Steps for your registration

Erasmus + Blended Intensive Program **Ways of Seeing, Modes of Looking 2026**

20 April – 24 April 2026
Valencia, Spain

As a participant in the ERASMUS BIP in UPV, you need to follow some steps to complete your registration.

Please read carefully the following information.

Registration deadline for STUDENTS!

You must complete all the steps of your registration before FEBRUARY 15th 2026

Any questions?
Email us at:
relintba@upvnet.upv.es
Thank you for your collaboration!

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

STEP1

Activation of UPV PASSWORD

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

STEP2

Registration of your personal data in AIRE

Fill in your personal details

STEP3

Learning agreement, ID and insurance

Upload the required documents

STEP1

Activation of UPV PASSWORD

Necessary to obtain a UPV USERNAME and PASSWORD

1

Go to **this link**

2

Choose the option "Request user ID and password"

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)

4

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

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 ar more than 15 digits.

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 USERNAME and **PASSWORD,** 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 20/02/2026, you will be able to download from the AIRE application your Learning Agreement signed by the UPV, as well as the provisional UPV student card and your wifi credentials.

- **Once the activity has finished**
  From 25/04/2026 on you will be able to download the certificate of your activity from AIRE.

STEP2

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"
You will log in with your User and Password

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

Choose the option "Edit" in the call "
BIP-WAYS OF LOOKING - FACULTY
OF FINE ARTS UPV - 20-24 April2026"

Welcome to AIRE

Important Documentation

Información Emergencias Entrantes: Info_Emergencias_Incoming.pdf
Emergency Info Incoming: Info_Emergencias_Incoming_English.pdf
Información Emergencias Salientes: Info_Emergencias_Outgoing.pdf
Modelo Convenios_Informe CRI_Procedimientos: modelos_convenios_15092023_Home_AIRE julio 2025.rar

Applications

Congratulations for your nomination to study in Valencia. To change your application please click on the pencil you will find in the column on the right. Please fill in all the information: Application request / Destination / Academic Agreement / Spanish (optional) and Mentor (optional). Once all the information has been completed you will have to confirm and print your application. Don't forget to send the required documents to the International Office of your Host School at UPV as required.

Record	Call	Application Date	Awarded Destination	State	Mentor	Spanish	Edit
190832	BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026		Fac. BBAA	Draft	☐	☐	✏️

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 U**PV host school** as seen on the image.

6

Enter the information about the Preliminary Academic Program as seen on the image.

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

7

Confirm the application

Incoming application (BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026)

File number: 190832	Applicant: User TESt, TEst (F PARIS247)	UPV Login: F.	Status of application: Draft

Application details > UPV host School > Preliminary Academic programme > Spanish > Mentor student > Staff notes > Confirm application

[Return] [See instructions] [See attached documents]   [Previous] [Delete application] [Confirm Application]

Acceptance and verification of terms of use

Required documents

There is no documentation for this application

☑ For this application to be valid, I am aware of the need to submit the required documentation and its delivery format.

[Return] [See instructions] [See attached documents]   [Previous] [Delete application] [Confirm Application]

Desenvolupat a l'Àrea de Sistemes d'Informació i Comunicacions - Universitat Politècnica de València

STEP3

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 LINK PDF L.A. TEMPLATE 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: LINK BIP DATA FOR OLA Once it is signed by you, download its PDF version from OLA and upload it on AIRE.

Mobility Agreement for teaching staff

Please send us your Mobility Agreement duly signed by you and your Home Coordinator, at relintba@upvnet.upv.es If you need the UPV data, please check this link

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 mínimum coverages:

I. Medical benefits, at least 50.000 EUR in case of accidentar disease (medical and pharmaceutical expenses, hospitalization).
2. Emergency transport to home country when necessary, in case of disease ar injury with a mínimum of 50.000 EUR.
3. Transportar repatriation of remains to home country with a mínimum 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 mínimum 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 is ready to download.

- Besides, after the BIP has finished (approx. from April 25th on), you will be able to download your certificates of participation.

How to download documents from Aire

- Log in at Aire

- Click on "Stays" (edit icon)

- Click on the orange button "See attached documents"