Directions and telephone contacts

International Relations Bureau
C/ Jordi Girona 31, Edifici Til·lers., 2 floor, 08034 Barcelona
Tel. (+34) 93 413 75 05
info.international@upc.edu
Public opening hours:
From Monday to Friday from 9h to 14h

International Student Mobility Office Barcelona (OMI)
C/ Jordi Girona, 1-3, Campus Nord, Edifici C3, Telecos Square, 08034 Barcelona
Tel. (+34) 93 401 69 37
oficina.mobilitat.internacional@upc.edu
Public opening hours:
From Monday to Friday from 10h to 14 h and Tuesday from 16h to 18h

PDI and PAS Mobility Office
C/ Jordi Girona, 31 Edifici BO, 1st floor 08034 Barcelona
Tel. 34 93 401 74 52
mobilitat.pdi@upc.edu
mobilitat.pas@upc.edu
Public opening hours:
From Monday to Friday from 9h to 14h

http://www.upc.edu/sri

It is the unit of the UPC that promotes the international mobility, helps the external projection of the institution, binds together with other organisms and institutions and offers support to the internationalization of our university community.
Benefits to UPC’s units

- We collaborate with the units and the campus of the UPC, through presentations and informative acts of the programs of mobility.
- We request in an integrated way the subsidies for the programs of international mobility of the general Announcement, we manage the funding and justify the expense to the corresponding administrations.
- We establish initial contacts and give technical support in the programming and the logistic of institutional and international visits (communications, location, negotiation of conditions and organization of spaces, service of meals, documentation and accommodation.).
- We help to the international and institutional field for the promotion of activities that organise the services and units of the UPC.
- We advise, process and track the institutional agreements.
- We take part in the international promotion of specific programs.

Commitments to international professors, researchers and PAS that come to make a stay. We offer you.

- We send you via mail information about the legal and administrative procedures you must do before leaving your country of residence, included your family.
- We advice you before arriving in Catalunya about the possibilities of accommodation, medical insurances, registration of residency, education of your kids, city transports, guides, touristic information and fiscal information.
- We process your residence, stay and working permits in Spain, that you are going to need before arriving.
- We embrace you in an exchange and formative week of good practice and knowledge.

Support to Executive Board

- We support in the participation in academic international networks.
- We give technical and logistical support to the organization of institutional and international visits, prospective trips and missions.
- We make reports of international entities.

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Commitments to students arriving at the UPC, from our Office of International Mobility.

- We send you via mail information about the legal and administrative procedures you must do before leaving your country of residence, included your family.
- We advice you before arriving in Catalunya about the possibilities of accommodation, medical insurances, registration of residency, education of your kids, city transports, guides, touristic information and fiscal information.
- We process your residence, stay and working permits in Spain, that you are going to need before arriving.
- We embrace you in an exchange and formative week of good practice and knowledge.

Commitments with students

Commitments with UPC students who want to participate in a Mobility Program (PM), can,

- We hand over the welcome folder
- We inform through our web weekly actualized (MP, destination universities, finance possibilities, learning languages, links of interest).
- We get advice about procedures to do before leaving (medical insurance, international ID.) get information about grants and know how to obtain the most of your mobility program in advantageous conditions relying on your personal situation (ECTS).

Commitment to international students before reaching UPC, through our website you can,

- We give institutional information from our university.
- We guide you in specialized search for accommodation in the city using the platforms that have an agreement with UPC.
- Inform about Catalan and Spanish language courses.

Commitments to teachers, researchers and PAS

Commitments with professors, researchers and PAS UPC interested in doing a stay, teaching, research, or management in a foreign institution, can.

- We have specialized and actualized information in our web, where you may find information about international activities, calls, helps and grants, agreements and international programs.
- We advice in the hand over of grants applications for international mobility.
- Get information about the processes you must do before leaving the country: visas and social security

Commitments with teachers, researchers and PAS

Commitments to teachers, researchers and PAS of a partner university, we offer:

- We embrace you in an exchange and formative week of good practice and knowledge.

Commitments with teachers, researchers and PAS

Commitments to students arriving at the UPC, from our Office of International Mobility.

- We hand over the welcome folder with complementary information for your stay (welcome guide, touristic information, language courses, linguistic resources, sport services, etc.).
- Inform you about calls, invitations and activities promoted in the cities for the visiting student communities.
- We advice about necessary issues for your stay, like medical insurance, accommodation, education for your kids, work incorporation, citizen and cultural information, Catalan and Spanish courses and contact with international associations.
- We advice in mandatory bureaucracy you must do when arriving in Spain (for you and your relatives) like the registration of residency, registration of communal citizenship, TIE card for study stays (for non-communal students), etc.
- We advice about the renewal of your student stay permit (and for your relatives) in Spain, the extension of your student visa, the permission of mobility stay inside the European Union and if necessary, we advise you with the authorization for return.
- In case you lose or get robbed your Passport, we process a certificate that proves you have a visa.
- We process the grant of PhD enrolment if UPC has an agreement with your university or with the institution that gives you the grant and if you are authorized.