Why study at the FME?', 'Services for the students', 'Exchange Students', 'Places on the bachelor's degree...', 'Welcome and tutoring', 'Sporadic stay', and 'Visiting students'. Under 'Exchange Students', 'Application and requirements' is selected. The main content area is titled 'Application and requirements' and contains sections for 'General requirements', 'Partnership with the FME', 'Language', 'Courses', and 'Application'. The 'Application' section includes a link to the 'Online Application Program', which is highlighted with a red box. Below this link is a note: '*Instructions Tutorial for applying*'. There is also a link to 'Instructions Tutorial for applying'.

You can also access it by using the following URL:

https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3

2) Click on **Register**



The screenshot shows the website prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3. The header includes the UPC logo and the text 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH'. Below the header is a navigation bar with links to 'Main page', 'Contact', and 'FAQ'. The main content area is divided into two columns. The left column is titled 'Your account' and contains a list of links: 'UPC students', 'Non-UPC students registered in the system', 'Non-UPC students not registered in the system', 'Problems with digital certificate', and 'Problems with my username and password'. The 'Register' link is highlighted with a red box. The right column contains sections for 'NOTICES', 'NEWS', and 'NEW FEATURES'. The footer of the page reads '© UPC, Universitat Politècnica de Catalunya, BarcelonaTech'.

3) Fill in with all your personal data.

Remember to accept the privacy policy by ticking the box

← → ↻ [prisma-nou.upc.edu/apl/alta_preinscripcio.php?idioma=3](#)  UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH  [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 APDCA: apdcat.gencat.cat

☒ I have read and accepted the privacy policy.

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.

Name* NOEL	First surname* PARKER	Second surname SMITH	Document type* Identity card	Doc. number* [i] [REDACTED]	Gender* Female
Nationality* Canadian	Birth country* Luxembourg	Birth province* Foreigner	Birth date* 24/12/1999	Communication language* English	

ELECTRONIC ADDRESS

Electronic address* [REDACTED]	"Please write again your email address.*" [REDACTED]	Password* [REDACTED]	Repeat password* [REDACTED]
-----------------------------------	---	-------------------------	--------------------------------

☒ No soy un robot  [Privacidad - Condiciones](#)

[Register](#)

Once you have completed your registration properly, you should see the following message:

PERSONAL DETAILS

Name* NOEL	First surname* PARKER	Second surname SMITH	Document type* Identity card	Doc. number* [i] [REDACTED]	Gender* Female
Nationality* Canadian	Birth country* Luxembourg	Birth province* Foreigner	Birth date* 24/12/1999	Communication language* English	

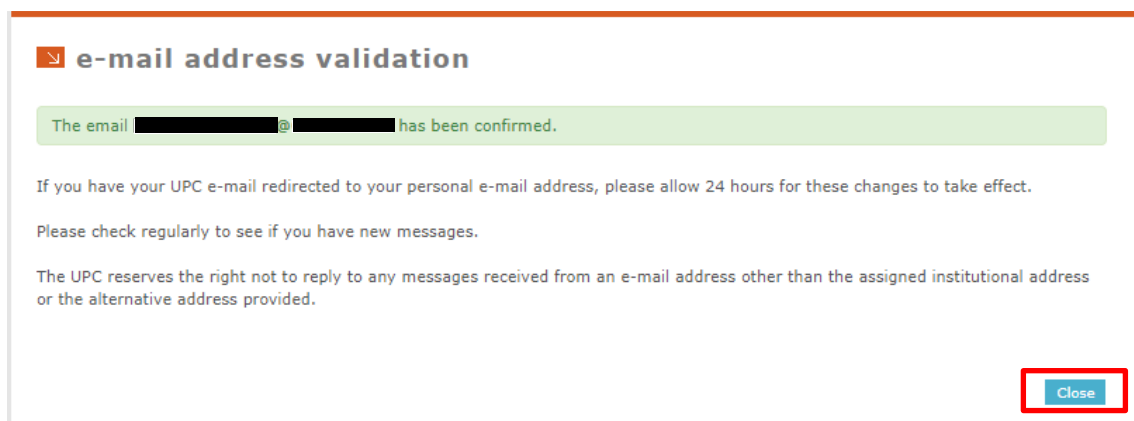
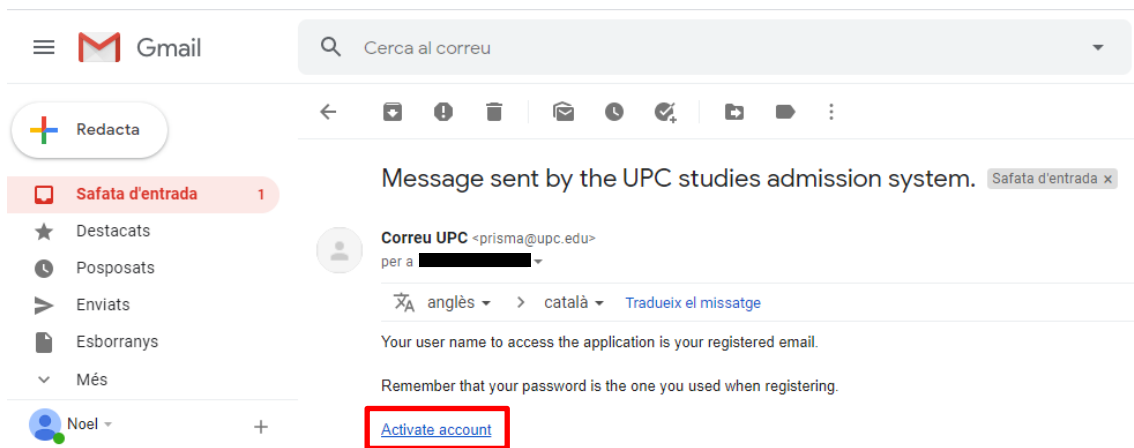
ELECTRONIC ADDRESS

Electronic address* [REDACTED]	"Please write again your email address.*" [REDACTED]	Password* [REDACTED]	Repeat password* [REDACTED]
-----------------------------------	---	-------------------------	--------------------------------

Register

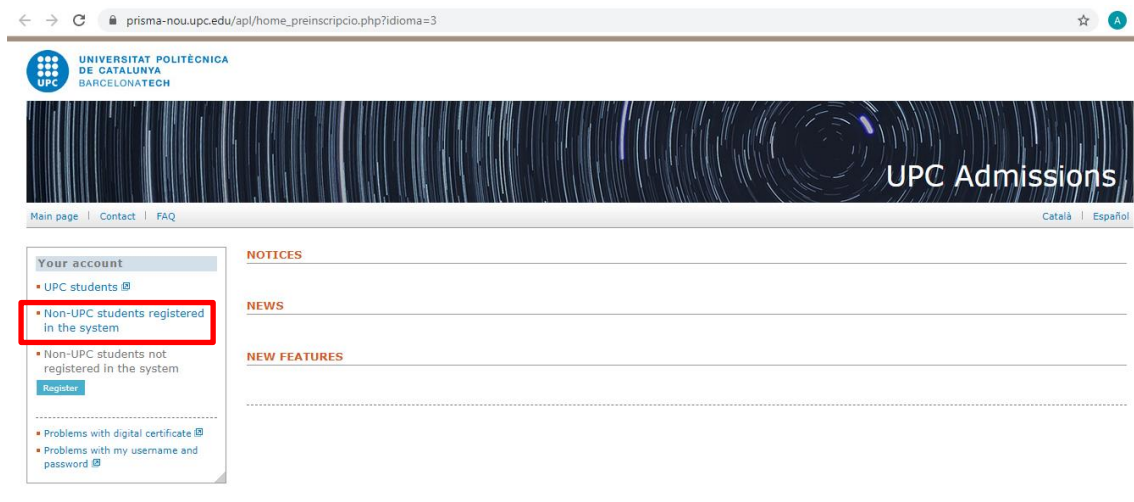
Registration completed correctly. You will receive an email to validate your account.

4) You will receive a confirmation email to your personal student email address.



5) Once your email address has been validated, you must log on to the Application portal with your registration data.

Instead of Register, you must choose **Non-UPC students registered in the system**



The Username corresponds to your institutional email address and your Password is the one that you entered during the registration.

The screenshot shows a login form titled 'Your account'. It includes links for 'UPC students' and 'Non-UPC students registered in the system'. There are input fields for 'Username' and 'Password'. A red box highlights the 'Log in' button. Another red box highlights the 'I'm not a robot' checkbox, which is checked. Below the checkbox is a reCAPTCHA logo and links for 'Privacy' and 'Terms'. At the bottom, there is a 'Register' button and a note for 'Non-UPC students not registered in the system'.

6) Complete the required fields and review the information to ensure that it is correct.

Remember to add your home city/town and your personal phone in your **Personal details**. Moreover, you must fill the **Usual Home Address** and **Address during the academic year** fields with the required information.

The screenshot shows the 'Personal data' form. It has a sidebar with links for 'Personal data*', 'Academic details*', and 'RGPD information'. The main form is titled 'PERSONAL DETAILS' and contains several fields: 'Name*', 'First surname*', 'Second surname', 'Document type*', 'Doc. number*', 'Gender*', 'Registration date', 'Birth date', 'Nationality*', 'Birth country*', 'Province', 'City/town', 'City/town details*', 'Birth country', 'Mobile phone*', 'Comm. language*'. Red boxes highlight the 'Mobile phone*' and 'City/town details*' fields. Below the 'PERSONAL DETAILS' section is the 'USUAL HOME ADDRESS' section, which is also highlighted with a red box. It contains fields for 'Country*', 'Province', 'City/town', 'City/town details*', 'County', 'Postcode', 'Telephone*', 'Street type*', 'Street (only the name)*', 'Number*', and 'Stairs, floor, door'. At the bottom right, there is a 'Copy details' button and a Windows activation message.

If you yet don't know the address where you will live, you can put the faculty's address: Pau Gargallo Street 14, 08028 Barcelona. You will have to update it as soon as you know.

The screenshot shows the 'ADDRESS DURING ACADEMIC YEAR' form. It is highlighted with a red box. The form contains fields for 'Residence type*', 'Country*', 'Province*', 'City/town*', 'Additional information', 'County', 'Postcode*', 'Telephone*', 'Street type*', 'Street (only the name)*', 'Number*', and 'Stairs, floor, door'. At the bottom, there are links for 'Generate academic record' and 'Consult the information on data protection'. A red box highlights the 'Save' button at the bottom right.

7) Then, change the information in **Academic details**.

← → ↻ 🔒 prisma-nou.upc.edu/apl/

 UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

Main page | Contact | FAQ

Username: noelparkersm@gmail.com

Personal data*

Academic details*

Application

RGPD information

Personal data*

Academic details*

Application

RGPD information

Personal data*

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

PERSONAL DETAILS

Name*	First surname*	Second surname
NOEL	PARKER	SMITH
Gender*	Registration date	Birth date
Female	27/04/2020	24/12/1999

You will not be able to see the option **Send the application** until you complete the **University Degrees** section with the information from your home university.

Main page | Contact | FAQ

Username: noelparkersm@gmail.com Profile: Estudiant PREIN

Personal data*

Academic details*

Application

RGPD information

Personal data*

Academic details*

Application

RGPD information

Academic details*

PERSONAL DETAILS

Document number	Name and surname	Personal e-mail address
56447031	NOEL PARKER SMITH	NOELPARKERSM@GMAIL.COM

UNIVERSITY DEGREES*

Add

LANGUAGES

Add

ELECTRONIC DOCUMENTATION

Add

Activar Windows
Ve a Configuración para activar Windows

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Note that the required fields marked with an asterisk (*) are mandatory.

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

University*

Degree*

Obtaining year*

Final degree grade 5 to 10 [i]

Homologated degree ☐ Yes ☐ No

Legalized degree ☐ Yes ☐ No

Scholarships and aids

Name of homologated degree*

Other homologated degree

Homologation date*

Degree level*

Language of instruction*

ATTENTION: unsaved changes

Activar Windows

Ve a Configuración para activar Windows

Cancel

Save

8) Complete the **Application** section by adding your application as a candidate.

← → ↻ 🔒 prisma-nou.upc.edu/apl/



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

[Main page](#) | [Contact](#) | [FAQ](#)

Personal data*

Academic details*

Application

RGPD information

Academic details*

PERSONAL DETAILS

Document number
56417021

Name and surname
NOEL PARKER SMITH

UNIVERSITY DEGREES*

University

Add

← → ↻ prisma-nou.upc.edu/apl/

 **UNIVERSITAT POLITÈCNICA DE CATALUNYA**
BARCELONATECH

[Main page](#) | [Contact](#) | [FAQ](#)

Personal data*
Academic details*
Application
RGPD information

 **Application**
PERSONAL DETAILS

Document number
56417021

Name and surname
NOEL PARKER SMITH

CANDIDATE'S APPLICATIONS

Add

- 9) Select the **Program type** *Application for exchange students* as a candidate in one of our FME programs

CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the selected degree.

Program type	Name
	2020-1 EETAC - BACHELOR'S DEGREE IN TELECOMMUNICATIONS SYSTEMS (Castelldefels)
	2020-1 EETAC - BACHELOR'S DEGREE IN TELEMATICS ENGINEERING (Castelldefels)
	2020-1 EETAC - MASTER'S DEGREE IN AEROSPACE SCIENCE AND TECHNOLOGY (Castelldefels)
	2020-1 EETAC - MASTER'S DEGREE IN APPLICATIONS AND TECHNOLOGIES FOR UNMANNED AIRCRAFT SYSTEMS (DRONES) (Castelldefels)
	2020-1 EETAC - MASTER'S DEGREE IN APPLIED TELECOMMUNICATIONS AND ENGINEERING MANAGEMENT (MASTEAM) (Castelldefels)
	2020-1 EPSEVG - MOBILITY INCOMING (Vilanova i la Geltrú)
	2020-1 ESAB - BACHELOR'S DEGREE IN AGRONOMIC SCIENCE ENGINEERING (Castelldefels)
	2020-1 ESAB - BACHELOR'S DEGREE IN BIOSYSTEMS ENGINEERING (Castelldefels)
	2020-1 ESAB - BACHELOR'S DEGREE IN FOOD ENGINEERING (Castelldefels)
	2020-1 ESEIAT - MOBILITY PROGRAM (Terrassa)
	2020-1 ETSAB - MOBILITY PROGRAM (Architecture Barcelona)
	2020-1 ETSECCPB - MOBILITY PROGRAM (Barcelona)
	2020-1 ETSEIB - MOBILITY PROGRAM (Barcelona)
	2020-1 ETSETB - DEGREE MOBILITY PROGRAM (Barcelona)
	2020-1 ETSETB - MASTER'S DEGREE IN PHOTONICS (Barcelona)
	2020-1 ETSETB - MASTER'S DEGREE IN TELECOMMUNICATIONS ENGINEERING (Barcelona)
	2020-1 ETSETB - MASTER'S DEGREE IN ELECTRONIC ENGINEERING (Barcelona)
	2020-1 FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)
	2020-1 FME - MASTER'S DEGREE IN STATISTICS (Barcelona)
	2020-1 FME - MASTER'S DEGREE IN MATHEMATICS (Barcelona)
	2020-1 FME - MASTER'S DEGREE IN MATHEMATICS (Barcelona)

New application

Choose a course and describe your motivation

The application process will not be completed until the status "In process (pending success)" is reached.

Program type
Application for exchange students

Motivation (*)

It is mandatory to fill all the Academic information

10) Remember to submit your motivation letter.

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 the status "In process (pending submission)" will not qualify for a place.



Program type	Name*
Application for exchange stu ▼	2020-1 FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)
Motivation ⓘ	
Your motivation letter goes here.	

11) Read carefully the additional information about the documentation you must attach in the next step of the application process.

Additional information

Questions marked with an asterisk (*) are compulsory.

Documents that you'll be asked to attach:*

Learning Agreement for Erasmus students (signed by the student and home university). Please check there is no overlapping between courses and also language courses.

Transcript of records (signed and stamped by home university)*

Identity Card or passport

Id Photo: it must be a good quality photograph of the face taken against a uniform white background in which the eyes are clearly visible. The aspect ratio (width/length) must 0.82, the size, at least 180 pixels wide and 220 pixels long, and the minimum resolution, 100 dpi. You will need to upload the photo as a JPG.*

Please answer next questions:

Do you have knowledge of CATALAN language equivalent to B1 (Common European Framework of Reference-CEFR)? You must have this level if you want to enrol courses in Catalan.*

☐ Yes ☐ No

Do you have knowledge of SPANISH language equivalent to B1 (Common European Framework of Reference-CEFR)? You must have this level if you want to enrol courses in Spanish.*

☐ Yes ☐ No

Activar Windows

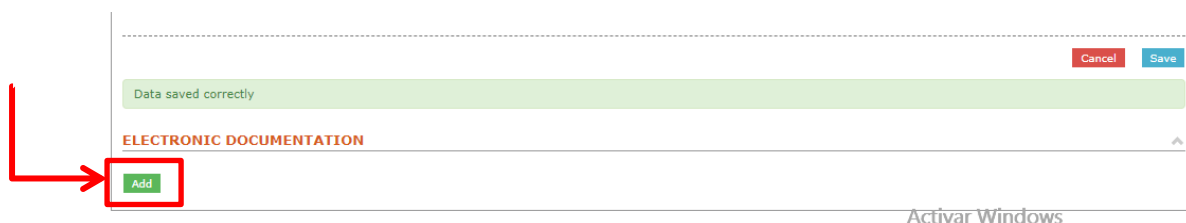
Ve a Configuración para activar Windows.

Cancel

Save

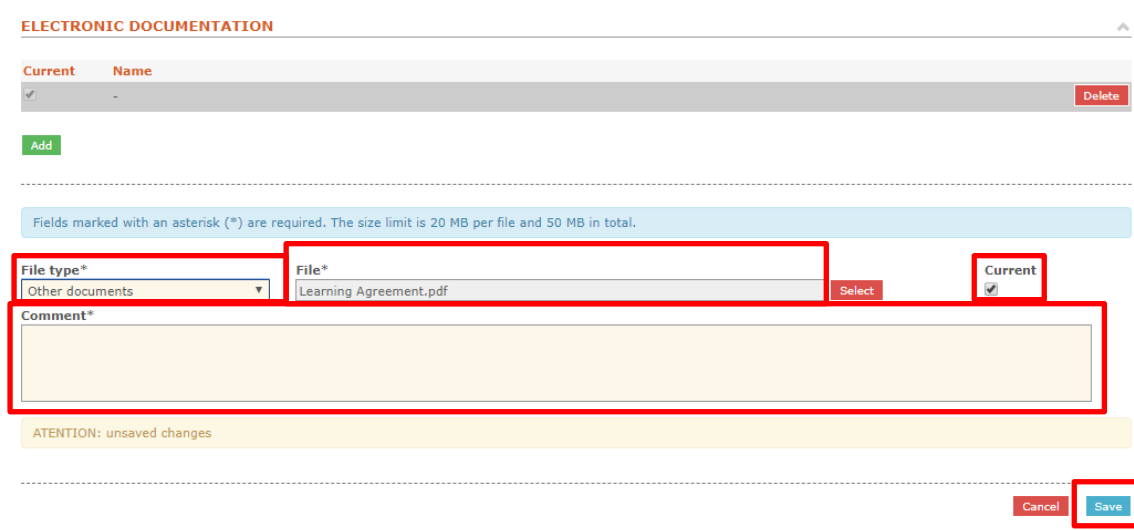
Before clicking on **Save**, you must answer the two questions with regard to your skills in the local languages.

12) Then, you must submit ALL your electronic documentation.



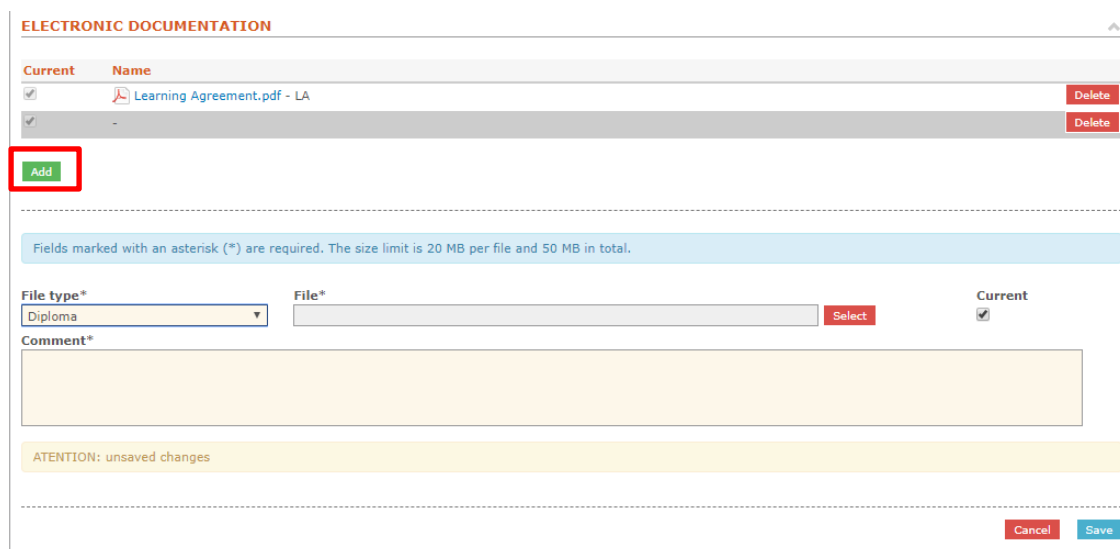
The screenshot shows a confirmation message "Data saved correctly" in a green box. Below it, the section is titled "ELECTRONIC DOCUMENTATION". A red arrow points to a green "Add" button located below the section header. At the bottom right, there are "Cancel" and "Save" buttons.

For example, if you want to submit the Learning Agreement, you must select the **File type** (*Other documents*), upload it and comment any information that should be taken into account. Then, click on **Save**. (Only necessary if home uni not on EWP program)



The screenshot shows the "ELECTRONIC DOCUMENTATION" form. A table at the top lists current documents. Below the table is an "Add" button. A blue information bar states: "Fields marked with an asterisk (*) are required. The size limit is 20 MB per file and 50 MB in total." The form fields are: "File type*" (dropdown menu with "Other documents" selected), "File*" (text input with "Learning Agreement.pdf" and a "Select" button), "Comment*" (text area), and "Current" (checkbox). A yellow warning bar at the bottom says "ATTENTION: unsaved changes". The "Save" button at the bottom right is highlighted with a red box.

You should see the uploaded documents in the **Electronic Documentation** section. In order to add new documents, click on **Add**.



The screenshot shows the "ELECTRONIC DOCUMENTATION" section with a table of uploaded documents. The first document is "Learning Agreement.pdf - LA". Below the table is a green "Add" button highlighted with a red box. The form fields below are: "File type*" (dropdown menu with "Diploma" selected), "File*" (text input with a "Select" button), "Comment*" (text area), and "Current" (checkbox). A yellow warning bar at the bottom says "ATTENTION: unsaved changes". The "Save" button at the bottom right is visible.

13) Once all the information and documentation has been properly revised and submitted, you can finally send your application.

The screenshot shows the 'UPC Admissions' website interface. The user is logged in as 'noelparkersm@gmail.com' with the profile 'Estudiant PREIN'. The left sidebar contains links for 'Personal data*', 'Academic details*', 'Application', and 'RGPD information'. The main content area is titled 'Application' and includes a 'PERSONAL DETAILS' section with fields for 'Document number' (56417021), 'Name and surname' (NOEL PARKER SMITH), and 'Personal e-mail address' (redacted). Below this is the 'CANDIDATE'S APPLICATIONS' section, which contains a table of applications. The table has columns for 'Program type', 'Name', 'Academic year', 'Status', and 'Priority'. One application is listed: 'Application for exchange students' for the '200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)' for the '2020-1' academic year, with a status of 'Processing (to be sent)' and a priority of '1'. A 'Delete' button is next to the application. Below the table is an 'Add' button. The 'Application data' tab is active, showing details for the selected application: '2020-1 - Application for exchange students - 200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)'. It includes a text area for 'Motivation' and a 'Send application' button, which is highlighted with a red rectangle. At the bottom, there is an 'Application-tracking information' table showing the date '27/04/2020 10:48:36' and the action 'Request created'.

UPC UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

UPC Admissions

Main page | Contact | FAQ

Català | Español

Username: noelparkersm@gmail.com Profile: Estudiant PREIN Log off

Personal data*

Academic details*

Application

RGPD information

Application

PERSONAL DETAILS

Document number	Name and surname	Personal e-mail address
56417021	NOEL PARKER SMITH	[Redacted]

CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the selected degree.

Program type	Name	Academic year	Status	Priority	
Application for exchange students	200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)	2020-1	Processing (to be sent)	1	Delete

Add

Application data | Comments

2020-1 - Application for exchange students - 200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)

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 students

Name: 2020-1 - Application for exchange students - 200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)

Motivation: Your motivation letter goes here.

Code: 200 PM MAT

Status: Processing (to be sent)

Registration date: 27/04/2020

Pre-enrolment fee: [Redacted]

Person in charge: [Redacted]

Tutor: [Redacted]

Contact: relacions.internacionals.fme@upc.edu

Send application

Application-tracking information

Date	Action
27/04/2020 10:48:36	Request created

Your application and the submitted documents will be then revised and validated.

If everything is in order and within the established deadlines, which are specified in the calendar at the FME Exchange students website, your application will be resolved and accepted in the **Application Program**.