step1. Go to the **ETSAB website**: https://etsab.upc.edu/en
Click on **Intranet** and then on **Prisma**

UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

ETSAB **Barcelona** School of **Architecture**

School | Studies | Know us | International | Internships | Services | Intranet | Library

You are here: Home • Intranet

Intranets

Space reserved for members of the school - students, teaching staff and administration and services staff - to access different services.
Each intranet is aimed at specific groups; therefore, a community member may not have access to some intranets.

School intranets

Access to intranets

Academic management

e-Secretaria

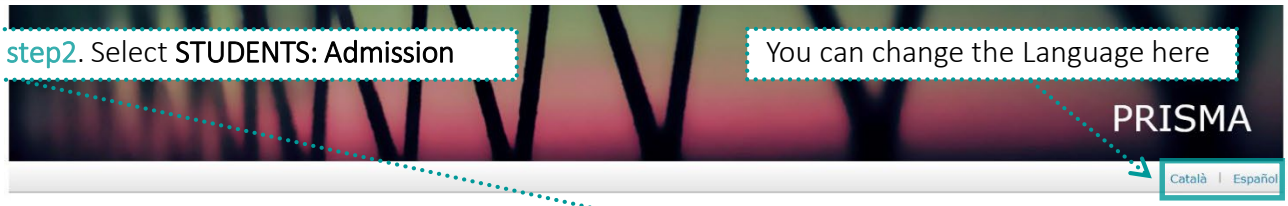
e-Secretaria
Portal of services for students, where you can make arrangements related to your academic record.

Prisma

Prisma - Study management
Portal of services for the PDI related to the management of studies (Teaching Guide, Class lists, etc).

step2. Select **STUDENTS: Admission**

You can change the Language here





PDI / PAS

e-Prisma. Multilingual course management system that lends support to the management of academic processes at the UPC.



STUDENTS: e-Secretaria

e-Secretaria. Multilingual portal that allows students to manage their academic records.



STUDENTS: Admission

UPC studies admission. Multilingual system for admission to master's and doctoral degrees at the UPC and exchange programmes with other universities.

step3. In the option **'Non-UPC students not registered in the system'**, click on **Register**

Your account

- UPC students
- Non-UPC students registered in the system
- Non-UPC students not registered in the system

Register

- Problems with digital certificate
- Problems with my username and password

NOTICES

SCHOLARSHIPS

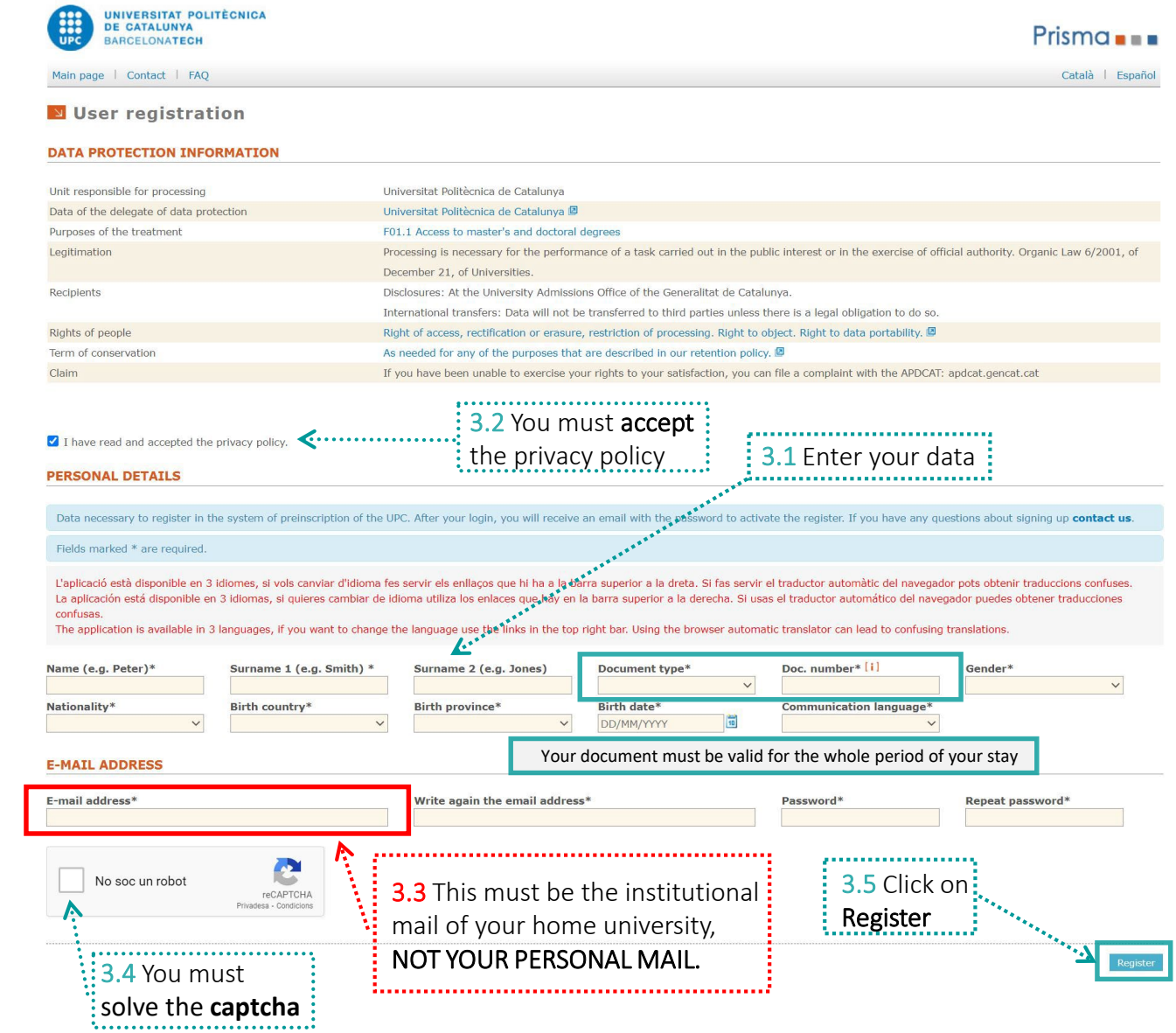
Very important! You must apply for the Ministry's scholarship between March 30th and May 12th. Apply even if you are not sure since you can not apply later on.

https://youtu.be/BsQoHywfrI4

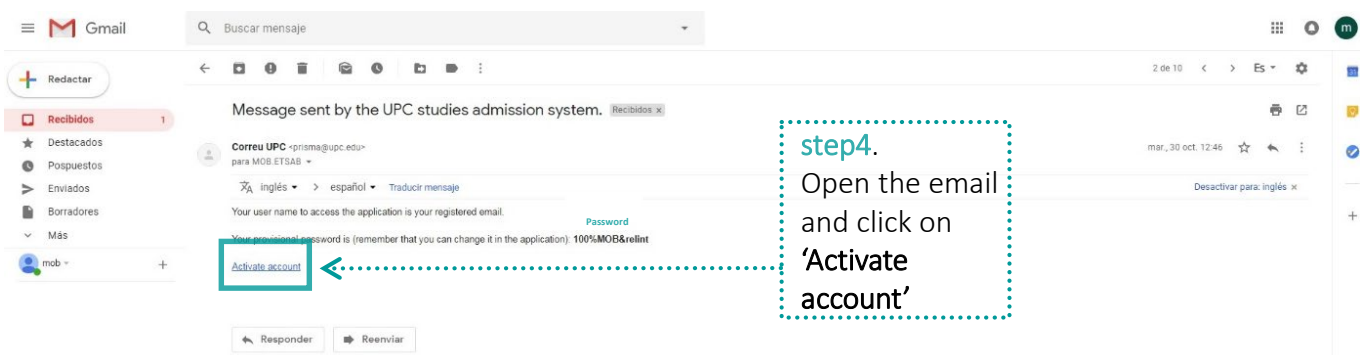
More information: https://www.upc.edu/sga/ca/beques

NEWS

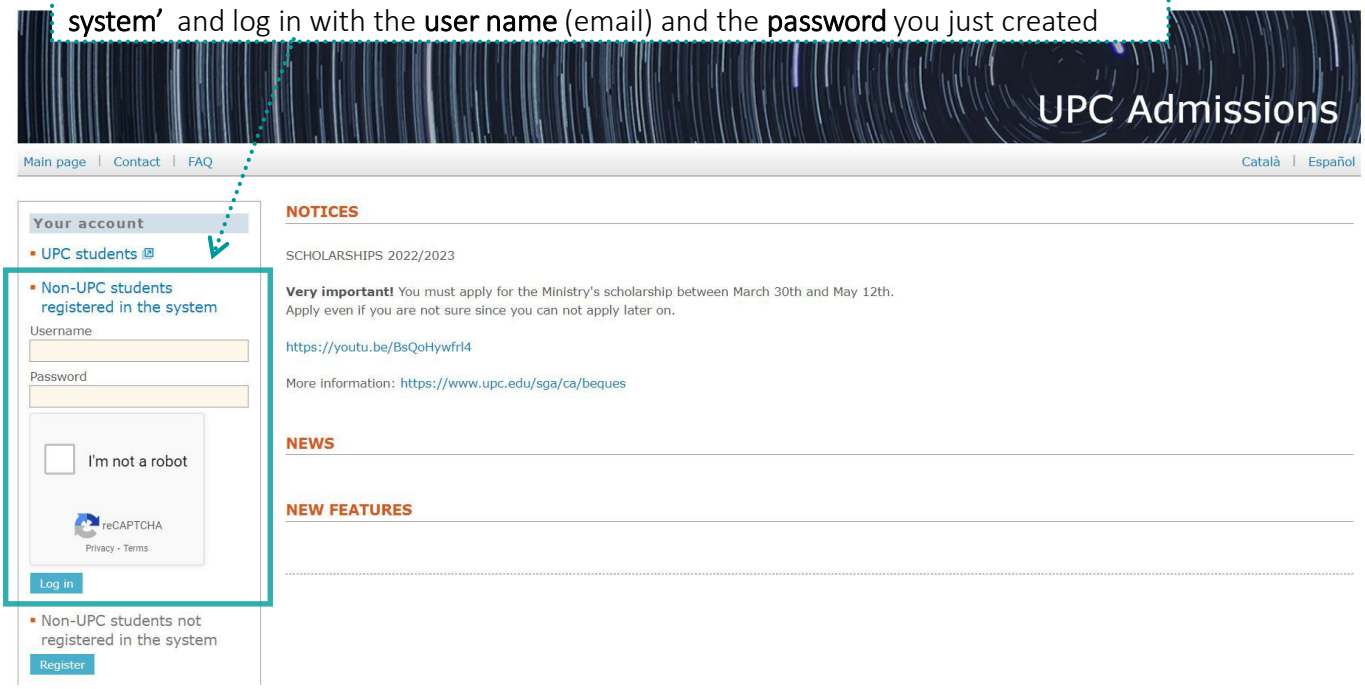
NEW FEATURES



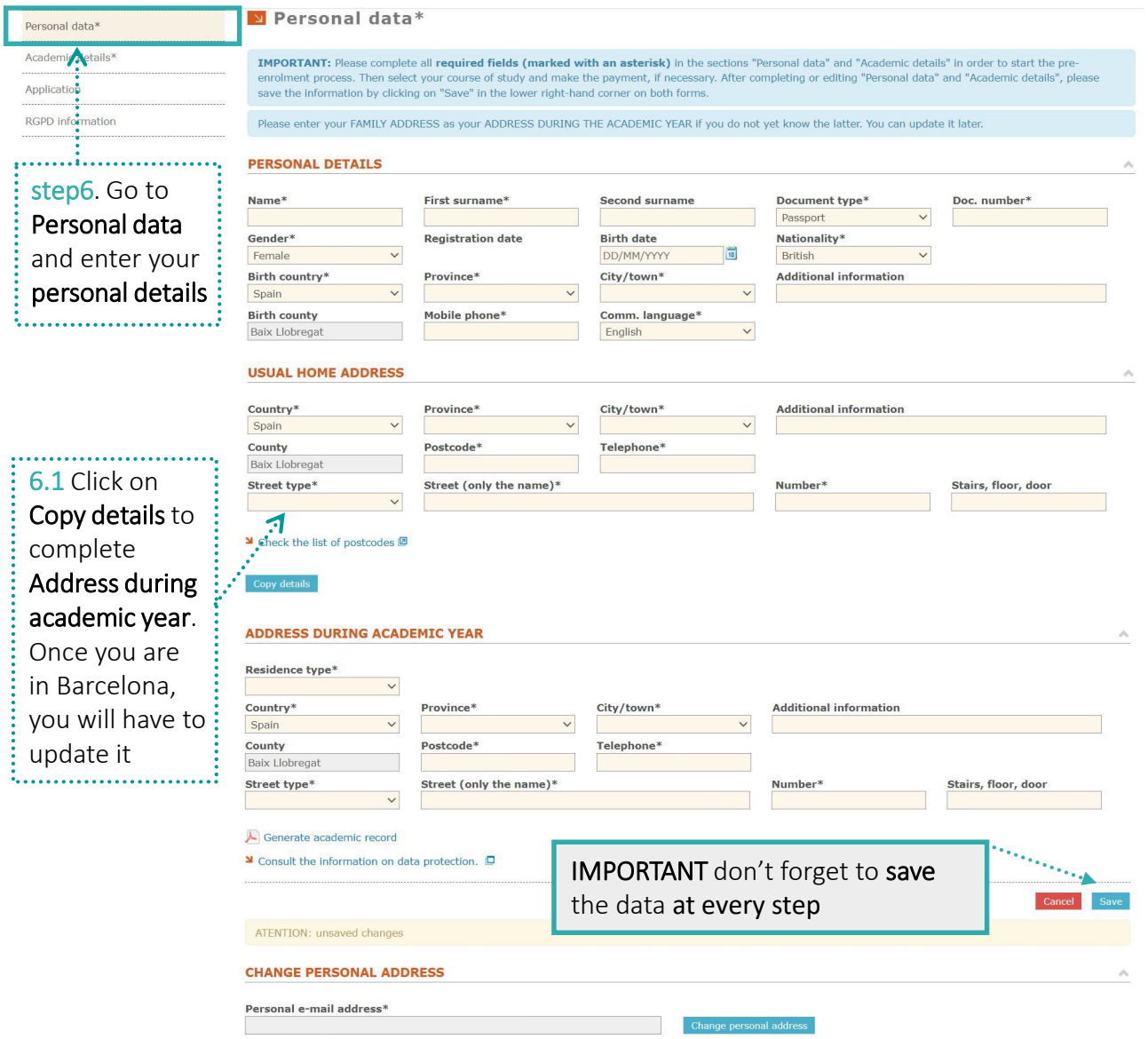
An email will be sent to the email address registered to activate the account



step5. Do again **steps 1** and **2** and then click on **'Non-UPC students registered in the system'** and log in with the **user name** (email) and the **password** you just created



step6. Go to **Personal data** and enter your **personal details**



6.1 Click on **Copy details** to complete **Address during academic year**. Once you are in Barcelona, you will have to update it

IMPORTANT don't forget to **save** the data **at every step**

Personal data*

Academic details*

Application

RGPD information

step7. Go to **Academic details** and fill in the required information

Academic details*

PERSONAL DETAILS

Document number **Name and surname** **Personal e-mail address**

UNIVERSITY DEGREES*

University	Degree	Access	
Politecnico di Milano	Máster de Arquitectura	☑	Delete

Add

Máster de Arquitectura

Fields marked with an asterisk (*) are required. In case you can't find your country and/or university in the list below, please cancel the process and inform the administrator of the application about this fact.

If you started studying from 2009 onwards, your degree will be a bachelor's or master's degree.

7.1 Fill in the blanks with the **studies you are following in your home university.** Write '**2026**' in **Obtaining year**

Access degree ☑ **University location country** Italy

University* I - Politecnico di Milano

Degree level* Holder of a degree i

Degree* Máster de Arquitectura

Language of instruction* Italian

Obtaining year* 2022

Final degree grade 5 to 10

Homologated degree ○ Yes ◉ No

Name of homologated degree Others

Other homologated degree

Homologation date DD/MM/YYYY

Legalized degree ○ Yes ◉ No

Legalization year

Scholarships and aids

Cancel Save

Step8
Add the **languages** you know

Language

Fields marked with an asterisk (*) are required.

Language* Spanish

Learning method* School

Reading level	◉ Very good	○ Good	○ Medium	○ Low	○ Null
Writing level	○ Very good	◉ Good	○ Medium	○ Low	○ Null
Speaking level	○ Very good	◉ Good	○ Medium	○ Low	○ Null
Oral comprehension level	◉ Very good	○ Good	○ Medium	○ Low	○ Null

Data saved correctly

Cancel Save

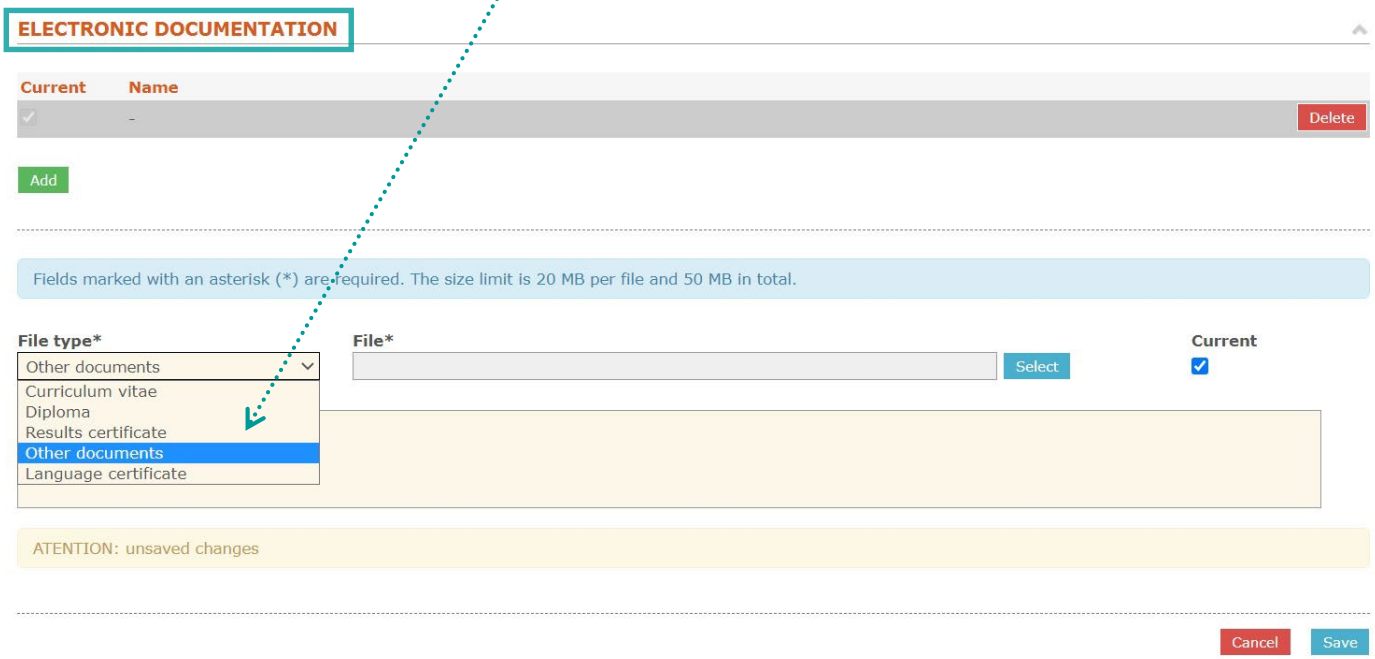
ELECTRONIC DOCUMENTATION

Add

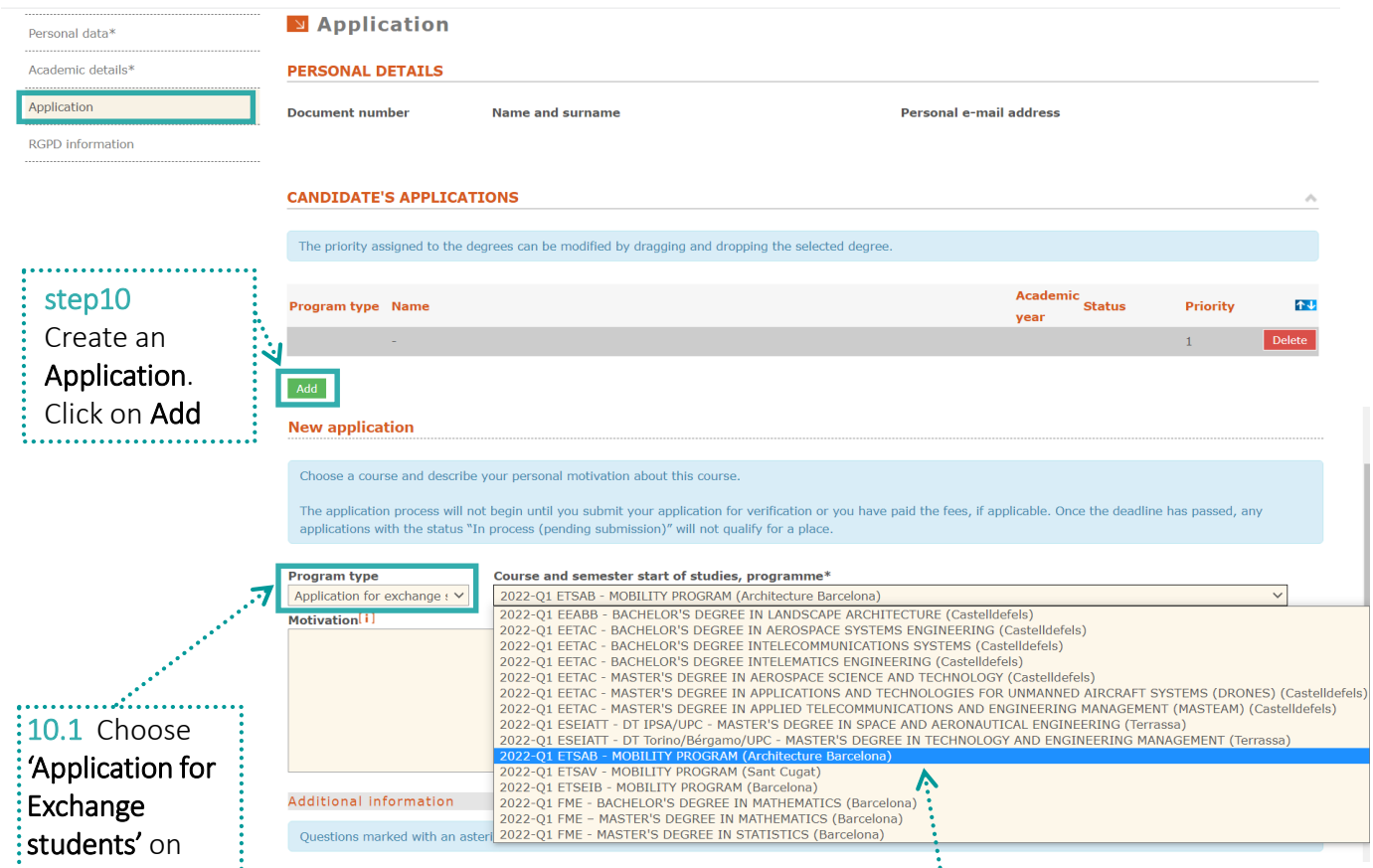
Step9 On file type choose 'Other documents'. **Add** the following **documents**.

- **ETSAB'S Exchange Application form** signed and stamped by your home university
- **Passport** or ID card scan (it should match the number you wrote on "Personal Data")
- **Transcript of records** with the number of credits achieved/ total number of credits of the degree.

(NOTE for Erasmus students: Learning Agreement will be processed online via EWP later on)



step10
Create an **Application**.
Click on **Add**



10.1 Choose **'Application for Exchange students'** on Program type

10.2 Choose **'2026-Q2 ETSAB – MOBILITY PROGRAM (Architecture Barcelona)'** from the list

step11.
Click on **save**

11.1 You don't need to write on this box

Application data | Comments

2022-Q1 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

Choose a course and describe your personal motivation about this course.

The application process will not begin until you submit your application for verification or you have paid the fees, if applicable. Once the deadline has passed, any applications with the status "In process (pending submission)" will not qualify for a place.

Program type: Application for exchange students

Course and semester start of studies, programme: 2022-Q1 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

Motivation

Code: 210MOB

Status: Processing (to be sent)

Registration date: 04/04/2022

Pre-enrolment fee

Person in charge

Tutor

Contact: Oficina Relaciones Internacionales ETSAB Av. Diagonal 649 - 08028 BARCELONA

Send application

step12.
DON'T FORGET TO CLICK ON **SEND APPLICATION**

The SEND APPLICATION button will only appear once you have completed all the data (personal, academic and application)

Application-tracking information

Date	Action
04/04/2022 12:00:10	Request created

Additional information

Questions marked with an asterisk (*) are compulsory.

IMPORTANT INFORMATION:
|_ EXCHANGE students admitted at ETSAB will enroll ONLY courses of GArqEtsaB-GRADO EN ESTUDIOS DE ARQUITECTURA (Degree in Architecture Studies).
| + INFO: https://etsab.upc.edu/en/international/incoming/exchange-students
| _ NOTE: The conditions of the stay at the ETSAB are subject to possible variations due to COVID. In addition, the university may modify the initially planned teaching method (online, face-to-face or hybrid) depending on the sanitary situation evolution.

BEFORE JUNE 10th, FILL IN THE REQUIRED DATA + UPLOAD THE FOLLOWING FILES:
| 1_ ETSAB Exchange Application Form dully filled in, signed by your mobility coordinator. https://etsab.upc.edu/en/shared/c-internacional/r_incoming/exchangeapplicationform.pdf
| 2_ Copy of a valid passport or ID card.
| 3_ Portrait picture for the UPC Student Card: JPG format file / white background / dimensions: 181 pixel width x 220 pixel height / minimum resolution 100 dpi.
| _(OPTIONAL)_ Provisional Learning Agreement

Ignore this section

Cancel | Save

ELECTRONIC DOCUMENTATION

Add

- Personal data*
- Academic details*
- Application
- RGPD information

Application

PERSONAL DETAILS

Document number | **Name and surname** | **Personal e-mail address**

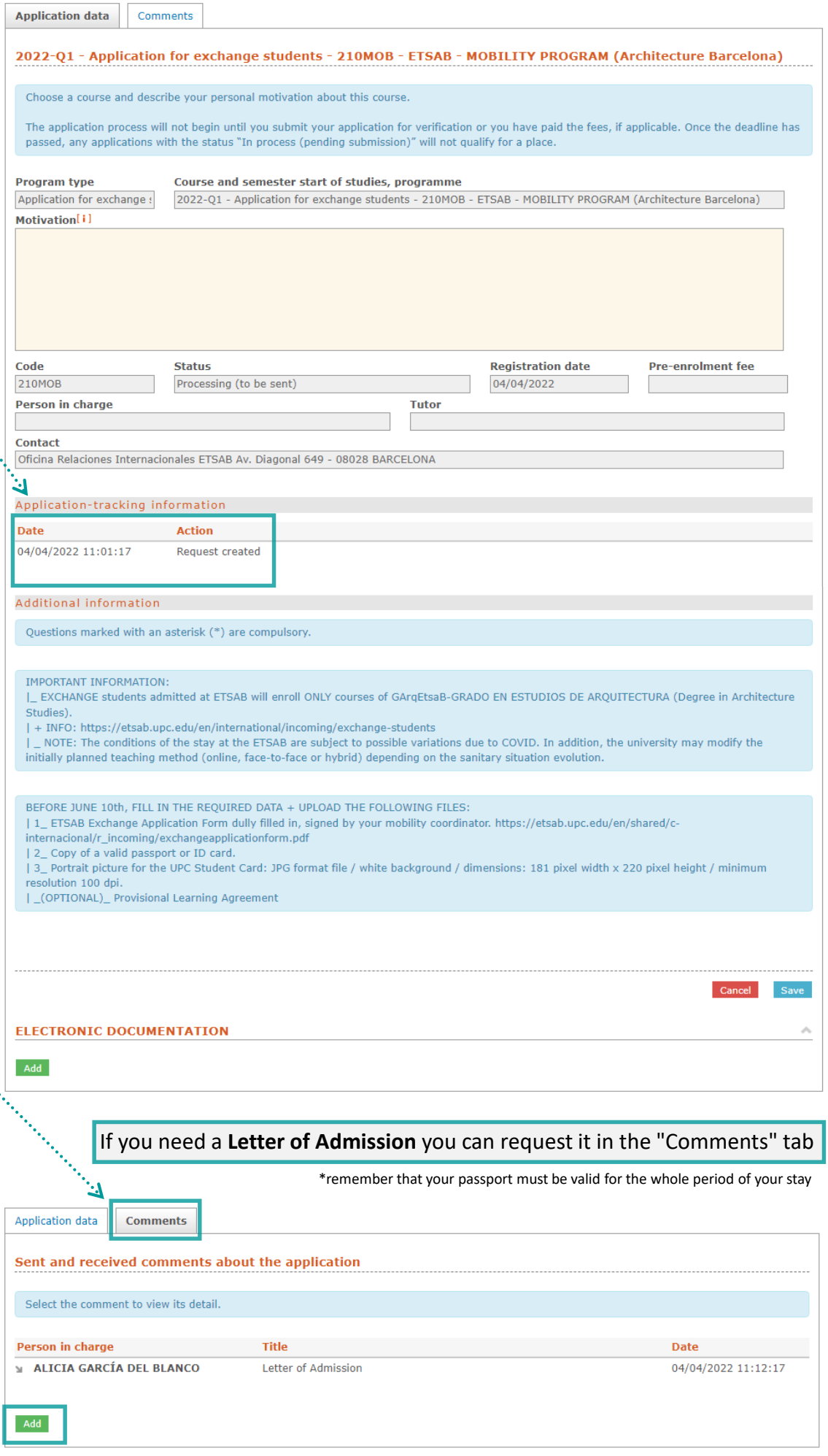
CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the selected degree.

Program type	Name	Academic year	Status	Priority	
Application for exchange students	210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)	2022-Q1	Processing (to be sent)	1	Delete

Add

step13 To check the evolution of your admission you can go to **Applications** and select yours



On the box that will appear you will be able to track the **details of your application**

If you need a **Letter of Admission** you can request it in the "Comments" tab

*remember that your passport must be valid for the whole period of your stay

If you click on the **Comments** tab you will be able to **add a comment** for queries related to your admission and the conversation will be registered