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

You can also access it by using the following URL:

2) Click on Register
3) Fill in with all your personal data.

Remember to accept the privacy policy by ticking the box.

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

Registration completed correctly. You will receive an email to validate your account.
4) You will receive an email to your electronic address in order to activate your account.

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 email address and your Password is the one that has been chosen during the registration.

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.

You may write down the Faculty address (Pau Gargallo Street, 14. 08028 Barcelona) as the Address during the academic year.
7) Then, change the information in **Academic details**.

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

8) Complete the Application section by adding your application as a candidate.
9) Select the **Program type** Application for exchange students as a candidate in one of our FME programs.

It is mandatory to fill all the Academic information.
10) Remember to submit your motivation letter.

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

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.

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**.

You should see the uploaded documents in the **Electronic Documentation** section. In order to add new documents, click on **Add**.
13) Once all the information and documentation has been properly revised and submitted, you can finally send your application.

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**.