**Incoming FAQs**

1. **How do I apply to study at EETAC as an Erasmus / Exchange student?**

Students have to register in the website for exchange students:

https://prisma-nou.upc.edu/apl/home\_preinscripcio.php?idioma=3

We will send you some guidelines after to be nominated by your home university. During the application process, we will ask you for the following documents (strictly needed in English and fully filled in):

* Transcript of Record (ToR)
* Curriculum Vitae (CV)
* Learning Agreement (LA)
* Motivation letterThe learning agreement.
* A copy of your passport (or ID card if you're from a EU country).
1. **If I don’t have all the documents, is it a problem?**

Yes. If there’s any information missing, we won’t process your application until we receive all the documents.

1. **May I change the subjects from the Learning Agreement?**

Once you have the Learning Agreement signed by all three parts, you have a period to made some changes from the beginning of the classes. We recommend to attend the subjects of interest before to ask for changes. Please, check the deadline at the website:

<https://cbl.upc.edu/ca/els-serveis/cataleg-de-serveis/informacio-i-tramits-academics/mobilitat-destudiants/incoming-students-1/exchange-students-incoming-during-your-stay>

1. **I’m not an EU/EEA citizen. Can I apply?**

It depends on whether our School/University and yours have signed a bilateral agreement to allow you make this exchange.

1. **When are the deadlines for applications?**

Consult next link:

<https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure>

1. **What is the academic calendar?**

You can find the academic calendar in the link below.

<http://www.upc.edu/learning/courses/academic-calendar?set_language=en>

1. **May I get the UPC card as an exchange student?**

Once you have been enrolled an from your arrival in Castelldefels, you can ask for your UPC student card from the website: <https://www.upc.edu/identitatdigital/ca/carnetupc>

After 3 weeks at least, you can pick up at the Open Office at CBL. We will notify you when we receive it.

1. **Will the EETAC provide accommodation? How can I get it?**

You will be able to apply for accommodation if you come within the normal semester dates. Please, make sure that your booking has been done before coming. You will be responsible of finding your own accommodations. For the closest available option, you can contact the Residence in the link below:

<https://www.resa.es/en/residences/castelldefels/residence-hall-pius-font-i-quer/residence/>

1. **Is there any program to learn Spanish/Catalan?**

Yes. You can check all this information in next website:

<https://www.upc.edu/slt/en/learn-english/courses/enrol?set_language=en>

1. **About the European Health Insurance Card...**

For all the European incoming students we remind you to bring the European Health Insurance Card. This is necessary to access the public system. <http://ec.europa.eu/social/main.jsp?catId=559>

1. **Which subjects I can choose?**

You can choose subjects from any course and degree if your home university accepts it. Be careful because if you choose subjects from different degrees and courses you may have problems with the timetable and maybe some subjects will be overlapping. We advise you to check the schedules available on the website and choose the groups that best fit, before the enrollment.

Please, note that you must to check the semester and language in that each subject will be taught:

<https://eetac.upc.edu/en/mobility/incoming/teaching-language>

Before your enrolment, when the new calendar is carried out, you can simulate your own schedule and let us know what is the best option for you.

1. **How can I get from Barcelona to EETAC?**

You can arrive by train with the R2 line, by bus with the L95 line or by car.

1. **How can I contact the teachers?**

You can contact your teachers once you have made your enrollment. The email addresses are available on the “Atenea” website.

Also here (https://mitra.upc.es/SIA/INFOWEB\_DIRECTORI.TAULA) you can find some email addresses.

1. **What if I lose my personal documentation during my stay (passport/ID card etc.)**

In case you have been robbed or you have lost your personal documentation, you can check this information here:

<https://www.upc.edu/sri/en/students/students-mobility-office/international-students/about-your-legal-status-in-spain/what-to-do-if-your-documents-are-lost-or-stolen>

**International Students Office (ISO)**
Campus Nord, Building BIB (Library)
C. Jordi Girona, 1-3
08034 Barcelona
Tel. 93 401 69 37 Ask for Eulalia Miñarro
Fax 93 401 74 02
E-mail: oficina.mobilitat.internacional@upc.edu

Note that for any doubt or question you have, be sure you can contact us to:

**External Relations Area**

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