

ADMISSION APPLICATIONS FOR STUDENTS WHO HAVE ALREADY STUDIED ELSEWHERE (30 RECOGNISED CREDITS)

Students who have begun official university studies in Spain and wish to change university or official university studies, as well as students who, having begun or completed university studies abroad, have not obtained the degree homologation credential or the certificate of equivalence to an official university degree and academic level in Spain, may access ESCI-UPF undergraduate programmes through this pathway, provided they meet the requirements set forth in Article 8.3 of the academic regulations for undergraduate studies, approved by Agreement of the Governing Council of July 9, 2008 and amended by Agreement of the Governing Council of July 13, 2011, May 9 and November 7, 2012, February 17, 2016 and July 6, 2016, April 11, 2018 and February 20, March 29 and December 11, 2019, October 26, 2022 and February 15, 2023.

1. Requirements, deadlines and where to submit admission applications

1.1. Requirements for admission applications

1.1.1. Applicants who have already started official university studies must pay the public, non-refundable fee of €54.54¹ to the following CaixaBank account: **ES79 2100 3000 13 2201730282**. If you are transferring this sum from abroad, you should also include the following BIC code: CAIXESBBXXX; any bank charges incurred in international transfers must be borne by the applicant.

If you make more than one admission application, you will have to pay this public fee for each application.

Failure to pay the fee or to submit proof of payment within the established deadline will result in exclusion from the admission process.

1.1.2. Applications for admission and credit recognition must be addressed to the Director of ESCI-UPF, together with the following documents:

DOCUMENTATION THAT ALL STUDENTS MUST SUBMIT

- 1. Admission applications** (Phase 1) [Application form for students with at least 30 recognised credits](#)
- 2. Proof of payment** of the public admission fee, stating the applicant's name and surname(s) and the form of admission being applied for.
- 3. ID card or passport.**

¹ These fees are set by the Social Council for all schools attached to the University. No discounts are available.

4. [Request for transfer and credit recognition](#)

The price foreseen for the credit recognition application is included in the admission registration fee and for this reason this application does not have to be paid. This application must be submitted at the time of submitting the application for admission and will only be considered for those candidates who pass phase 1 of the process.

The credit recognition application must contain details of the subjects of the studies of origin for which recognition or validation is requested, with an indication of the specific correspondence between the subjects of destination.

5. **Academic transcript**, duly stamped or digitally signed by the issuing institution, setting out the subjects taken at the home university, the number of credits, the score obtained and the average grade score. For degree courses, you should also state the area of study corresponding to the core course subjects taken.²
6. **Curriculum or study plan of the programme**, duly stamped or digitally signed by the corresponding department.
7. **Course syllabi or teaching guides** of the subjects taken, showing the subject of knowledge to which they belong, duly stamped or digitally signed by the corresponding department.
8. **Accrediting documentation** that gives access to university, only for students coming from official schools of the Spanish state.

STUDENTS WHO HAVE STUDIED ABROAD SHOULD ALSO SUBMIT THE FOLLOWING DOCUMENTATION:

9. [Documentary proof that you have met all the admission requirements](#). This document is vital for ensuring that applicants fulfil all the requirements set by Spanish regulations governing academic records from overseas education systems.
10. **Documentary proof of grade point** [equivalents from Ministerio de Educación , Cultura y Deporte \(MECD\)](#).

² Students who have studied at UPF will not have to pay the academic certificate fee when requesting it to the PIE or through a CAU, if they indicate that it is to be delivered to ESCI-UPF.

11. [Sworn statement](#) that you **NOT** having obtained, and not be in the process of obtaining, a **homologation credential** or certificate of equivalence to a degree and to an official Spanish university academic.

1.1.3. Documents issued abroad must:

- Be official and issued by the competent authorities, in accordance with the legal system of the country in question.
- Be legalised through diplomatic channels or bear the Hague Apostille. This requirement is not required for documents issued by the authorities of the member states of the European Union or signatories of the agreement on the European Economic Area.
- Be accompanied by an official translation into Catalan, Spanish or English

The lack of documentation may result in the rejection of an application. Likewise, incomplete documentation may prevent the evaluation of a selection criterion and, consequently, may affect the final score.

1.1.4. In case the applicant had already obtained the recognition of the required number of credits in the same ESCI-UPF courses prior to the request for this admission, he/she must expressly state this circumstance in the application within the same period and must submit the same documentation provided for in this article, except for that related to the recognition.

1.2. Where to submit applications

Applications must be sent by email to: admissions@esci.upf.edu

1.3. Deadline for applications

Admission applications: **From 11 to 22 May 2026**

1.4. Registration review

Academic Management will review applications and documentation submitted. Complete applications will be validated. Incomplete applications will receive notification by email indicating missing documentation. Applicants must check the provisional list of admitted and excluded candidates

published on the ESCI-UPF website. Missing documentation must be submitted within the timeframe indicated in the calendar (Section 11). Failure to correct an incomplete application will result in rejection.

2. Places available

- Bachelor's Degree in International Business and Marketing - 3 places
- Bachelor's Degree in International Business and Marketing (taught in English)- 2 places

3. Admission requirements

Students must comply with the following requirements:

- Have at least 30 recognised credits from prior university studies (completed in Spain or abroad) towards the programme to which you are seeking admission. Final Year Projects and language subjects from the International Business and Marketing programme will not be considered for this purpose.
- Have passed at least 50% of first-year credits in their first year of enrolment.
- Not have exhausted academic progression limits at their previous university.
- Comply with the requirements established in the undergraduate regulations regarding credit recognition limits.

4. Selection criteria

4.1. The admission process will be carried out in accordance with the criteria of equality, merit and ability. Applications will be assessed in accordance with the selection criteria set out in these regulations.

4.2. If the number of applicants exceeds the number of places available, the following selection procedure will be followed:

Phase 1

Applicants will be awarded up to 11 points, in accordance with the following criteria:

- Their university entrance exam score, which can count towards 5 points.

- b) Their academic record for their home university courses up until the applications deadline. This analysis serves to check that students have met requirements b), c) and d) of Article 3 and will assess how well the subjects they have taken at their home universities match the courses they wish to take at ESCI-UPF. This assessment can count towards 5 points.
- c) Students from education systems within the European Higher Education Area will be awarded an additional point.

Phase 2

Phase 2, which gets under way once Phase 1 is complete, serves to recognise credits for the subjects taken. To take part in this phase, applicants need to submit a credit recognition application, in accordance with these regulations.

This phase is only open to applicants who were admitted in Phase 1, in descending order of the number of points they were awarded until all available places for each course have been filled. The final list of applicants admitted for each course will be made public within the given deadline.

5. Resolution

The head of studies Bachelor's Degree in International Business and Marketing at ESCI-UPF is responsible for overseeing Phases 1 and 2, as well as managing the admissions process and sending the definitive proposed admissions to the rector. The rector or vice-rector, if applicable, will take the final decision on admissions.

6. Publication of the results of each phase

6.1. The results of Phases 1 and 2, as well as the final list of successful applicants, will be posted in the [Admission section](#) on the ESCI-UPF website, in accordance with the following dates:

6.2. In all cases, notification to the interested party shall be deemed to have been made on the date of publication on the corresponding [website](#).

7. Reservation of place

Admitted students must reserve their place by paying a **non-refundable €1,000³**, as an advance on your total tuition fees, **between 15 and 19 June 2026**. This sum should be paid to the following CaixaBank account: **ES79 2100 3000 13 2201730282**. If you are transferring this sum from overseas, you should also include the following BIC code: CAIXESBBXXX; any bank fees will have to be paid by you.

You should present proof of payment, stating your name and surname(s) and the reference "Admissió amb estudis universitaris iniciats" to ESCI-UPF Academic Management, within the deadline.

Failure to make payment within this period will result in loss of the place.

8. Enrolment

Admitted students must enrol for the **2026-2027 academic year** on the dates indicated on the ESCI-UPF [registration web page](#).

9. Vacancies

If, once the process has been completed, not all the places offered have been filled, ESCI-UPF may open an extraordinary term for the submission of applications, which will be informed through the [access section of the ESCI-UPF website](#).

10. Appeals

10.1. Applicants may appeal to the head of studies against the decisions taken in Phases 1 and 2 within the period of one month from the day after publication on the results in the [admission section](#) on the ESCI-UPF website; this does not exhaust all administrative remedies.

10.2. Applicants may lodge a contentious-administrative appeal with the Contentious-Administrative Court of Barcelona against admission decisions within two months following the day after publication of the decision; this exhausts all administrative remedies.

Applicants may also lodge an optional administrative appeal for reconsideration with the same organisation that reached this decision within one month following the day after publication of the decision, in which case no contentious-administrative appeal may be lodged until the administrative

³ *These fees are set by the Social Council for all schools attached to the University. The amounts students have to pay can be found on the website of the school in question.*

appeal for reconsideration has been expressly accepted or rejected or has been implicitly rejected by the failure of the organisation to issue a ruling within the set period.

11. Key dates for the admission and enrolment process

Application for admission	From 11 to 22 May 2026
Publication of the provisional list of those admitted and excluded.	From 29 May 2026
Period to rectify incomplete applications	From 29 May to 5 June 2026, until 23:59 (GMT+1)
Publication of the results of phase 1, including amendments and appeals	From 9 June 2026
Publication of the results of phase 2 and admission resolution	From 15 June 2026
Payment and issue of the certificate accrediting reservation of the place	From 16 and 21 June 2026
Enrolment	See the registration website