Steps for your registration

Intensive European Creative
Futures València 2025

26 January – 1 February 2025
València, Spain

As a participant in the ERASMUS BIP
EUROPEAN CREATIVE FUTURES 2025
program, you need to follow some steps to
complete your registration.

Please read carefully the following
information.

Registration deadline at AIRE!

You must complete all the steps of your registration before NOVEMBER 29th

Any questions?
Email us at:
relintba@upvnet.upv.es

Thank you for your collaboration!
International Team – ECF'25

You will receive an email with instructions for each step of the process.

STEP 1

Activation of UPV PIN

Create your UPV user account and
get your PIN (access code)

STEP 2

Registration of your personal data in AIRE

Fill in your personal details

STEP 3

Learning agreement / Mobility agreement, ID and insurance

Upload the required documents

Activation of UPV PIN

Necessary to obtain a UPV user and PIN

1

Go to **this link**

2

Choose the option "Request user ID and password (PIN number)"

Instructions

Students and staff from other universities or institutions must obtain a user ID and password (PIN number) before making application for admission.

Request user ID and password (PIN number)

Apply for exchange. I already have user ID and password (PIN number)

3

The first screen is Home Institution Data. Only fields listed as (X) are obligatory

- **Inst.:** you will find the name of your home university or higher education institution listed alphabetically in its original (national) language.

- **School/Faculty/Dept.:** leave this field blank.

- **Activity:** Choose Official Mobility Programmes (ERASMUS and similar)

Home Institution Data
Select your country, university or home institution.

Country (X):	
Inst. (X):	
School/Faculty/Dept.:	If you do not find the correct School, Faculty, or Department of your home institution on the list (or if the list is void), leave this field blank.
Activity (X):	● Official Mobility Programmes (ERASMUS and similar) ○ Courses under agreement

Return   Next

4

The next screen will be Host Unit / School or Faculty at UPV. Choose **Fac. BBAA - FACULTY OF FINE ARTS.**

	UPV centers, schools, faculties	Campus
○	Fac. Ade - FACULTY OF BUSINESS ADMINISTRATION AND MANAGEMENT	VERA
●	Fac. BBAA - FACULTY OF FINE ARTS	VERA
○	EPS Alcoi - HIGHER POLYTECHNIC SCHOOL OF ALCOY	ALCOY
○	EPS Gandia - HIGHER POLYTECHNIC SCHOOL OF GANDIA	GANDIA

5 The next screen to complete is
Personal details - Contact information

- **First - last name:** Enter your name/s as they appear on your identity document. If you do not have a second family name, do not repeat your family name.

- **Identity card number:** Choose the option "Others." If you are a national or legal resident of an EU/EEA/EFTA country, write your identity card number. If you are a national from another country, preferably type a passport number. If you do not have a valid passport number at the time of application, you may use your national identity card number for application purposes. Do not use fake numbers

- **Non-Spanish Mobile Number:** No letters or more than 15 digits.

Personal data

First name (X):	Family name 1 (X):	Family name 2:
Type of document (X):	Document Nº (X):	
Gender (X):	1st Nationality (X):	2nd Nationality:
Date of Birth (X):	Country of Birth (X):	Province of Birth:
Place of Birth (X):		

Contact Details

Spanish Mobile Number (if any):	Non-Spanish Mobile Number:	Landline:	Email (X):
Country (X):	Province:	City (X):	Postal Code:
St Type:	Address (X):		
Number:	Staircase:	Floor number:	Letter/Door:

☐ By sending the registration, I authorize the Universitat Politècnica de València to use the data provided to make communications with me.
We inform you that your data become part of a file of students of the University, whose purpose is the academic and administrative management of students, as well as their participation in university services. You can exercise the rights of access, modification, cancellation and opposition in relation to your data before the Universitat Politècnica de València, Camino de Vera s/n, 46022 Valencia.

[Return]　　　　　　　　　　　　　　　　　　　　　　[Previous] [Send registration]

More information

- In case of any errors, the website will display a message in red on top.

- Otherwise, you will get a message confirming that the pre-registration has been sent to the administrator for approval.

- The validation process is not automatic, it may take a couple of days.

- If the pre-registration is approved, you will receive an email with a login and a PIN, together with the next steps to follow (note that you will receive it from noreply@upv.es, check your spam mailbox!)

- **Useful documentation for your stay at the UPV**
  Once you have completed your registration, and after 29/11/2024, you will be able to download from the AIRE application your Learning Agreement / Mobility Agreement signed by the UPV, as well as the provisional UPV student card and your wifi credentials.

- **Once the activity has finished**
  From 05/02/2025 on you will be able to download the certificate of your activity from AIRE.
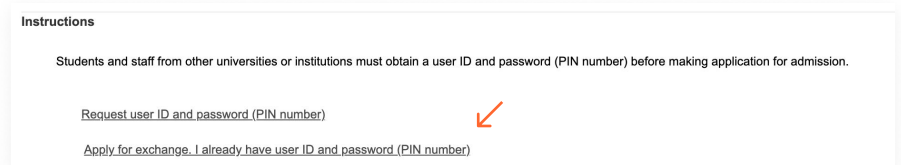
STEP 2

Registration of your personal data in AIRE

AIRE is the platform used by UPV to manage every international mobility
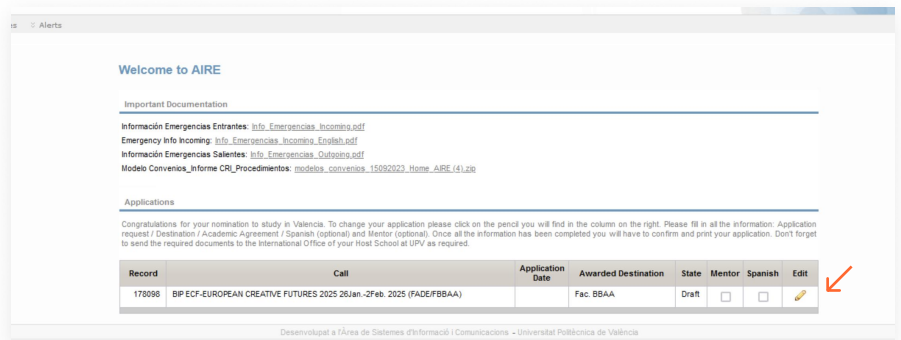
1

 Go to **this link**

2

Choose the option "Apply for exchange"

3

Choose the option "Edit" in the call "BIP ECF-EUROPEAN CREATIVE FUTURES 2025"

④

Application details > UPV Host School
Enter the information about the home
coordinator and the participant's contact
details.

5

Enter the information about the host school as seen on the image. If you are teaching staff, please indicate "Type of Activity: Teaching"

6

Enter the information about the activity as seen on the image. If you are teaching staff, please indicate "Activity: ECF 2025 - TEACHER"

Do not fill the "Spanish > Mentor Student >
Staff Notes > sections"

7

Confirm the application

STEP 3

Upload your documents in AIRE

Upload your **Learning Agreement, ID/ passport** and **Healthcare Insurance**

Once your documents are uploaded, the UPV international services will validate them and upload your documents duly signed by the UPV representatives.

More information

Learning Agreement for students

- **Option 1 PDF:** Please use this document template https://www.upv.es/contenidos/RRIIBBAA/info/ LA_ECF_25.doc and upload it duly signed by you and your Home Coordinator.

- **Option 2 Online Learning Agreement:** If you are required to use OLA, please fill your OLA according to these data: https://www.upv.es/contenidos/RRIIBBAA/ info/1250739normalc.html.
  Once it is signed by you, download its PDF version from OLA and upload it on AIRE.

Mobility Agreement for teaching staff

Please upload your mobility agreement duly signed by you and your Home Coordinator.

If you need the UPV data, please check this link: https://www.upv.es/contenidos/RRIIBBAA/ info/1250745normalc.html

Healthcare Insurance

You can upload your European Health Insurance Card (EHIC) or alternative insurance policy. We strongly recommend to purchase an insurance policy with the minimum coverages:

1. Medical benefits, at least 50.000 EUR in case of accident or disease (medical and pharmaceutical expenses, hospitalization).
2. Emergency transport to home country when necessary, in case of disease or injury with a minimum of 50.000 EUR.
3. Transport or repatriation of remains to home country with a minimum of 50.000 EUR.
4. Travel assistance and civil liability.

Any document must have your name on it, be valid until the end of your stay in Spain and include a reference to the area of coverage (Spain, Europe or worldwide). Please upload it on a single PDF document.

UPV ONCAMPUS insurance provider

UPV has an agreement with the insurance provider ONCAMPUS offering an insurance policy that covers the minimum requirements. It's not mandatory, you can use other insurance provider as long as it has the recommended coverage.

You can find more information here.

Download your documents

- You will receive an e-mail when your Learning Agreement/Mobility Agreement is ready to download.

- Besides, after the ECF has finished (approx. from February 5th on), you will be able to download your certificates of participation.

How to dowlnoad documents from Aire

- Log in at Aire

- Click on "Stays" (edit icon)

- Click on the orange button "View attached documents"