

Barcelona International Summer School

Guide for EUTOPIA students
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

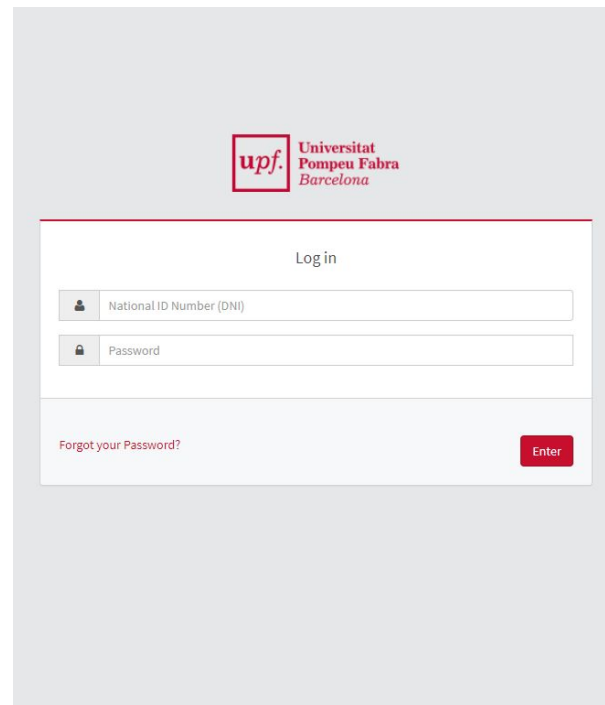
[← Back](#)[→ Next](#)

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 of the Universitat Pompeu Fabra (UPF) Barcelona. At the top right is the UPF logo and the text "Universitat Pompeu Fabra Barcelona". Below this is a "Log in" section with two input fields: "National ID Number (DNI)" and "Password". Each field has a small icon (a person for DNI and a lock for password) to its left. Below the password field is a link that says "Forgot your Password?". To the right of the "Forgot your Password?" link is a red button labeled "Enter".

Application

Enrolment

IT account

Completed

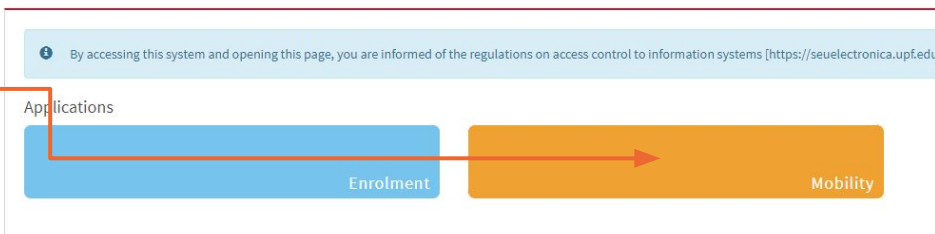
STEP 2 ACCESS THE STUDENT APPLICATION

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.**

REQUIRED DOCUMENTS	
Photo	
ID/Passport *Compulsory	Browse 
TRANSCRIPT OF RECORDS *Compulsory	Browse 
Medical insurance (valid in Barcelona) *Compulsory	Browse 
CERTIFICATE OF APPROVED SPECIAL NEEDS ADAPTATIONS	Browse 

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

- ☐ Certificate of Approved Special Needs Adaptations (.pdf)

Application

Enrolment

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**

HOME UNIVERSITY

Country: United States of America
Home university: UNIVERSITY OF CALIFORNIA

EXCHANGE DATA

Exchange program type UPF: Barcelona International Summer School

STUDY AREA AT THE UPF

Level of studies: ☒ Undergraduate ☐ Graduate
Faculty/School: 550 - Education Abroad Program
Plan: 665 - Barcelona International Summer School
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.

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 ☒ 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



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, 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

 Record

Application

Enrolment

IT account

Completed

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. Make sure you complete your course registration **before the deadline**.

Start ENROLMENT

Before your start

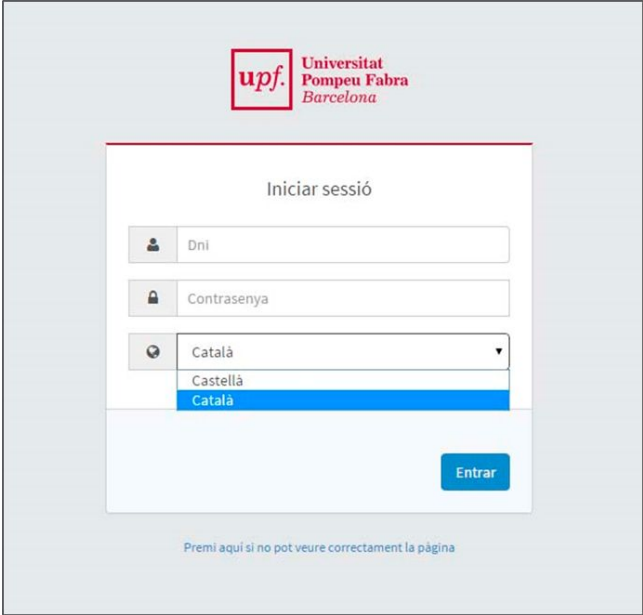
Please review our course offerings in our website and check for any cancellations or full courses. If you select more than one course, make sure are **not scheduled on the same time**, as our system will not allow you to enrol if there is a time clash.

STEP 1 LOGGING IN TO THE SYSTEM

Visit <https://secretariavirtual.upf.edu/>

DNI: Passport number.

PASSWORD: type in the password you now use.



The screenshot shows the login interface of the Universitat Pompeu Fabra (UPF) system. At the top right is the UPF logo with the text "Universitat Pompeu Fabra Barcelona". The main heading is "Iniciar sessió". Below it are three input fields: "Dni" (with a person icon), "Contrasenya" (with a lock icon), and a language dropdown menu currently set to "Català" (with a globe icon). The dropdown menu is open, showing "Català" as the selected option, with "Castellà" as an alternative. A blue "Entrar" button is at the bottom right. At the very bottom, there is a link: "Premi aquí si no pot veure correctament la pàgina".

Application

Enrolment

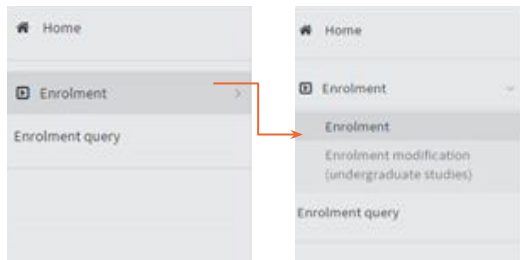
IT account

Completed

STEP 1 LOGGING IN TO THE SYSTEM

Click on **Enrolment**

Next, click twice on **ENROLMENT** on the left side menu



Start



Please, review your personal information (My personal details screen) and **confirm** you have read the basic information on **data protection**.

STEP 2 COURSE SELECTION

Courses can be added in two different ways:

1) By clicking on the “+” button

SUBJECTS TO BE ENROLLED

Options

Specialisation: 0 - No Speciality

Continuous enrolment requirement: 0 - Full Time

Grouping code: No grouping

Select subjects with the button +

Plan Outside the plan

Add subject by code

Showing 25 records per page

Global search

	Subject	Centre	Plan	Class	Credits	Cycle	Course	Module	Period	Group	Status	Comments	Period Consult.
+	59022 - Workshop: Transmedia Narrative Design (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0
+	59024 - Social Network Analysts (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0
+	59025 - Branding Global Cities: Barcelona Case Study (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0
+	59026 - Social Marketing and Ethics in Marketing (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0

2) By typing the code in the “Global Search” and adding the course:

Application

Enrolment

IT account

Completed

STEP 2 COURSE SELECTION

Your course selection will be displayed as follows.

You can delete a course from your selection by clicking the **X** icon.

Once your choices are made, Click on “**NEXT**” (at the bottom of the page) and the screen PAYMENT INFORMATION will be displayed.

Name and surname(s)	JOHN BROWN	National ID (DNI)	AA123456
Year	2023/24-0	NIA	288053
Centre	550 - Education Abroad Program	Programme Type	11 - BISS
Programme	5505 - Barcelona International Summer School	Specialisation	0 - No Speciality
Curriculum	665 - Barcelona International Summer School	Regime	0 - Full Time

My enrolment

SUBJECTS
0
Credits
0

Information about the selected amount of courses and ECTS credits will show up on the top



After filling in and reviewing the Subjects for enrolment, click on the Payment Information button to continue

SUBJECTS TO BE ENROLLED

☐ OPTIONS

Specialisation
0 - No Speciality
Continuous enrolment requirement
0 - Full Time

Grouping code
No grouping ▼

☐ MY SELECTION

	Subject	Centre	Plan	Class	Credits	Cycle	Course	Module	Period	Group	Status	Comments	Period	Tab
✖	59038 - Gender Power and Violence (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	4.0	X	1st	XX	4th Quart.	1	Changeable		0	Plan
✖	59039 - Brexit, EU and Global World: Current Challenges in European Politics and Society (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	6.0	X	1st	XX	4th Quart.	1	Changeable		0	Plan
59044 -														

Application

Enrolment

IT account

Completed

STEP 2 COURSE SELECTION

Please ensure that there are no **time conflicts** in your course selection. If the system detects an overlap, this screen will pop up.



Please change any conflicting courses and make your selection again considering our [schedules](#).

Alert

✕

i The following timetable incompatibilities have been detected between the subjects/groups you have chosen:

Group 1 of the subject 59044 - Barcelona on Stage: Documentary Workshop (BISS), with group 1 of the subject 59064 - Art and the Law: How aAesthetic Concepts Shape and Influence Legal Developments. Overlapping 24.0 hours.

In order to continue with the enrolment process, the enrolled subjects-groups must be reviewed in order to solve the incompatibilities.

Accept

Application

Enrolment

IT account

Completed

STEP 3 SELECT PAYMENT WAIVER

As a EUTOPIA student, the section **Scholarship type** will show **“EXEMPT AS PER AGREEMENT”**. Do not click on any box.

Please, ignore all fees displayed.
Do not tick any of the boxes.

PAYMENT INFORMATION

Apply discount

Scholarship type

Payment method

☐

Exempt as per agreement

☒

Credit card payment

OTHER AMOUNTS

	Description
☐	Contribution to UPF community grants
☐	Contribution to the UPF refuge fund
☐	Contribution to solidarity projects
☐	1 course 45h BISS
☐	2 course package BISS
☐	3 course package BISS
☐	1 course 30h BISS
☐	1 course 15h BISS
☐	Registration fee BISS

Click on **“Next”**.

Back

Next

STEP 4 CONFIRM YOUR COURSE SELECTION

After reviewing the enrolment summary information, click on the **Confirm** button on the bottom of the screen.

(!) After this confirmation you **won't be able to make any changes to your enrolment.**

Changes to your course selection after the end of the enrolment period can be requested **only for exceptional reasons.** If that is your case, please contact the BISS Admissions team and if it matches the criteria, we will send you an Exceptional Amendment form subject to approval by the program Academic Director.

STEP 5 PROOF OF ENROLMENT

Your enrolment is confirmed on the following screen and you can download a copy by selecting the “**Download**” icon ↓

Finally, select the **CONTINUE** button at the bottom of the screen.

EUTOPIA STUDENTS: Please remember your enrolment will be complete **ONLY** after making the **payment**. The **BISS team will contact you** shortly with detailed instructions on how to make the fee payment via wire transfer.
Please **keep an eye** on your email inbox for this important message.

Enrolment documentation

i The registration has been confirmed properly. This screen is available on the registration forms. It also has at its disposal the relevant payment documents depending on the form of payment. Additionally other relevant documents may have been generated.
Remember to print, download, or e-mailed these documents for future reference.

Document	Options
Enrolment form 	   

 Continue

Application

Enrolment

IT account

Completed

Your registration is complete.

When you complete your online enrolment, you will be able to set up your IT account.

You can complete this final step from June onwards. It is advisable to complete this step before your arrival.

Set up your IT Account

Application

Enrolment

IT account

Completed

STEP 1 ACCESS UPF CAMPUS GLOBAL

You will need your **Campus Global username/code and password** in order to:

- Enter Aula Global (to see course materials, submit assignments and check your grades)
- Access UPF email
- Set up your Wi-Fi (Eduroam)

For this process to work you must have completed your BISS registration and have a password reset email address pre-assigned (the one you provided during the Application).

CAMPUS GLOBAL

upf.

Visit this website:

<https://www.upf.edu/intranet/campus-global>

STEP 2 FIND YOUR UPF USERNAME (u_____)

Click on *You don't know or can't remember your code?*

You will need to enter your **year of birth** and **last name(s)**



Consulta el teu codi d'accés

Any de naixement

2003

Cognoms

King

✓ No soc un robot



Q Cercar

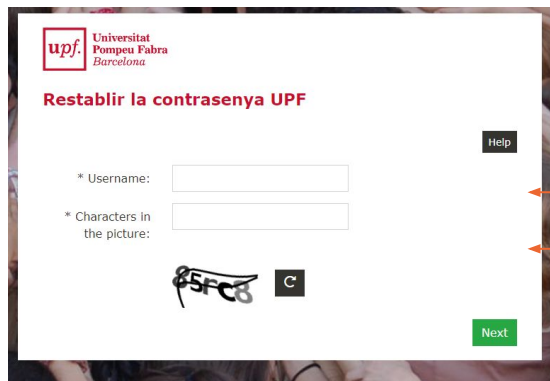
← **year of birth (i.e. 2003)**

← **last name(s)**

Remember the **access code/username** that is shown on the next screen.

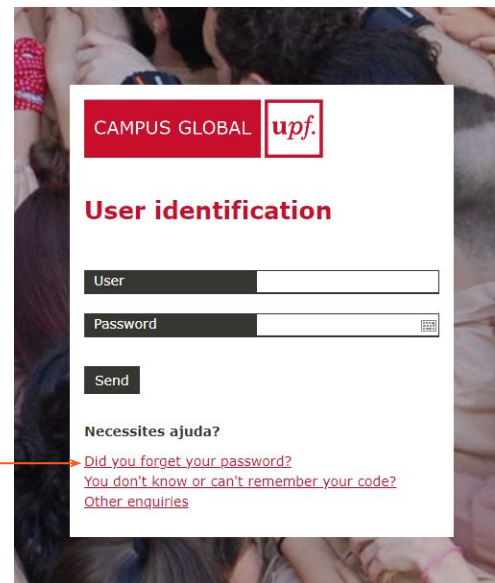
STEP 3 FIND YOUR UPF PASSWORD

Now click on *Did you forget your password?*



The form is titled 'Restablir la contrasenya UPF' (Reset UPF password). It includes the UPF logo and 'Universitat Pompeu Fabra Barcelona'. There are two input fields: '* Username:' and '* Characters in the picture:'. Below the second field is a CAPTCHA image showing the letters 'PSFCB' and a small 'C' in a square. There is a 'Help' button on the right and a green 'Next' button at the bottom right.

enter you access
code/username
confirm the
CAPTCHA code



The form is titled 'User identification' and is part of the 'CAMPUS GLOBAL upf.' system. It has two input fields: 'User' and 'Password'. There is a 'Send' button below the password field. At the bottom, under 'Necessites ajuda?' (Need help?), there are three links: 'Did you forget your password?', 'You don't know or can't remember your code?', and 'Other enquiries'.

You will get a link to your **personal email** to reset your UPF Campus Global password.

STEP 4 SETTING UP A DEVICE FOR TWO-FACTOR AUTHENTICATION

Once you know your username and password, you are ready to follow the next steps.
Enable the two-factor authentication (2FA) by associating a mobile device to your account:

- 1 Download the **Google Authenticator app** to your mobile device



Android

(phones and tablets)



iOS

(iPhone/iPad)

- 2 Follow the step-by step guide from this link:
[Enable the two-factor authentication \(2FA\)](#)

For more information, visit our Essential [digital toolkit](#).



Application

Enrolment

IT account

Completed

You're all set to go!

Find out more

- Check our [social activities program](#)
- Read [stories from our former students](#)
- Follow our [Instagram account](#)

You may also find our [frequently asked questions](#) helpful.

Need Help?

If you have a problem logging in to the system, or enrolling on courses using the online enrolment webpages, email **Barcelona International Summer School Admissions Team**.

For any other queries such as academic advice on module choice, change of programme etc., please contact your **home university advisors**.

Barcelona International Summer School Admissions Team

Aitor Albarracín & Dan Estrada
barcelonasummerschool@upf.edu