REGISTRATION TO THE UAB ICE COURSES

Please, read the previous indications, take into account the requirements of the browsers you can use and follow the indications attached below.

- To access the registration process will be necessary to register previously to the UAB database.

- The program will give you a User Identification Number (NIU) and make you choose a password. This step will only be done the first time you access.

- Please have the payment card prepared when you access to registration.

- Although in the list of courses it appears a deadline to make the registration, please keep in mind that each course will be closed when there are no more vacancies.

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<td>Internet Explorer 11</td>
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<td>Cookies</td>
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Once you access the enrolment process, through the enrolment button

It appears this screen:

Information
If you have any difficulties during the enrolment process, please contact us at summer@uab.cat
Afterwards you will see this screen:

Fill in the data required

If you have been a Student of the UAB or participated in any activity, you probably already have a NIU and Password.

If the case, you should fill in this box

Press “continue”, once you fill in all the mandatory fields
On this screen please verify that all data are correct, please read carefully the UAB legal and privacy information, if everything is correct, **click on both boxes** and press **“Next”**

It is important you read the Privacy and Legal Information, and you check these two boxes
OBTAINING THE NIU AND THE PASSWORD SCREEN:

A NIU (university ID number) has been assigned to you.

Now you have to establish a password

- Follow the restrictions on the right box, to create a valid and secure password.

IMPORTANT: Please, keep save your NIU and password, as you will need them once you will be here on the campus.

SUMMARY SCREEN

Please check that data is correct. Click on “Next”
Now you are ready to access the enrolment process

You will have to enter the NIU and password again

ENROLMENT PROCEDURES SCREEN

Check that the study selected is correct. Or select the one you are interested in.

Click at “New registration”
Fill in your personal data, click on “Accept”

VERY IMPORTANT:

ZIP CODE: Please inform the code “99999” in the three boxes, that will activate the field “country”

Click on “Accept” again
NEW REGISTRATION PROCESS SCREEN

Please, attach mandatory documents:

- Passport copy
  * People from EU member countries ID card is enough.
  * People from Non Eu members, the passport is required

- Copy of the enrolment certificate of the current academic year

Click on “Accept”
Select the course you want

**IMPORTANT**

- You can enrol only to 1 morning course from the list, plus the afternoon Complementary Spanish Course, if you want.
- If you are enrolling in the two periods, you can only take the Complementary Spanish Course once, as it is the same on both periods.

Now it appears the course selected, on the box “**my selection**”

Click on “**Accept**” to continue
ENTRY PAYMENT DATA SCREEN

You will see this screen:

Now you have to enter the payment data

Click on “Apply discount”.

If by default it appeas UAB Discount, select the proper discount to apply from the dropdown list.

Only for students from Universities members of ECIU & YERUN net:

YERUN: https://www.uab.cat/web/estudiar/summer-int/yerun-1345721108915.html
ECIU: https://www.uab.cat/web/estudiar/summer-int/eciu-1345721108952.html

YOU CANNOT SELECT the UAB discount .You can only select one type of discount

Click on “Calculate Total” and “Accept”
You will see this screen:

Click on “Confirm” if everything is correct.

CONFIRM REGISTRATION DATA SCREEN

Please, check that data is correct. Click on “Accept”
It appears this message

Click on “Accept”

You will see the screen To pay By TPV

**TO PAY BY TPV SCREEN**

Examination process

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Once you have completed the payment you will have access to the Registration Documents Screen.

In it, you will be able to consult and download:

- The registration document.
- The payments document.