Mater Degree in Organizational Engineering

- Complete the user registration form:
  - If you are a student of the UPC, you can use your username and password to do it.
  - If you’re not a student of the UPC you will need to introduce a valid email address.
• Once as you have validated your data with the link "Sign up" you will receive an email with a link to validate your account "ACTIVATE ACCOUNT", an essential step to start your pre-registration procedures.

• Note: New tuition and fees for master’s programs
  • Registration fee/ Advance payment for admission/ Tuition surcharge for non-resident foreign students who are not nationals from the European Union member states.

1. **Fill up the Personal Information section**

• Personal Data: explicitly enter and save. You can make changes on applications forms until the end of the application period.
• The marks record: is necessary to introduce qualification that gives access to you.

2. **Fill in the paragraph of Application Management**

• Application form: Introduce the Master Program which you want to access (1). In case of wanting to pre-register more than one degree you must indicate the order of preference.

• The Masters degrees will be detailed by the centre which offers it e.g.
  Master Degree in Industrial Engineering (Terrassa) / teaching in English

• Fill in the form with the following information:
  - Average record of your experience. The Spanish students will follow the regulation of RD1044/2003 (Scores between 1-4)
  - Languages (attach documentation).
• **Adding Documentation (2)**

You must attach an electronic PDF format with the following information:

- Photocopy of DNI, NIE or passport.
- Personal academic certification detailing courses taken, credits completed, grades and grade point average limit.
- Official language titles.
- Curriculum vitae.
- Diploma of Engineering degree or Engineering Degree which is giving access to the Master. (*)

(*) **Important information for foreign students external to the European Education Area:**

*To access the Master's Degree is required:*

- Photocopy of the title homologation which entitles you the access to the Master Program.
- In case of not having the title homologation, the origin university has to emit a document to certify the degree awarded, with the title minimum duration (3 years) and the possibility to access the postgraduate studies (e.g. Master) in the country of origin. More information: 
  Requirements for access to the Master's Degree

- Also, all documents emitted in non EU countries, need to be authenticated through diplomatic procedures or the government department. More information: 
  Documents Legislation

You can make modifications in your application as long as this is in the status of ‘Submit’ and once you've made the delivery, you can only add documentation.

3. Send the request (3)

- Once you have made the application, you must send it before the end of the deadline. Remember that your request is taken into account if you send it. If the status of your application is still 'Submit', that means the application has not been sent and therefore you may be left out of the selection process.

- You can attach documents to your application until the deadline for submitting the documents. Once as you completed the submission process the documents received will not be taken into consideration in the selection process.

After the deadline, will be continuing with the selection criteria, we will post the Interim Resolution for persons admitted to enter the Master of Engineering Organization.

Admitted students will have to consult the intranet ETSEIAT the date and time of tuition.

For the tuition process the students will physically present original and copy of the documentation required in support of Master access.

Important: A student, who does not submit all documentation in time, will automatically lose the position.