Addresses and contact details

International Relations Bureau
Pl. Eusebi Güell, 6 Vertex Building
Campus Nord
Tel: +34 93 413 75 05
Fax: +34 93 413 75 03
international@upc.edu

Office hours:
Mornings: From Monday to Friday, from 9 a.m. to 2 p.m.

International Student Mobility Office
Jordi Girona, 1-3. C3 Building, Telecos Square
Campus Nord
Tel: +34 93 401 69 37
Fax: +34 93 401 74 02
oficina.mobilitat.internacional@upc.edu

Office hours:
Mornings: From Monday to Friday, from 10 a.m. to 2 p.m.
Afternoons: Wednesdays, from 4 p.m. to 6 p.m. (from September 16th to June 15th only).

http://www.upc.edu/sri
**Services for UPC units**

- **We collaborate** with UPC units and campuses by giving presentations and information sessions on mobility programs.
- **We apply for subsidies for Erasmus+ international mobility programs, manage funding** and justify the costs to the corresponding administrations.
- **We establish initial contact and give technical support** for the programming, coordination and logistics of institutional and international visits (communications, locations, negotiation of conditions and organization of spaces, meal service, documentation and accommodation).
- **We provide international and institutional support** for the promotion of activities organized by UPC services and units.
- **We process, monitor and provide advice on international agreements.**
- **We take part in the international promotion of specific programs.**

**Support for the Executive Council**

- **We provide support for the participation in international academic networks.**
- **We give technical and logistical support** for organizing institutional and international visits, prospective trips and missions.
- **We draw up reports on international bodies.**

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**Commitment to students**

If you are a UPC student and you want to take part in a mobility program, you can:

- Get information from our website, which is updated every week (mobility programs, host universities, funding options, language learning, links of interest).
- Get advice on steps you need to take before leaving (medical insurance, international ID), get information on grants and find out how to get the most ECTS credits out of the mobility program depending on your situation.

If you are a foreign student, before you arrive at the UPC you can visit our website and:

- Obtain institutional information on our university.
- Get advice on accommodation in the city using the platforms that have an agreement with the UPC.
- Get information on Catalan and Spanish language courses.

OMI: International Student Mobility Office

When you are at the UPC, the OMI can:

- Give you a welcome folder that contains complementary information on your stay (welcome guide, tourist information, language courses, language resources, sports services, etc.).
- Give you information on calls, invitations and activities promoted in the various cities for visiting student communities.
- Provide you with advice on topics related to your stay, such as medical insurance, accommodation, education for your children, employment, citizen and cultural information, Catalan and Spanish courses and contact with international associations.
- Provide you with advice on the compulsory legal procedures when you arrive in Spain, for both you and your family, such as registering as a resident and an EU citizen and applying for the TIE card if you are a non-EU student, etc.
- Handle the renewal of your student visa (and your family’s) in Spain, the extension of your student visa and your EU mobility permit, and, if necessary, provides advice on the authorization to return.
- Apply for a certificate that proves you have a visa if you lose your passport or it gets stolen.
- Process your application for a grant to cover the enrolment fee for a doctoral degree, if the UPC has an agreement with your university or the institution awarding the grant and if you are eligible.

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**Commitment to staff**

If you are a UPC member of staff and you are interested in visiting a foreign institution, teaching there or carrying out research or a management function, you can:

- Get specialized and up-to-date information from our website, including information on international activities, calls, grants and scholarships, agreements, international programs, etc.
- Get advice on applying for international mobility grants.
- Get information on steps you need to take before leaving the country, such as applying for a visa and social security coverage.

If you are coming to the UPC to teach or carry out research or a management function, we offer:

- Information by e-mail about the legal and administrative steps you and your family must take before leaving your country.
- Advice before arriving in Catalonia on accommodation, medical insurance, registering as a resident, education for your children, public transport, city guides, tourist information and tax information.
- To apply for the residence, visit or work permit in Spain that you are going to need before arriving.
- Personal and technical support for the administrative and legal procedures needed for your stay at the UPC.

If you are an administrative staff member from a partner university, we offer you:

- A training and exchange week for sharing good practices and knowledge.