

UPF International Programs

Application guide for Students

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Key dates

	FALL period	WINTER & SPRING period
Register before	May 30	October 30
Enrolment	July, date TBD	November, date TBD

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Completed

STEP 1 STUDENT'S PERSONAL DATA

Visit the [Student registration form](#)

Fill in your personal data on the first screen.

(!) Please, introduce the **date of birth** with European format (dd/mm/yyyy).

Check that your personal details are correct. You will need them to generate a password.

The screenshot shows the 'Student registration form for international students' interface. At the top, there is a red header with the UPF logo and the text 'Universitat Pompeu Fabra Barcelona'. Below the header, a progress bar indicates the current step: 'Student registration form' (highlighted in red), 'New student data validation', and 'Summary of the registration form'. A 'New Registration' button is visible in the top right corner.

A note below the progress bar states: 'If you are currently studying at UPF or have ever studied at the UPF before, please apply through <https://academicportal.upf.edu/> with your user and password. *The fields marked with * are compulsory. **You will receive a validation message.'

The form is divided into two sections: 'BASIC DETAILS' and 'PERSONAL DETAILS'. The 'BASIC DETAILS' section includes a text input field for 'Please introduce your ID number or passport.', a dropdown menu for 'Country of origin', and input fields for 'Type of Document' and 'Document number'. The 'PERSONAL DETAILS' section includes input fields for 'First name', 'Family name', and 'Second family name', a date input field for 'Date of Birth' (with a calendar icon and the format '(dd/mm/yyyy)'), and radio buttons for 'Male' and 'Female' under the 'Gender' label.

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STEP 1 STUDENT'S PERSONAL DATA

Confirm that the information is correct and accept the privacy conditions on the next page. Click on **Register**.

Once you have completed the registration, you will receive an auto-reply with information on **how to complete the next step**.

OBSERVACIONES



Ahora que ya dispones de usuario, en breves momentos recibirás un correo electrónico en la dirección que nos has facilitado, y podrás seguir con el proceso de inscripción.

Si el proceso de registro ha finalizado correctamente y dispones de usuario y contraseña, dirígete a la inscripción de estudiantes de intercambio o del Programa Study Abroad [Aquí](#)

Imprimir

Continuar

(!) Whether you have received this auto-reply message or not, you can continue to the next step now.

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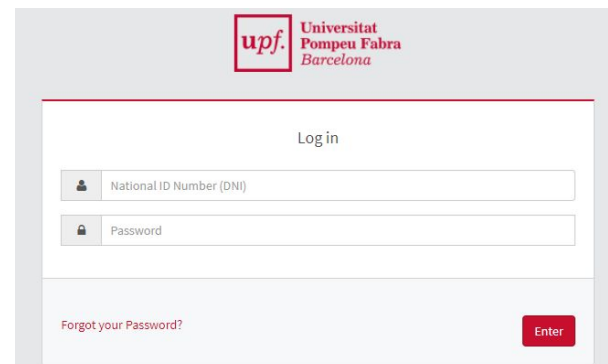
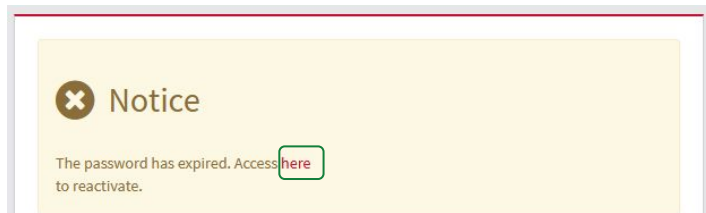
Completed

STEP 2 ACCESS THE STUDENT REGISTRATION

Visit the [Virtual Secretary](#)

Your user is your **passport number**, and your password is your **date of birth (European format: ddmmyyyy)**.

The system will require you to change the default password at this point. **Remember the new password**, you will need it for the enrolment process.



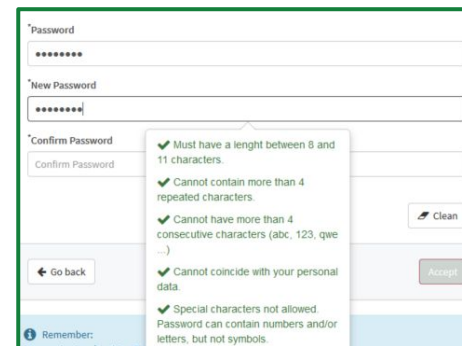
UPF. Universitat Pompeu Fabra Barcelona

Log in

National ID Number (DNI)

Password

Forgot your Password? Enter



Password

New Password

Confirm Password

Confirm Password

Go back

Remember:

- ✓ Must have a length between 8 and 11 characters.
- ✓ Cannot contain more than 4 repeated characters.
- ✓ Cannot have more than 4 consecutive characters (abc, 123, qwe ...)
- ✓ Cannot coincide with your personal data.
- ✓ Special characters not allowed. Password can contain numbers and/or letters, but not symbols.

Clean

Accept



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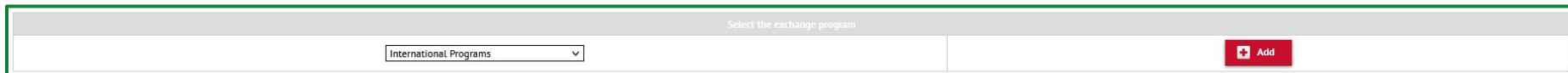
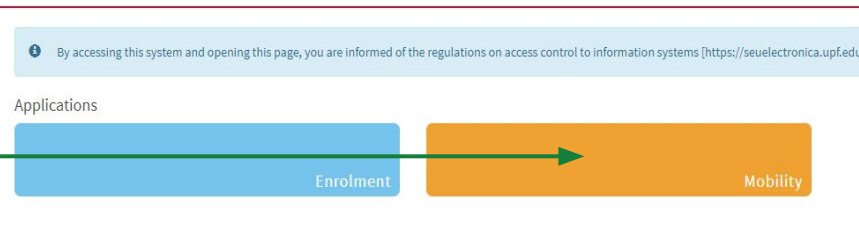
Completed

STEP 2 ACCESS THE STUDENT REGISTRATION

Click on **Mobility**

In the next screen, select **International Programs** from the dropdown menu and click on **+ Add**

Start

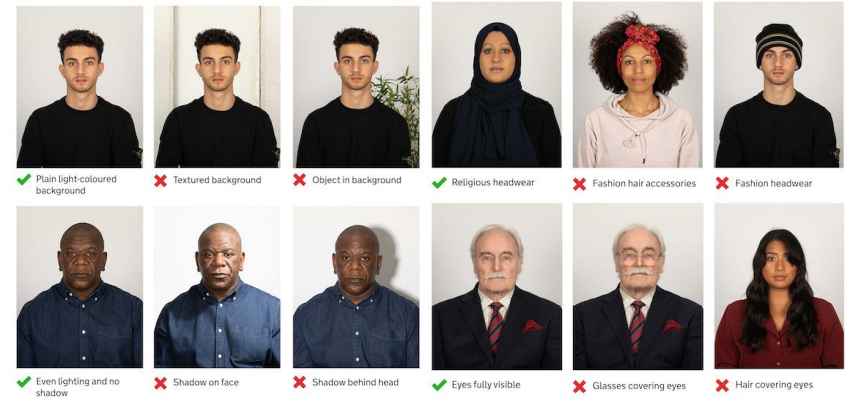


STEP 3 FILL IN THE STUDENT REGISTRATION

Correctly write all requested personal data.

To complete the registration, upload **all** the requested compulsory documents:

- A **photo** for your Student Record and Student ID Card. It must be a **.jpg file** no more than **72KB**.
What constitutes a suitable image:
 - has not been edited or filtered.
 - has been taken in the last month
 - contain no other objects or people
 - has a plain white background
 - is facing forwards and looking straight at the camera



source: www.gov.uk

STEP 3 FILL IN THE STUDENT REGISTRATION

- **Passport:** Upload one flat, scanned copy of your signed and valid passport in **.pdf format**.

The passport should be valid for at least 6 months after the end of the program abroad

- **Transcript of records:** Upload the most recent transcript in **.pdf format**.
 - Must show that the student has a Junior standing level for Fall, or Junior for Spring.
 - GPA is minimum 3.0
- **Health insurance** document in **.pdf format**.

DOCUMENT CHECKLIST

- Photo (.jpg, 72kb)
- Passport (.pdf)
- Transcript of records (.pdf)
- Health insurance document (.pdf)

(!) Specific coverages required:

Any accident which may occur during the exchange period & Repatriation services

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STEP 3 FILL IN THE STUDENT REGISTRATION

When selecting your home university's country, you will see **UPF's partner** universities. You must select the following:

Home university: (your home university's name)

Exchange program type UPF: International Programs

Faculty/School: 550 -Education Abroad Program

Plan: 750 - International Programs

HOME UNIVERSITY

Country: United States of America

Home university: [dropdown]

EXCHANGE DATA

Exchange program type UPF: International Programs

STUDY AREA AT THE UPF

Level of studies: Undergraduate Graduate

Faculty/School: 550 - Education Abroad Program

Plan: 750 - International Programs

Studies to be undertaken: [input]

If your home university is not on the list, please contact us at internationalprograms@upf.edu. You will be able to resume your application once your home university appears on the drop-down.



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STEP 3 FILL IN THE STUDENT REGISTRATION

In the section “STUDY PERIOD AT THE UPF”:

Full Term / First Trimester

Expected start date: 19/09/2024

Expected end date: 20/12/2024

Winter term / Second Trimester

Expected start date: 07/01/2025

Expected end date: 22/03/2025

Spring term / Third Trimester

Expected start date: 24/03/2025

Expected end date: 20/06/2025

If you are staying for more than one trimester, please adjust the dates to your stay at the UPF

STUDY PERIOD AT THE UPF

2024/25

First Trimester
 Second trimester
 Third trimester
 First and second trimester
 Second and third trimester
 Full academic year

Academic year

Expected start date: 25/09/2024 (dd/mm/yyyy) Expected end date: 20/12/2024 (dd/mm/yyyy)



Adjust the dates and click on Save

These are orientative dates. Please check our [website](#) for the official calendar



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STEP 3 FILL IN THE STUDENT REGISTRATION

Your application is now complete.

The International Programs Admissions team will review the application and contact you in case any more information is needed.

PERSONAL DETAILS					
NIA	288070	NIP	225176	Identification document	AA111222
Name	JOHN TEST	E-mail address	[REDACTED]	Personal email	[REDACTED]

i Your application form has been correctly submitted. Thank you

Exit



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The Registration is now complete.

If we require further information as part of your application we will email you. Incomplete applications will take longer to process as you will need to provide further information.

Once the Registration period is over, we will send you information on how to proceed with the Course Registration.

Need Help?

If you have a problem logging in to the system, email the **UPF International Programs Admissions Team**.

UPF International Programs Admissions Team

Aitor Albarracín & Ainhoa Urmeneta
internationalprograms@upf.edu

Phone number: +34 93 542 2060



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