

Commitment to students

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.**

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.

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.

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.**