

Self-Enrollment Manual

New students

What should you prepare before enrollment?

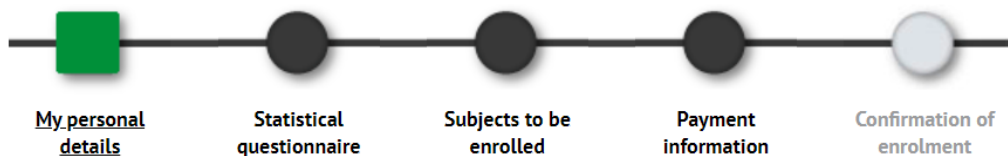
1. **Check the information** on the [official master's programs website](#)
 2. **Remember to submit your access documentation:**
 - **In person:** Bring the **original and a copy** to Academic Management with a [prior appointment](#)
 - **Remotely:** Using a **QR code or Secure Verification Code**, send it to masters.fuabformacio@uab.cat
- !! If you are an international student, check the information on [document legalization](#)

 **You can now complete your Self-Enrollment!**

START SELF-ENROLLMENT

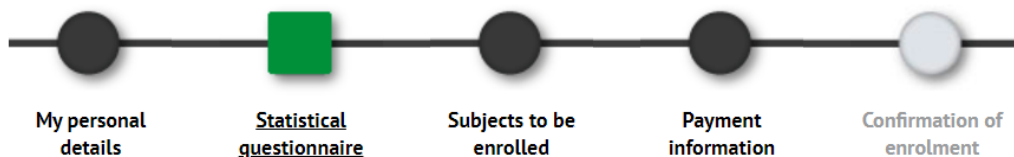
 [Forgot your NIU and/or password?](#)

STEP 1



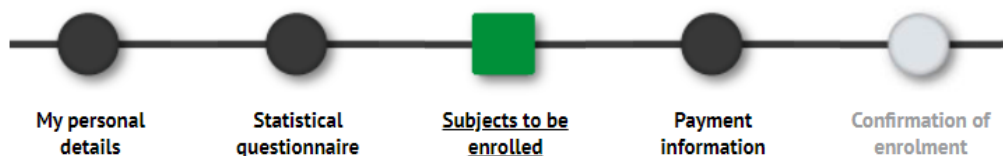
1. Review and update your personal data.
2. It is not mandatory to fill in the “Social Security Number”
3. Accept the privacy and intellectual property policies and the personal data processing policy (Click the link to accept)

STEP 2




1. Complete the survey now or later through SIA: [Enrollment Surveys](#) (not available in English)

STEP 3



 **Full-time enrollment (60 ECTS) is mandatory**

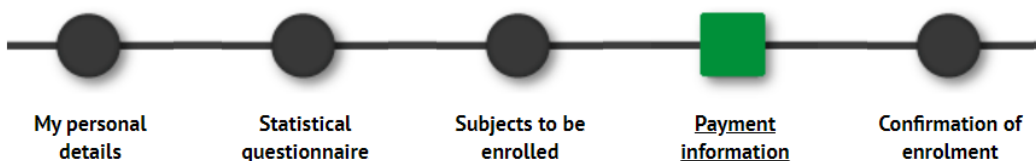
 Part-time can only be selected if previously authorized by the program coordinator

 **Select the subjects** you want to take

 **Review enrolled credits** in “My Enrollment”

! IMPORTANT: If the Master’s Degree coordinator informed you that you need to enroll in complementary training subjects, it is mandatory to enroll them.

STEP 4



Do you have any discounts?

- They will be automatically applied
- If you applied for a scholarship, “Règim general/mobilitat (FUABf)” will also appear selected
- If you didn't submit documentation, the discount will not appear. [Upload the documents](#) and we'll contact you when you can continue



Payment option

- **Single payment: with a 3% discount**
- **In instalments:** 60% now and 40% in December



How would you like to pay?

- **Bank card:** You will be redirected to the online payment (Visa or Mastercard). If there's an issue, you can [go back](#)
- **Bank direct debit order:** You will have to send the direct debit order document signed by the account holder, using this [e-form](#).
- **Bank payment document:** You will be able to download a payment document to pay by **bank transfer**



Want to make a solidarity donation? It will be added to the enrollment

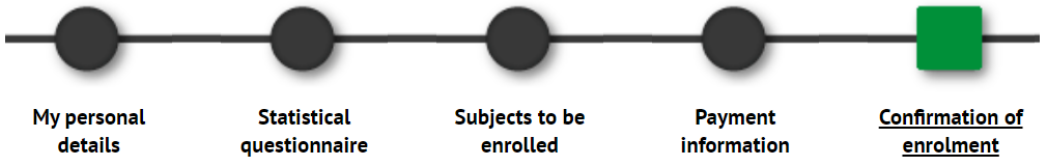


Want to sign up for the SAF (university sports service)? It will be added to the enrollment



Do NOT purchase the mobility insurance! It is not required in the first year

STEP 5



Review everything before confirming!

- **If you find an error**, you can easily go back by clicking the corresponding step in the top menu



Final Documents

- Print, save, or email yourself the final documents
 - You can also go back to [consult or reprint your enrollment](#) (not available in English)
 - **If you have chosen the bank direct debit order**, remember to send the signed document using this [e-form](#)
- !! If the direct debit is returned**, a 0.60% financial surcharge will be applied

**Welcome to Escola
FUABFormació at UAB!**