

Barcelona International Summer School

Guide for students

APPLICATION
Summer 2025

Contents



Key dates 2025

Application

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STEP 1 STUDENT'S PERSONAL DATA

Visit the [Student registration form](#)

Fill in your personal data on the first screen.

Create the student's **password** following the indications:

- Must have a length between 10 and 17 characters
- At least use 1 Uppercase letter, 1 lowercase letter, 1 digit from 0-9 and 1 special character.

Student registration

1 By accessing this system and opening this page, you are informed of the regulations on access control to information systems [https://seuelectronica.upf.edu/normativa-de-control-d-acces-als-sistemes-d-informacio].

1 2

User registration form Summary of the registration form

Student Basic Data

1 Enter your nationality and your personal identification document number.
If you have Spanish nationality, enter your DNI number, without periods, hyphens or blank spaces and with the letter of the NIF in capital letters. Example DNI: 11222333A
If you have another nationality, enter your NIE or passport number.

*Nationality Choose your nationality

*Document number Document number

Personal data

1 All fields are compulsory except the second family name.

*First name and Middle name First name and Middle name

*Family name Family name

Other Family name Other Family name

STEP 1 STUDENT'S PERSONAL DATA

Check your details are and accept the privacy conditions at the bottom of the screen. Click on “**Next**”.

Review the information and click on “**Finalize**” to complete your sign in. **Remember** the Password created, you may need it in the future.

Entered information

i If the data entered are correct, you can continue with the registration process by clicking on the "Continue" button. If you wish to make changes, you can go back by clicking on the "Back" button.

Nationality	American
Document number	986325B
First name and Middle name	John
Family name	Test
Other Family name	
Date of Birth	01/01/2001
Gender	Male
Personal e-mail	internationalprograms@upf.edu
Contact Telephone Number	935422566

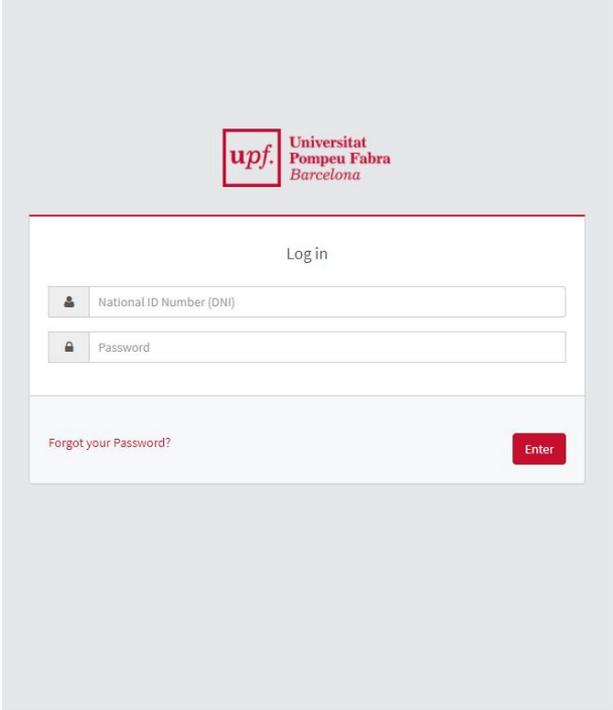
[← Back](#)[→ Next](#)

STEP 2 ACCESS THE STUDENT APPLICATION

Visit the [Virtual Secretary](#)

Your user is your passport **number**, and the password created on the previous step.

Remember this platform and credentials, as you will use it in the near future download your enrolment form.



The screenshot shows the login interface for the Universitat Pompeu Fabra (UPF) Barcelona. At the top right, the UPF logo and the text "Universitat Pompeu Fabra Barcelona" are displayed. Below this is a "Log in" section with two input fields: "National ID Number (DNI)" and "Password". A red "Enter" button is located at the bottom right of the login form. A link for "Forgot your Password?" is positioned at the bottom left of the form area.

Application

Enrolment

IT account

Completed

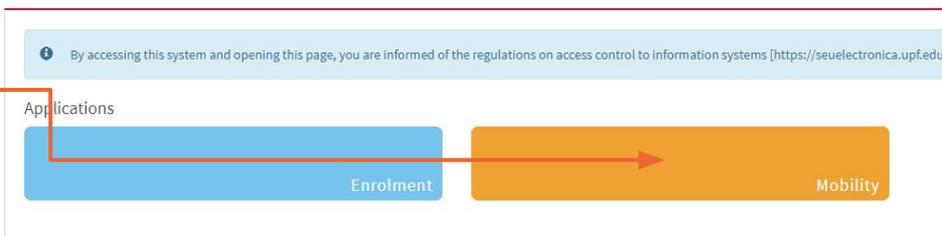
STEP 2 ACCESS THE STUDENT APPLICATION

Start

Start

Click on “**Mobility**”

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



Mobility / Exchange application > Exchange application

Select the exchange program

Barcelona International Summer School ▼

+ Add

STEP 3 FILL IN THE STUDENT APPLICATION

Correctly write all requested personal data.

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

- A **photo of yourself** for your Student Record and Student ID Card and 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
 - contains 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 APPLICATION

Compulsory Documents:

- **Passport:** Upload one flat, scanned copy 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 unofficial transcript in **.pdf format**.
- **Travel Medical insurance in .pdf format for accidents, illnesses, and repatriation of remains.**

COMPULSORY DOCUMENTS

Validation		
<input type="text"/>	Picture	<input type="button" value="Examine"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	ID/Passport *Obligatory	<input type="button" value="Examine"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	TRANSCRIPT OF RECORDS *Obligatory	<input type="button" value="Examine"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	Medical insurance (valid in Barcelona) *Obligatory	<input type="button" value="Examine"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	PROOF OF CREDIT TRANSFER	<input type="button" value="Examine"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	CERTIFICATE OF APPROVED SPECIAL NEEDS ADAPTATIONS	<input type="button" value="Examine"/> <input type="checkbox"/> <input type="checkbox"/>

STEP 3 FILL IN THE STUDENT APPLICATION

Optional Documents:

- **Proof of credit Transfer:** A document that certifies the pre-approval of credit transfer from your home university.
- **Certificate of Approved Special Needs Adaptations:** To request academic accommodations, submit **only** the Certificate or Verification Letter of Accommodations from your home university.

(!) Do not include medical receipts or any other sensitive data.

DOCUMENT CHECKLIST

- Photo (.jpg, 72kb)
- Passport (.pdf)
- Transcript of records (.pdf)
- Travel Medical insurance document (.pdf)
 - (!) Specific coverages required:**

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

Additional documentation

- Proof of credit Transfer
- Certificate of Approved Special Needs Adaptations (.pdf)

Application

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IT account

Completed

STEP 3 FILL IN THE STUDENT APPLICATION

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: **Barcelona International Summer School**

Faculty/School: **550 -Education Abroad Program**

Plan: **665 - Barcelona International Summer School**

The screenshot shows a web form with three main sections:

- HOME UNIVERSITY:** Includes fields for Country (United States of America), Home university (UNIVERSITY OF CALIFORNIA), and a text input field.
- EXCHANGE DATA:** Includes a dropdown menu for Exchange program type UPF (Barcelona International Summer School) and a text input field.
- STUDY AREA AT THE UPF:** Includes radio buttons for Level of studies (Undergraduate selected, Graduate), a dropdown for Faculty/School (550 - Education Abroad Program), a dropdown for Plan (665 - Barcelona International Summer School), and a text input field for Studies to be undertaken.

If your home university is not on the list, please contact us at barcelonasummerschool@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 APPLICATION

In the section “STUDY PERIOD AT THE UPF”:

Check the option “**Other**”.

Introduce the dates of the program as follows:

Expected start date: 30/06/2025

Expected end date: 24/07/2025

If you are staying for less than 4 weeks, please adjust the dates to your stay at the UPF

Academic year	2024/25
	<input checked="" type="radio"/> Other
Planned start date	30/06/2025  (dd/mm/yyyy)
Planned end date	24/07/2025  (dd/mm/yyyy)

STEP 3 FILL IN THE STUDENT APPLICATION

To complete your application, read the following statements and **tick the box** at the bottom to confirm you accept them.

Then click on **“Save”**

Your application is now complete.

 Your application form has been correctly submitted. Thank you

 Exit

Basic Information on Data Protection

Controller: Universitat Pompeu Fabra.

Purpose: to manage the admission procedures prior to course enrolment, and upon prior consent, to send information about the courses and activities taking place at the University, based on the student's profile.

Legal basis: to enter into a contract or apply pre-contractual measures at the request of the interested party. Recipients: Universitat Pompeu Fabra and SIGMA AIE group, which provides the software platform commissioned by UPF. In the case of foreign students, upon prior consent, data may be forwarded to the Ministry of Foreign Affairs and to the corresponding consulate office to expedite the process of getting a visa. The University may forward and transfer data internationally to other higher education institutions which share an agreement with UPF to offer interuniversity courses or international mobility programmes, and to other third parties involved (representatives, agencies) at the request of the interested party. In addition, data will also be transferred if there is legal obligation to do so.

Rights: you can access your data, request their amendment, erasure and, in some cases, portability. You can object to their processing and request their limitation.

Additional information

Basic information on data protection

I give my consent to receive information about UPF courses and activities, based on my profile.

Only if you are a foreign student and you require a visa:

I give my consent to for my personal details (full name, passport number, nationality, country and birth place) to be forwarded to the Ministry of Foreign Affairs and the corresponding consulate office to expedite the process of getting a visa.

 Previous

 Save

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Wait for confirmation

Applications that arrive complete and with the correct supporting documents will usually be processed **within 5 working days**.

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.

We will **notify you via email** as soon as a decision has been reached.

Once you receive confirmation of your admission via email, get ready for your enrolment process.



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