UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

Escola Tècnica Superior d'Enginyeria de Telecomunicació de Barcelona

telecos BCN

Enrolment ONLINE INFORMATION SESSION:

January 26th, at 13:00h

Google MEET: https://**meet.google.com/ppz-fykm-bhx**

(you need to access through your UPC student account: name.surname@estudiantat.upc.edu)

UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH
Escola Tècnica Superior d'Enginyeria de Telecomunicació de Barcelona

telecos BCN

Master's degree in Telecommunications Engineering (MET13)

Master's degree in Advanced Telecommunication Technologies (MATT19)

Master's degree in Electronic Engineering (MEE22)

Master's degree in Cybersecurity (MCYBERS)

Master's degree in Engineering Physics (MEF)

Master's degree in Photonics (MPHOTON)

ON-LINE ENROLMENT

February 3, 2026 (MEF)

February 5, 2026 (MATT, MET & MEE)

Check your enrolment date and hour

at the **e-Secretaria**

http://prisma-nou.upc.edu/estudiants

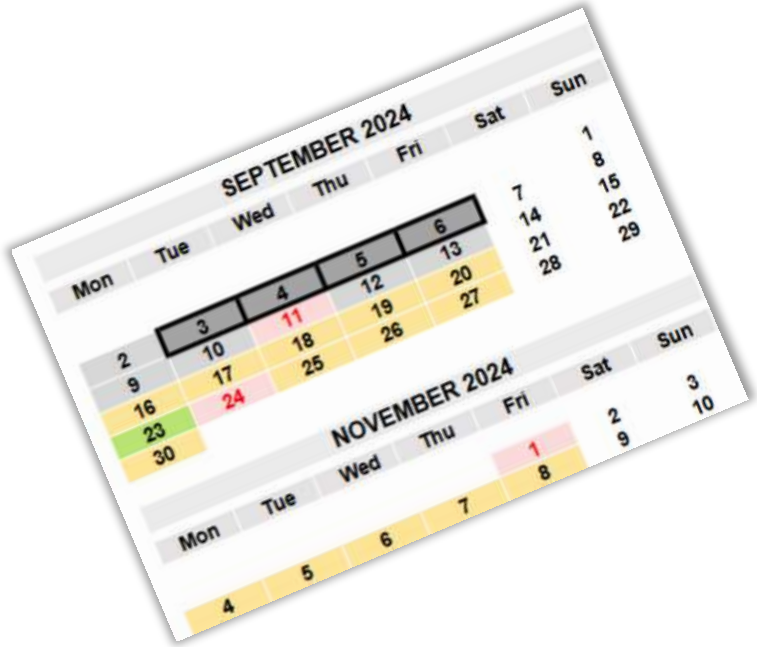
Academic Calendars 2025/2026 Spring (2025-2) – English Updated!!

2025-26 Spring Semester Academic year

Beginning of classes:

- Engineering in Physics:
  - ➢ **February 4th**
- MET, MATT, MEE**:**
  - ➢ **February 12th**

Check your whole master's Academic Calendar here:
https://telecos.upc.edu/ca/curs-actual/calendaris/calendaris-lectius



Welcome and ACADEMIC Presentation: MET & MATT

Masters' Welcome and ACADEMIC Presentation: https://telecos.upc.edu/ca/noticies/masters-welcome-sessions-2026

Bear in mind that the master academic presentation could be some days later than the classes beginning. Please check the classes' timetables: Current course (link)

Master's degree in Telecommunications Engineering (MET)

&

Master's degree in Advanced Telecomunications Technologies (MATT)

- **February 12, 12 am**
- **Sala Multimèdia** - B3 building, plaça Telecos, Campus Nord UPC
- Online
- Will be led by the Head of Studies, Javier Ruiz

Welcome and ACADEMIC Presentation: MEE &MEF

Masters' Welcome and ACADEMIC Presentation:

Bear in mind that the master academic presentation could be some days later than the classes beginning. Please check the classes' timetables: Current course (link)

Master's degree in Electronic Engineering (MEE)

- **February 12, 12 am**
- **Aula de Teleensenyament** - B3 building, plaça Telecos, Campus Nord UPC
- Online
- Will be led by the Head of Studies, J. Manuel Moreno Aróstegui

Master's degree in Engineering Physics (MEF)

- **February 4, 2 pm**
- **Room A4 103** - B3 building, plaça Telecos, Campus Nord UPC
- Will be led by the Head of Studies, Pol Llovera

TEACHING METHODOLOGY

The Master's Teaching Methodology is based on face-to-face learning, so we expect you to be here in person during the first week of September or February (autumn or spring semester).

If you anticipate any difficulties in arriving in Barcelona in time for the start of the lectures due to visa procedures or other issues, please inform your assigned tutor of your expected arrival date. We will do our best to assist you.

MANDATORY PRE-ENROLMENT SURVEY (Only MEE, MATT, MET & Cyber)

IMPORTANT to all students :

MANDATORY PRE-ENROLMENT SURVEY

Deadline January 26!!!

Pre-enrolment questionnaire at the ETSETB's Intranet: Pre Enrolment Questionnaire

It's important to give an accurate answer so we can make a well adjusted forecast of the groups needed in each subject, minimizing the issues that might happen during the enrolment. Even so, the answers are not binding and you can make changes during the enrolment.

It's important to give an accurate answer so we can make a well adjusted forecast of the groups needed in each subject, minimizing the issues that might happen during the enrolment. Even so, the answers are not binding and you can make changes during the enrolment.

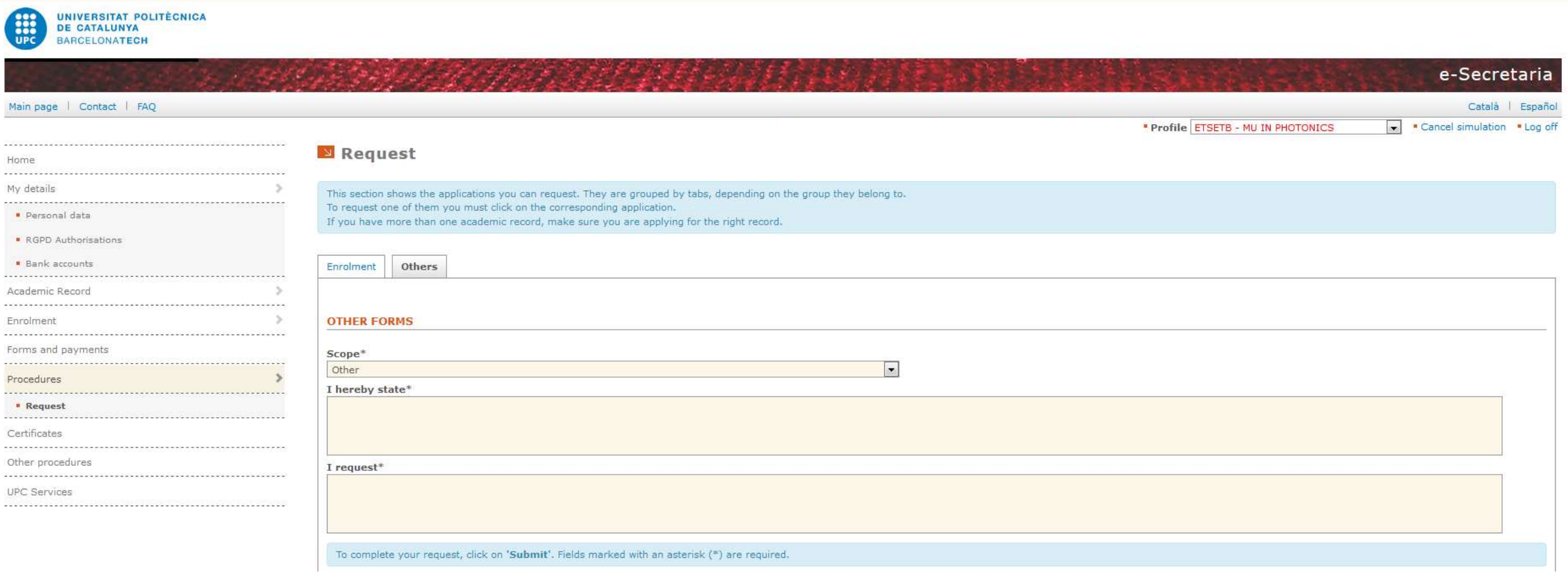
IMPORTANT : **If the admissions committee decides that you need to enroll on a Bachelor's degree or any specific subjects, these are mandatory and you must enroll on them in your first semester. Your enrolment questionnaire must be completed in accordance with the admissions committee's decision. You have time to modify until July 10th**

Before answering you should take the next points into account:

- Once you finish selecting the subjects, you must click on: "**REGISTRAR PREMATRÍCULA (Register Pre Enrolment)"** (it's a button on the right side, either top or bottom). Once you click this button the answer is valid, but you can activate the questionnaire again and make changes until the deadline.
- You can consult the Class Schedules at: Class Timetables
- Remember that in this questionnaire you only choose the subjects, the groups will be chosen at the moment of enrolment.
- You will be able to check the dates for enrollment and the rest of enrolment related procedures in the Enrolment and Academic Management Calendar for your program.

E-secretaria

The e-secretaria is the platform where you must request changes in your enrolment, certificates, update your personal data, introduce a Bank account, download your enrollment documents as well as consult the forms and payments.



Enrolment requirements: Previous steps and documentation

The following are the previous steps the student must follow to be authorized for enrolment:

1. The student must have accepted the master in our pre-enrolment system
   (Deadline today January 26!!!)
1. The student must have entered e-secretaria correctly.
   - **!!!** The first time the student enters e-secretaria, they must fulfill both “Personal data” and “RGPD Authorisations” from the “My details” section, otherwise they will not see any other sections.
2. The student must have paid the 300€ “Enrolment deposit” fee in e-secretaria.
3. The student must have **uploaded** the required **academic and personal documentation** in **e-secretaria** under the “Document input” section.
   i. **!!! Non-Spanish students** must **upload** a photocopy of their **Passport** or **NIE**.
   ii. As soon as the student acquires a NIE, they will have to upload a photocopy of it.
   iii. The **required academic documentation** will **differ from student to student** depending on where the student completed their bachelor’s degree:
      A. Bachelor degree completed at the UPC
      B. Bachelor degree completed at any other public university in Spain
      C. Bachelor degree completed at foreign universities and other higher education institutions

Enrolment requirements: Required academic documentation type A and B

Required academic documentation type A:

- **Bachelor's degree completed at the UPC**

The student do not need to upload any document.

The student will be authorized only if they have already paid the 218,15 € taxes for the Bachelor's degree Diploma. The student should check in e-secretaria if their "expedient de Grau" is "CLOSED" and their status is "TITULAT". If that's the case the student will be authorized for enrolment automatically.

Títol i suplement europeu

Required academic documentation type B:

- **Bachelor's degree completed at any other public university in Spain**

The student must upload their bachelor's degree Diploma and Transcript of records, both documents must be digitally signed and/or with QR/verification code.

Alternatively to these two documents, the student can upload the SET (Suplement Europeu del Títol), also digitally signed and/or with QR/verification code.

Enrolment requirements: Required academic documentation type C

Required academic documentation type C:

- **Bachelor's degree completed at foreign universities and higher education institutions**

The student must upload their bachelor's degree Diploma and Transcript of records

Both documents must be digitally signed and/or with QR/verification code.

The documentation must be in Catalan, Spanish or English languages. Otherwise, it must be translated.

If your university **IS NOT** from a EHEA country, the documentation must be legalized whether by diplomatic means or by the corresponding apostille.

For further information regarding translation and legalization of documentation, check the following "Legalisation and translation of documents issued outside Spain" website: https://www.upc.edu/sga/es/expedientes/LegDoc/legalisation-and-translation-of-documents-issued-outside-spain-1

Enrolment requirements: Uploading documentation in e-secretaria

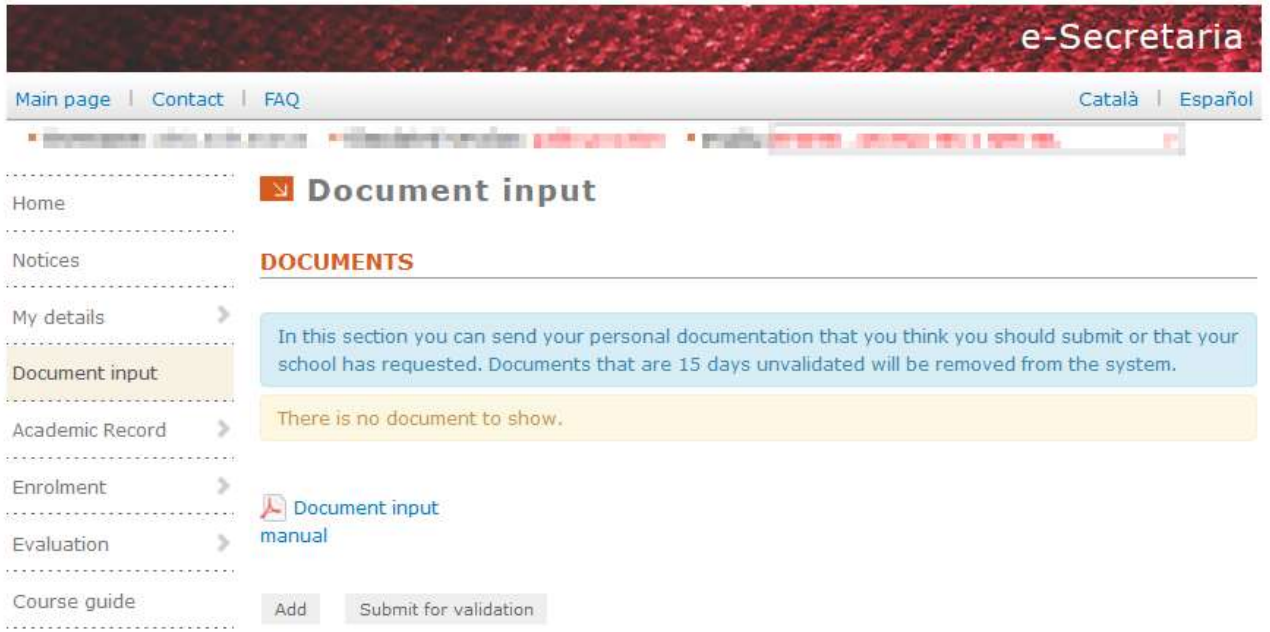
When uploading the documentation in e-secretaria under “Document input” section:

- Under type of document “**Non-UPC personal academic transcript”** : CERTIFIED DIGITAL SIGNED TRANSCRIPT OF RECORDS
- Under type of document “**Bachelor's degree certificate or substitute document”** your BACHELOR’s DIPLOMA or official document that prove you have paid the corresponding fees for the university to issue the diploma
- Under type of document: “**Diploma supplement”** the European Diploma supplement (it's not mandatory if the two previous documents are sent)
- Under type of document: “**Statement of equivalence of average marks on foreign degrees”** the DECLARATION OF EQUIVALENCE that you already sent at STUDENTS: Admission platform.
- Only for foreigners students your ID: - Passport -Foreign Identification number or -NIE evidence

Once you upload a document, make sure to press “Submit for validation” otherwise it will not be able to be reviewed

!!!

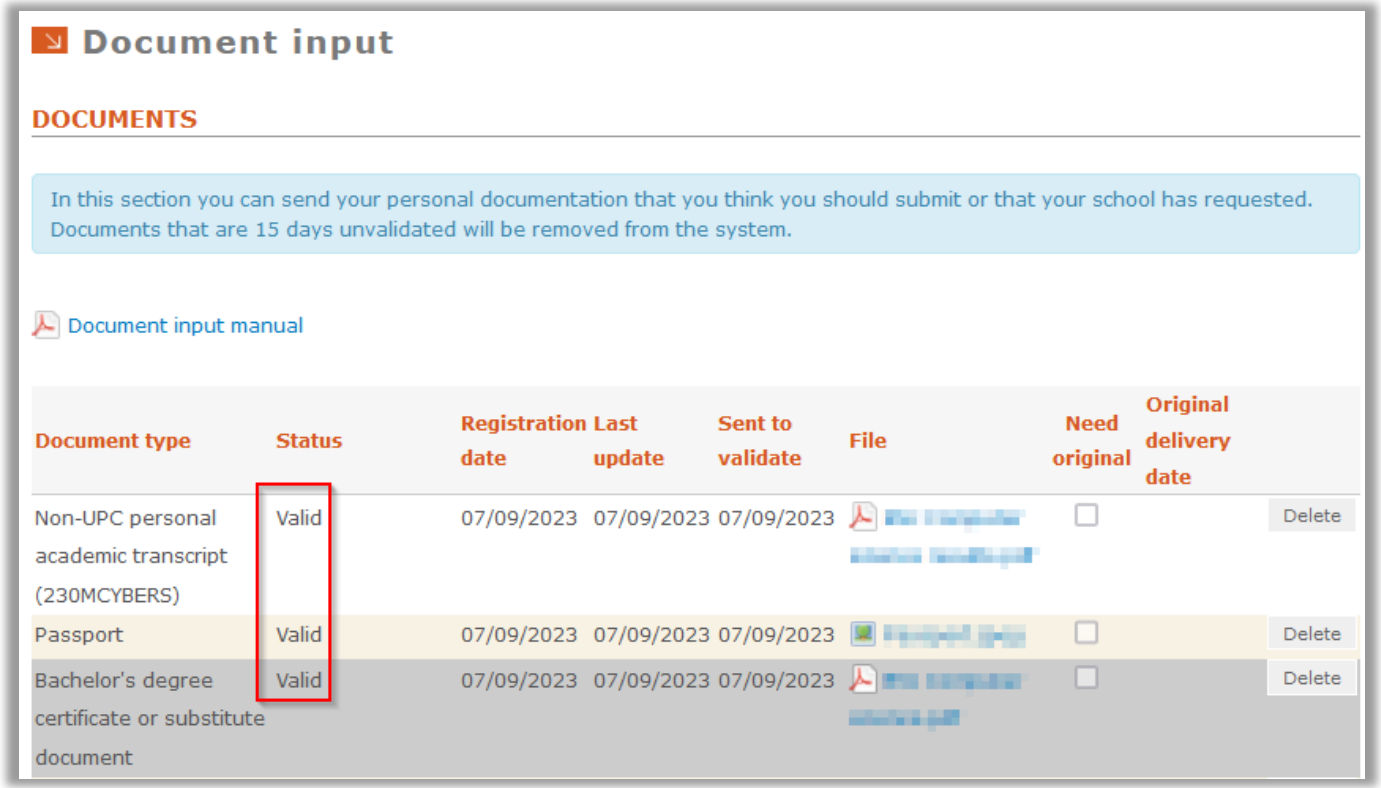
Upload the documentation at least 5 days prior enrolment date so there is enough time for verification. If you upload it later there might not be in time for the enrollment date

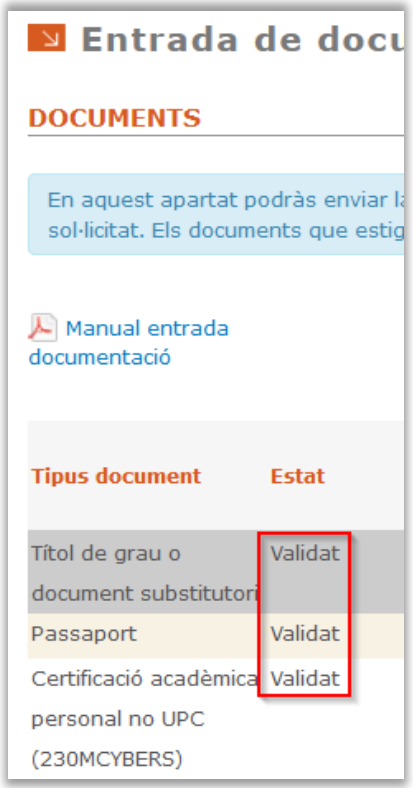


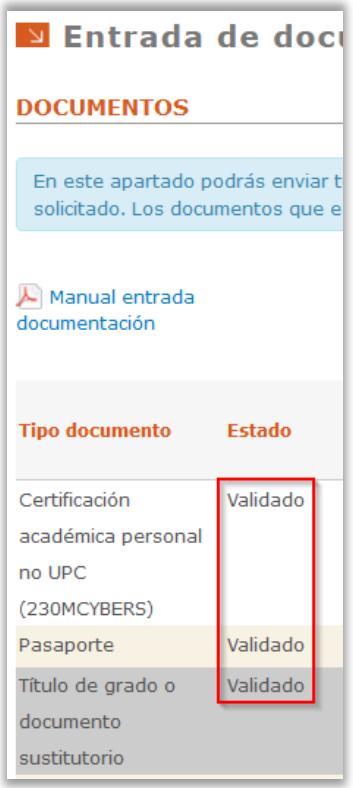
Enrolment requirements: Considerations

Important

- We warn you that, even if you see in the e-secretaria an enrolment date does NOT mean that the “SELFENROLMENT” button is authorized for you.
- The self enrolment will be activated on February 3/5 only if you have sent to validate on the e-secretaria the academic documentation and it is in “Valid” state.







Enrolment requirements: Considerations

Exceptionally, and only if your University does not provide you documents digitally signed and/or with QR/verification code you must present ORIGINAL or AUTHENTICATED COPY of the required documents as soon as you reach Barcelona and no later than October 30th in our secretary office.

- **Otherwise your enrolment will be cancelled and you will lose all the rights to this master as well as all the fees paid.**

Prior appointment is required to FACE-TO-FACE attention:

- Please check how to reach us to hand us this documents in this link: **PRIOR APPOINTMENT**

Enrolment information

If I am admitted, will I be able to enroll in the master's degree, even if I have still pending to pass the Bachelor Thesis(TFG)to be graduated?

Only those students that can officially prove that they have paid the Bachelor Diploma fees will be allowed to enroll

But only for UPC BACHELOR students:

The modification of the ETSETB masters' regulation (*) establishes that **it will only be allowed to enroll** the Bachelor's UPC students (on the days established for each semester without the need for a place reservation) **if the only remaining ECTS to pass are exclusively those of the bachelor thesis (TFG)** and only if the student can prove that the BACHELOR Thesis is correctly enrolled. All the other ECTS have to appear officially passed in your academic transcript in order to be allowed to enroll.

(*) the Point 1.2. Access to the master's degree studies of the NAGRAMA establishes that "The center responsible for the degree may define additional conditions on the credits pending, or not allow access"

In view of the special circumstances, the necessary means will be enabled so that the late readings can begin the master's degree only if it's approved by the master TUTOR and master coordinator by requesting and **paying the Place Reservation fees** in the event of the day of registration they are not yet graduated.

- ✓ Students that **present their bachelor final thesis after enrollment date :**
  - ✓ These students must contact their tutor to inform of this situation and determine the subjects they will follow.
  - ✓ Request, through E-SECRETARIA, the deferring for one or two semesters. You must access https://esecretaria.upc.edu, with the username and password you used for paying 300 euros. Once there, you must click on "Procedures --> Scope:Others" at the left menu, and fill in the fields "I hereby state" (saying that you have been admitted to the master for this semester) and "I request" (saying that you want to begin on FEBRUARY or SEPTEMBER) Afterwards, click on the button "submit"
  - ✓ Will be allowed to enroll later (loosing the ranking enrollment order: with no right to reserve places in any specific subject or groups) but February 27 **the latest!**
  - ✓ They must proved with the **DIGITALLY SIGNED certificate** that they have paid the fees for the issuing of the Bachelor's diploma. Otherwise they won't be able to enroll.

REQUIRED E-SECRETARIA signature

Compromís d'integritat acadèmica

- ✓ Before enrolment, you must sign the mandatory commitment to academic integrity

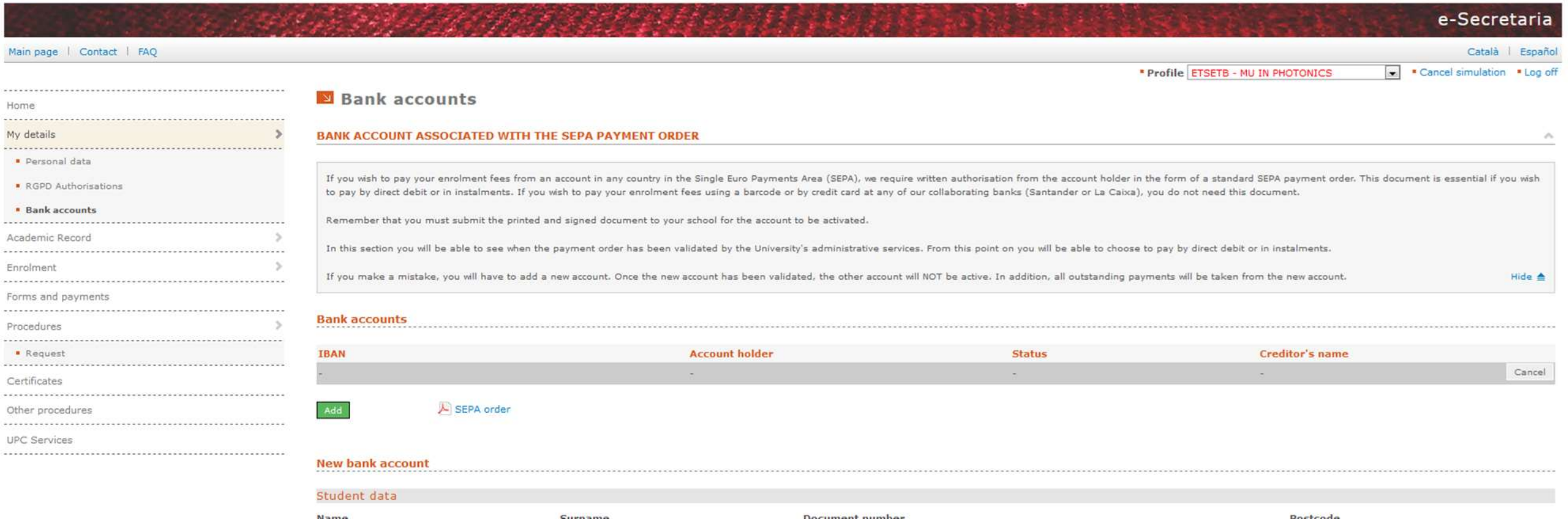
- ✓ If you are going to pay by direct debit or in instalments, you need to have a bank account of one of the SEPA countries at least one week prior the enrolment to have time to be approved.
  - ➢ NEW: Add or modify a Bank Account.

e-secretaria: Payments

- If you are going to pay by direct debit or in instalments, you need to have a bank account of one of the SEPA countries.

➢ NEW: Add or modify a Bank Account.

- You won't need this document if you are going to pay in one only payment (by Visa or Mastercard through e-Secretaria or cash at one of the bank entities that will appear at the enrolment form).



PAYMENT OPTIONS

MASTERS. Enrolment New students

Payment options

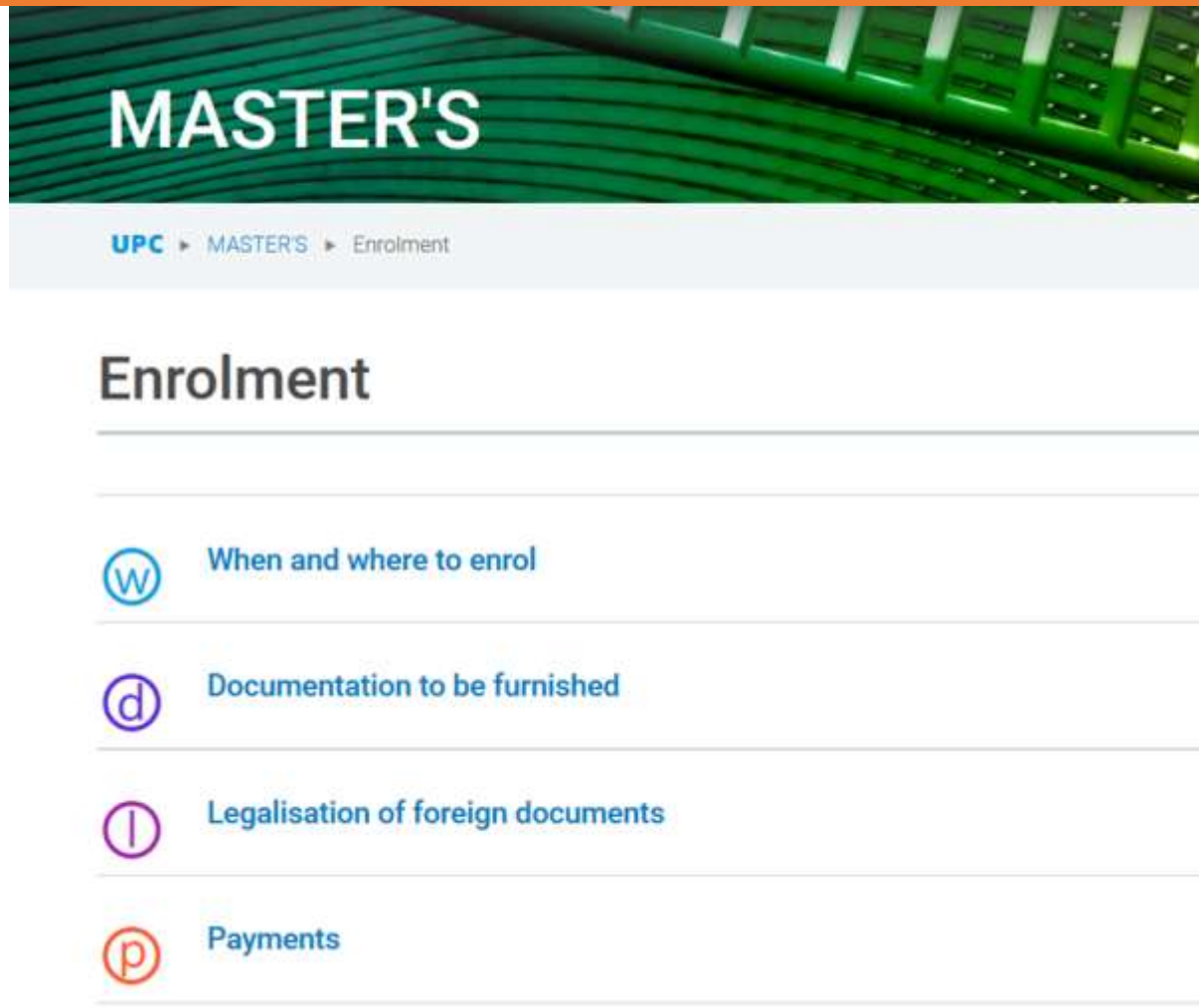
Consult the option for paying in two or three instalments offered by the UPC.

The instalment options are as follows:

•For semesterly enrolment (MEE/MET/MATT/MEF/CYBERS), 60% of the enrolment fees are paid when you enroll and the remaining 40% are paid in mid-December (enrolment in the first semester) or early April (enrollment in the second semester).

•For annual enrolment (PHOTONIC) , 40% of the enrolment fees are paid when you enroll, 30% in mid-December and 30% on 1 March.

- You need to add a Bank Account in the e-secretaria NEW: Add or modify a Bank Account.



Fees, grants and payment options

Who sets the fees

The fees for official master's degrees are regulated in Article 81.3.b of Organic Law 6/2001, of 21 December, on Universities, in the wording of Royal Decree-Law 14/2012, of 20 April. In the case of studies leading to official degrees that are valid throughout Spain the public fees are set by the Government of Catalonia, within the limits established by the General University Policy Conference. The fees are not approved until the beginning of July, before the start of the academic year, so the total amount to be paid cannot be determined exactly until the moment the student enrolls.

Cost per credit and surcharge for repeat enrolment

If you need to re-enroll the credits that you have not passed, there is a **surcharge when you enrolll for the second, third or fourth time.**

Verification of prices

Check SGA's (UPC's general services) website to verify the fees and prices:

https://www.upc.edu/sga/ca/matricula/preus/estimacion-precios-documentos/curs-2025-2026/2025-2026-fees-por-official-masters-degrees_copia_autentica.pdf/view

On the basis of the information provided above and current fees, the estimated fees for an official master's degree according to its type, organisation and number of credits are the following:

Tipus	First-time credits	Estimated fees for European Union students	Estimated fees for non-European Union students (non-EU residents)
NON-qualifying master's degree	60	€1,600	€3,200
	90	€2,300	€4,600
	120	€2,900	€6,100
Qualifying master's degree	60	€1,500	€3,200
	90	€2,100	€4,600
	120	€2,800	€6,100

The fees per credit that the UPC is going to apply in the 2025-2026 academic year are the following: (pending approval by the Social Council)

Student status and type of master's degree		First enrolment	Second enrolment	Third enrolment	Fourth enrolment onwards
European Union students (Fees for 2025-2026)	Non-qualifying master's degree	€19.37	€23.92	€51.84	€71.76
	Qualifying master's degree	€17.69	€21.85	€47.84	€88.00
Non-European Union students (non-EU residents)	Non-qualifying master's degree	€45.00	€60.00	€100.00	€128.00
	Qualifying master's degree	€45.00	€60.00	€100.00	€128.00

NON-RESIDENT FOREIGN STUDENTS WHO ARE NOT NATIONALS OF EU

The cost per credit for non-resident foreign students who are not nationals of EU member countries is 1.5 times the standard credit cost

Fees for foreign students aged over 18 who are not residents and are not EU nationals or covered by the European community regime may reach 100% of the real cost of university master's degree teaching, without prejudice to the principle of reciprocity.
More information (Spanish)

Once you have the NIE you must bring us a photocopy:

- ✓ Although as required by the normative we introduce your NIE in the system, it does not change your nationality consequently the application of the surcharge is for all your stay.

Tuition surcharge for non-resident foreign students who are not nationals from the European Union member states

This surcharge will be applied to non-resident foreign students, not nationals from the European Union member states who enroll in a university master's degree program The cost of one credit will be 1,5 times the ordinary cost assigned to credits of level III master's programs by the tuition and fees decree

The price charged for each credit had the surcharge been applied in the current academic year would have been about 78 Euros.

The surcharge will be waived on the following grounds, provided supporting documentation is submitted:

1) Students who are nationals from any European Union member state. The original and a photocopy of a valid passport must be submitted. You may check EU member states at the official EU website. At the time of publication of this document (January 2012), these states are: Austria (1995), Belgium (1952), Bulgaria (2007), Cyprus (2004), Czech Republic (2004), Denmark (1973), Estonia (2004), Finland (1995), France (1952), Germany (1952), Greece (1981), Hungary (2004), Ireland (1973), Italy (1952), Latvia (2004), Lithuania (2004), Luxembourg (1952), Malta (2004), Netherlands (1952), Poland (2004), Portugal (1986), Romania (2007), Slovakia (2004), Slovenia (2004), Spain (1986), Sweden (1995), United Kingdom (1973).

2) Foreign students from other countries who are able to prove permanent residence in Spain for more than five Years through a certificate issued by the Government Representation Office.

https://www.upc.edu/sga/ca/shared/fitxers-matricula/tuition-and-fees-for-master.pdf

Username and password and ICT services

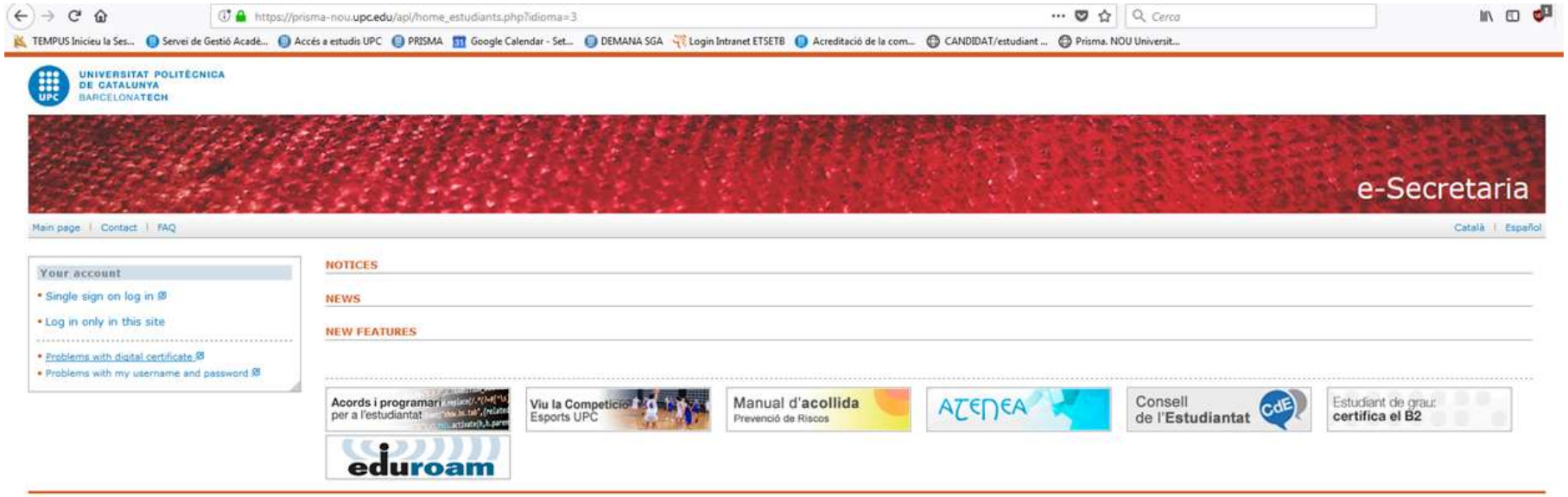
When you accepted the admission to the master, you were assigned a username and password to do the payment in advance of enrolment (300 euros).

This username and password gives you access to:

1. The electronic secretary **e-Secretaria**
2. The Virtual Campus Atenea. (24 hours after the enrolment)

3. The ICT services of ETSETB (Intranet, webmail, etc).

If you don't remember your credentials, you can recover them at: https://identitatdigital.upc.edu/gcredencials/recupera-contrasenya



Academic regulations

- UPC general regulations
- ETSETB / ETSETB Academic regulations
- General regulations for masters MET and MEE
- Master thesis regulations (English version)
- Annexes to ETSETB Academic Regulations for MET and MEE
- ETSETB regulations for completion of exams
- The ETSETB protocol for action in cases of fraud commited in exams

Academic information - Curriculum

Curriculum/ Subjects

1. Master's degree in Telecommunications Engineering (MET13)

   https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-telecommunications-engineering-met/#tab-curriculum

2. Master's degree in Electronic Engineering (MEE22)

   https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-electronic-engineering-mee/#tab-curriculum

3. Master in Advanced Telecommunication Technologies (MATT19)

   https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-advanced-telecommunication-technologies-matt/#tab-curriculum

4. Master's degree Engineering Physics (MEF) https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-engineering-physics/#tab-curriculum

Academic information – Timetables and calendars

Timetables, exams and regulations:

Classes timetables, exams schedule and regulations are available here: Current course.

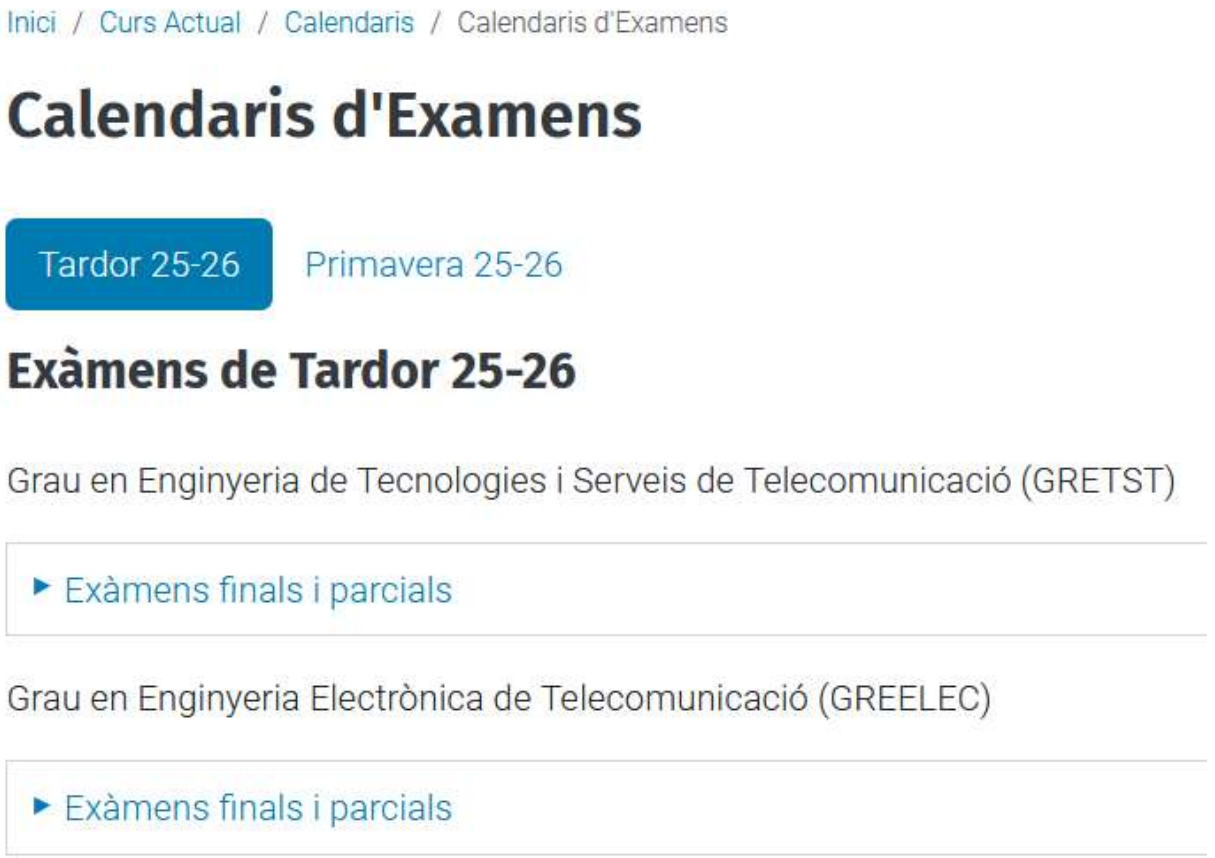
Calendars (choose Primavera "Spring" 2025-2026 2Q):

Check classes calendars, exam calendars, and enrolment and procedures calendars here: Calendars

Academic information - Examination

Examination period

https://telecos.upc.edu/ca/curs-actual/calendaris/calendaris-dexamens/calendari-dexamens

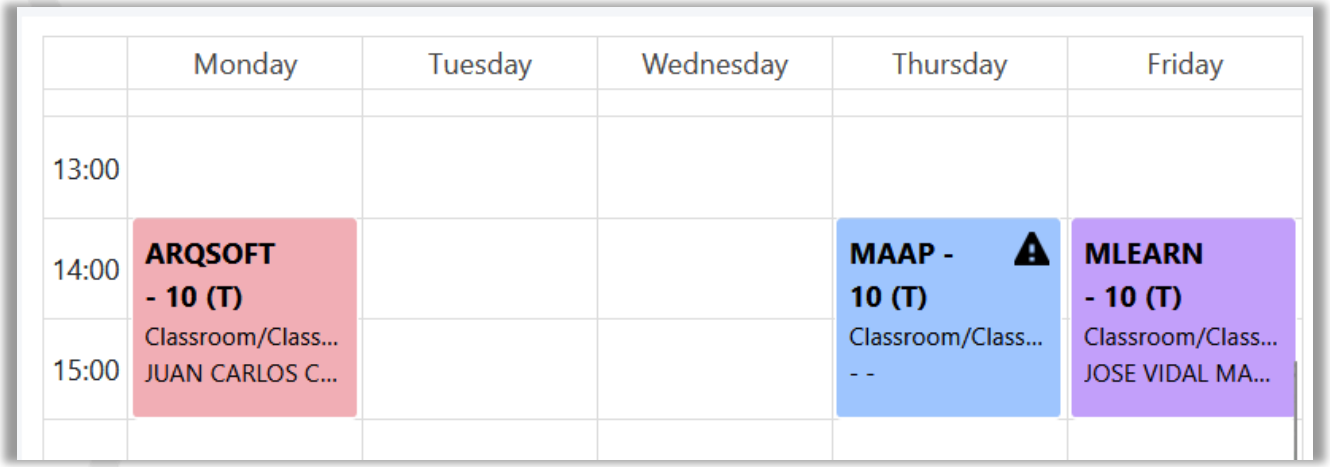


Once in the webpage shown in the picture, click where you see your master to see the examination period pdf for the “Spring semester” (Primavera 25-26)

Academic information - Timetables

Planificador d'horaris **Timetable Planner**

The timetable tool will help you to plan your classes timetable.

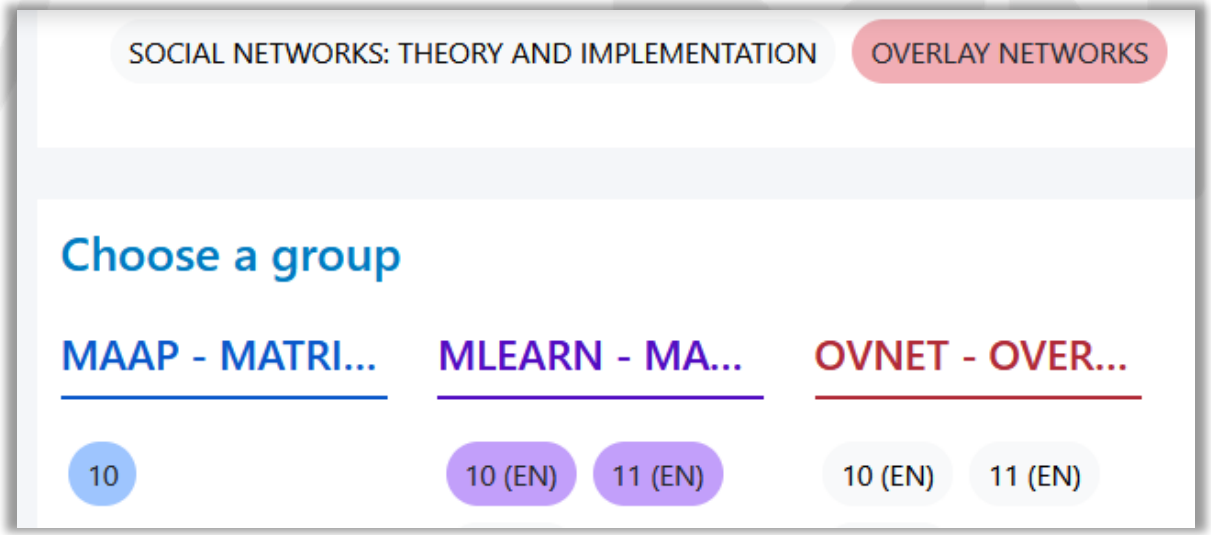


!!! MATT Students – Additional comments

"5G Networks" and "Internet of Things" tracks are taught in EETAC (Castelldefels). The rest of tracks are held in our school, the ETSETB (Barcelona).

Keep in mind that, when selecting groups, group number 90 belongs to the EETAC, not ETSETB.

Also, these two tracks subjects might no show up in the timetable planner. Check their timetables here



Academic information

Important: Please be very careful while choosing your subjects, since you may be seriously affected later on:

- ✓ **Reimbursement of fees:** The following reasons do NOT justify the reimbursement of fees, and if they are not paid, payment will be claimed:
  1. Mistakes made by the student in their enrolment do NOT justify reimbursement of fees.
  2. Changes in working hours or starting a new job do NOT justify reimbursement of fees.

- ✓ **Academic progress:** If your performance is poor and you do not pass **15 ECTS** the first year you may be expelled (see rules and regulations next page)

  - **2023/24** Normativa Acadèmica dels estudis de Grau i Màster (NAGRAMA)
  - **2022/23** Normativa Acadèmica dels estudis de Grau i Màster (NAGRAMA)
    2022/23 Academic Regulations for Bachelor's and Master's Degrees (NAGRAMA English version)

- ✓ **NIE renewal** : If you do not pass all the enrolled subjects each semester, the police may not renew your NIE when it expires and you will not be able to stay.

6. Academic progress on master's degrees

(Approved at the plenary session of the Board of Trustees on 11 June 2013)

Introduction

Article 46.3 of Organic Law 4/2007, of 12 April (BOE of 13 April 2007), modifying Organic Law 6/2001 on Universities (BOE of 24 December 2001) and Article 123 of the Statutes of the Universitat Politècnica de Catalunya, approved in Decision 43/2012, of 29 May (DOGC no. 6140, of 1 June 2012), attribute to the Board of Trustees the power to establish the rules that govern academic progress requirements for students at the University.

The University must aim to make good use of the public funds entrusted to it, ensuring that its graduates acquire an appropriate academic level and fulfilling its role as a public service by facilitating admission to as many students as possible. It must establish mechanisms for ensuring that its students acquire an appropriate academic level and must be sufficiently demanding to make responsible use of the resources placed at its disposal.

6.1. Scope

These regulations are applicable to all students enrolled in official master's degrees at the UPC. The conditions for joint master's degrees between the UPC and other universities will be established in the specific agreement applicable in each case.

6.2 Minimum academic progress during the first academic year

Taking into account the different types of master's degrees, the school or university research institute shall establish and publish the minimum academic progress requirements for the first year of a master's degree or double master's degree. Notwithstanding the above, as a general rule students must obtain at least 15 ECTS credits.

The minimum academic progress requirements must be met irrespective of the terms of enrolment and any recognised credits awarded: the committee will consider all credits for which students are enrolled, including subjects and/or learning activities from the master's degree curriculum and complementary activities established by the school or university research institute in each student's personalised academic pathway. Validated, adapted, recognised and waived credits will not be considered in the case of academic progress.

Students who do not meet the minimum academic progress requirements will not be permitted to continue their degree at the UPC.

6.3. Maximum period of study

Each school or university research institute shall establish and publish the maximum study period granted to students in order to obtain the corresponding degree or double degree.

Changes in your Enrolment

Changes in your enrolment (without additional fees) Deadlines:

Please check the Deadlines, documents needed and procedure and the steps to follow in the following:

Calendaris de Matrícula i Tràmits acadèmics / Enrolment and Academic Procedures Calendars

You will have to do the request by esecretaria.upc.edu (procedures > related to enrolment > enrollment change).

Only one change. You are allowed to do only one change request (unless a course ceases to be taught).

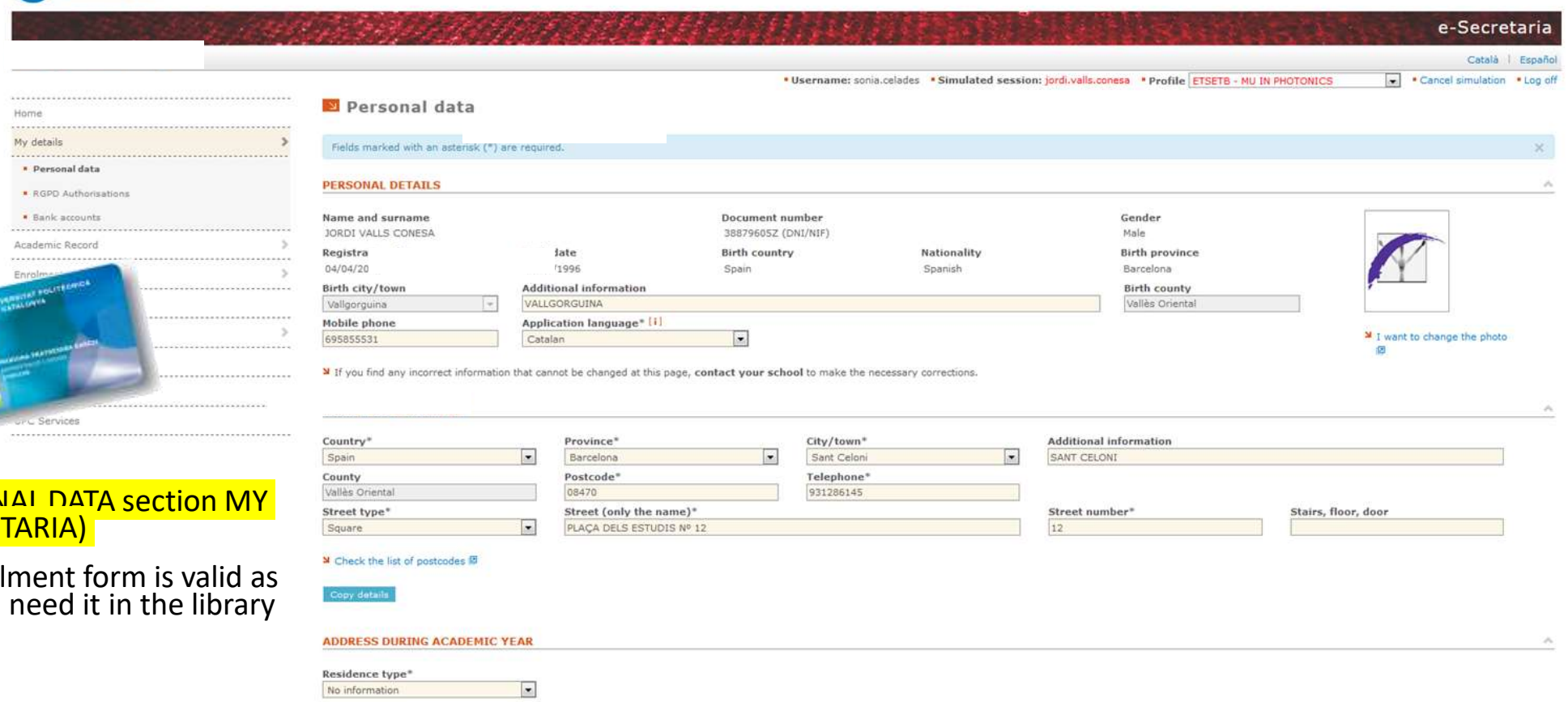
Additional fees. Changes after the deadline

If you do the change after the deadline fixed for enrolment changes, you must pay an additional fee (around 30 €).

New UPC ESTUDIANTS app

No more plastic UPC card will be issued from now on: you should download a new UPC ESTUDIANTS app

More information on : https://www.upc.edu/identitatdigital/ca/carnetupc

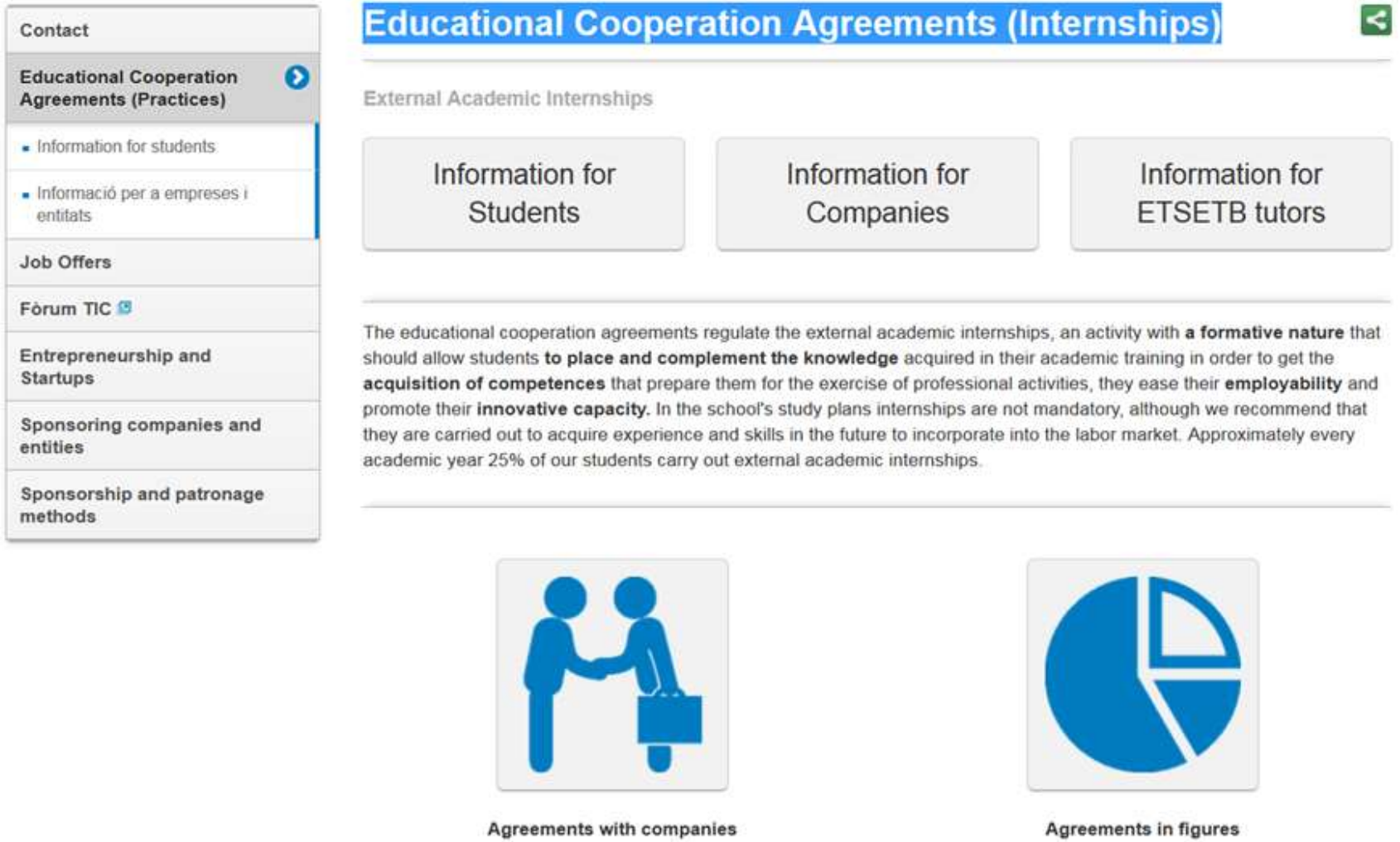


- Upload a PHOTO under PERSONAL DATA section MY DETAILS (E-SECRETARIA)
- Provisionally a copy of the enrolment form is valid as a provisional student card if you need it in the library

Educational Cooperation Agreements (Internships)

Student attention:

- **Rosa Frías**
  Building B3 Floor 1
- Phone: 93 401 68 36



UPC WELCOME GUIDE/OMI

Take a look at these websites to get an idea of how to prepare your UPC stay:
https://www.upc.edu/en/the-upc/institutional-publications/guiaacollida_upc_eng.pdf

03

First steps when you arrive at the UPC

Student welcome office / Services we offer / Your school or department at the UPC / Applying for a UPC card

3.1. Student welcome office

When you arrive, go to the students welcome office. This OMI office gives useful information and practical orientation to international students.

International Students Office (OMI)
C/ Jordi Girona, 1-3
Building C-3, plaza Telecos
Campus Nord
08034 Barcelona
Tel.: +34 93 401 69 37
Fax: + 34 93 401 74 02
oficina.mobilitat.internacional@upc.edu

Office hours:
from Monday to Friday, from 10 a.m. to 2 p.m.

Services we offer

The Student Mobility Unit is part of the International Relations Bureau.

Through the welcome office (the OMI in Barcelona), the International Relations Bureau promotes student mobility, gives welcome information to incoming students and facilitates their integration at the UPC. We also provide information and advice on the compulsory legal procedures that you will have to carry out to make your stay in Spain legal.

During the first days after your arrival at UPC, you should go to the OMI (Students welcome office). We will be happy to help you.

At OMI we will assess you about the procedure/s that your relatives and you could have to do at your arrival and also during your whole stay. During the rest of your stay, we can mainly assess you about the procedure of TIE renewal for you and your relatives.

06

Compulsory legal procedures for international students

On arrival / During your stay

At the International Students Office (OMI) in Barcelona, we can inform you in detail about the compulsory legal procedures you must carry out depending on your nationality and situation.

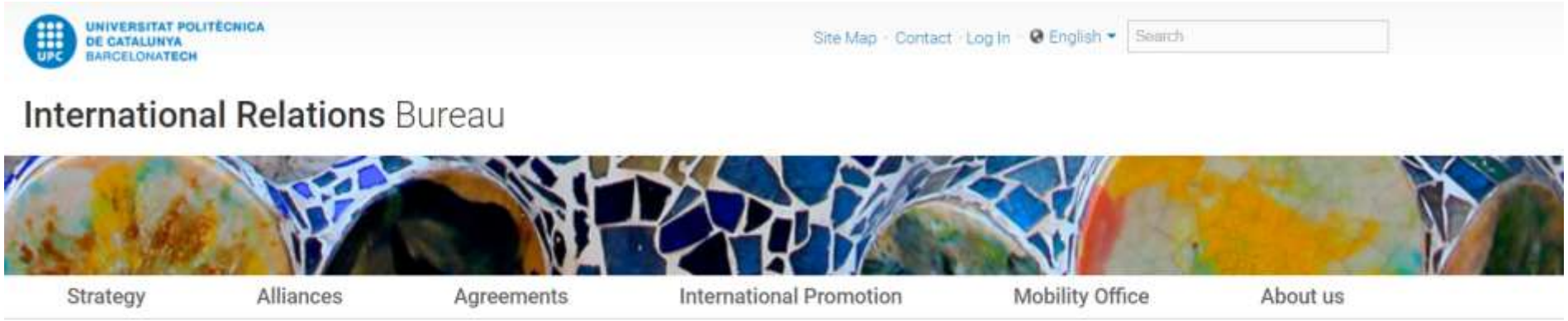
- **On arrival**
  Registration as a resident of a town or city, registration as a citizen of the European Union, applications for the Foreigner Identification Card (*Tarjeta de identidad de extranjero*, TIE) and Foreigner Identification Number (*Número de identificación de extranjero*, NIE) or equivalent certificate.

- **During your stay**
  Renewal of the TIE for students from outside the European Union and application for a re-entry permit if you are planning to travel abroad.

The OMI can help and assess students who are NOT nationals of European Union countries (non-EU students) to renew their TIE, which they will have to do every year during their stay in Spain.

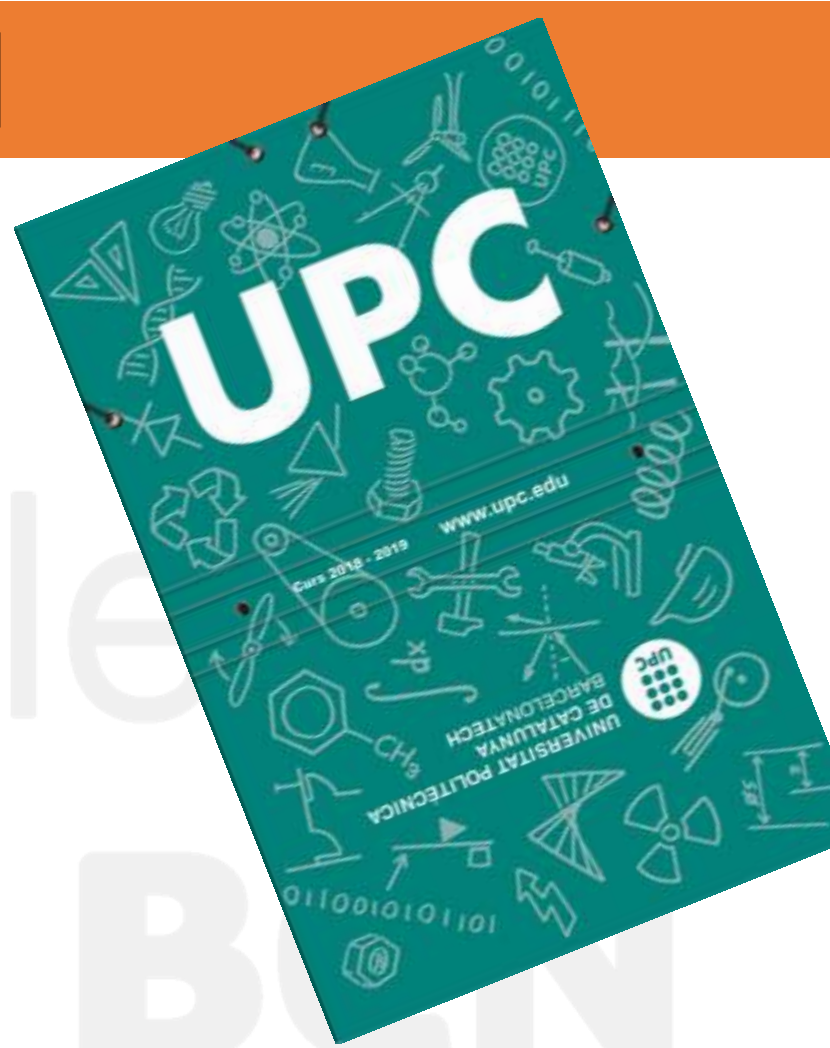
For further information, consult Section 6.2. of this guide and the website **www.upc.edu/sri**, write to **oficina.mobilitat.internacional@upc.edu** or ask at the OMI (on the telephone or in person).

Orientation Week for UPC "International students" . Do not miss it!



The OMI Office will send you an e-mail to inform you how to register to the Orientation Week
Pls

POLICE requirements TIE card



For the TIE , two documents from the university are required to hand to the POLICE once you have an appointment :

Both documents available from your E-SECRETARIA, please **request them from e-secretaria :**

- ✓ A registration certificate (download the PDF yourself from your E-SECRETARIA: “Forms and payments” > view form)
- ✓ Request a “Certificates” > “Apply for a certificate” > “certificate type: others” > “Official academic Transcript for the obtainment of the NIE” digitally signed

OMI-International Students Office

International Students Office

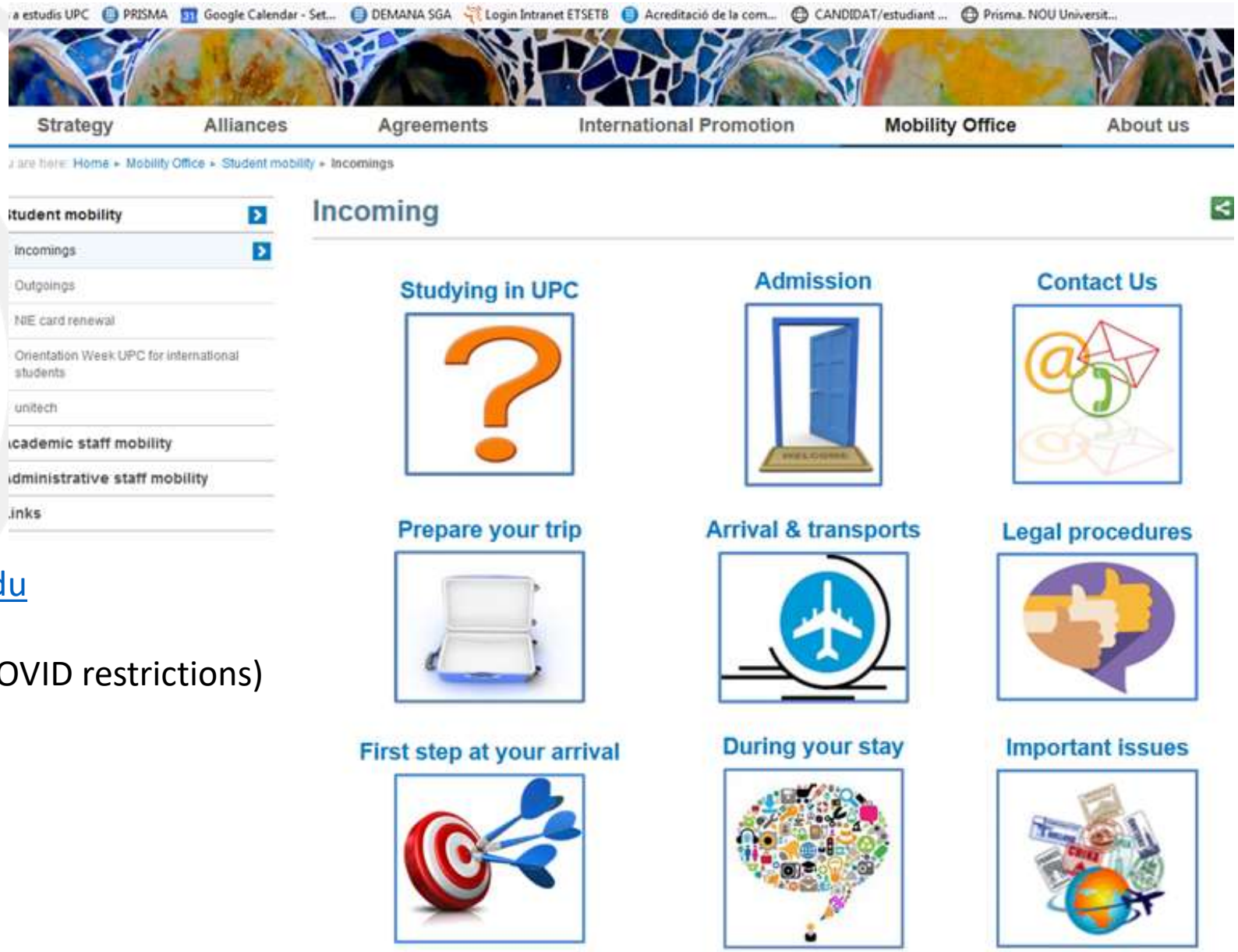
https://www.upc.edu/sri/en/bureau/where-we-are

c. Jordi Girona, 1-3 Edifici C-3,
Telecos Square
CAMPUS NORD
Tel: +34 93 401 69 37
Fax: +34 93 401 74 02

E-mail: oficina.mobilitat.internacional@upc.edu

Office hours (please check their site for the COVID restrictions)

Mornings: From Monday to Friday,
from 10:30 a.m. to 1 p.m.
Afternoons: Tuesday afternoon
from 3 p.m. to 5 p.m.
Map



Please contact us : 93-4016750

masters.etsetb@upc.edu