ENROLMENT TO THE UAB SUMMER SCHOOL COURSES

Please read the indications below. Take into account the requirements of the browsers you can use in order to proceed with the UAB Summer School course enrolment.

- To access the enrolment process it is necessary to be registered at the UAB database. It will be the first step of these instructions.

- You will receive a User Identification Number (NIU) and make you choose a password. This step will be done the first time you access.

- Please have the payment card prepared when you access the enrolment process.

- Even if in the list of courses there is an enrolment deadline, please keep in mind that each course will be closed when there are no more vacancies.

Once you access the enrolment process through the [Summer School web page](#) this screen will appear:

Press “Continue” to proceed with the enrolment process.
**Student registration**

If it is the first time that you are registering to the UAB, fill in the data required here.

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

If this is the case, you should fill in this box.

Press “**Continue**”, once you have filled in all the mandatory fields.
New student data validation

On this screen, please verify that all data are correct. Then check the box and press “Next”.

Please read carefully the legal and privacy information.

In accordance with the provisions of Article 16 of the General Data Protection Regulation (GDPR), we hereby inform you that your personal data will be processed by the Universitat Autònoma de Barcelona (UAB), the entity responsible for this processing, for the following purposes:

- Completion and maintenance of procedures relating to academic transcripts.


Your data may be processed by those charged with such tasks, who provide their service to the university.

The person responsible for the said processing will not transfer your personal data to third parties or to other addresses or receivers, except in cases legally foreseen or when so enforced, and your data will not be subject to international transfers.

Your data will be conserved during the time necessary for the purpose of its processing.

The processing of your data does not involve automatic decisions, nor the production of profiles for the prediction of personal preferences, behaviours or attitudes.

In accordance with the prevailing legislation on the protection of personal data, you may revoke your consent at any time and exercise your right to access, rectification, suppression, opposition or limitation of its processing and portability by making a written request to the office responsible for the processing (coordinacio.institucional@uab.cat) or to the Secretary General of the UAB (ex.generals@uab.cat), with headquarters at the Pavellón building, Plaça Acadèmica, 08193, Bellaterra (Barcelona del Vallés).

You may also present a claim before the Catalan Data Protection Authority (https://apdcat.gencat.cat/ca/leg) and

make any enquiries you deem necessary to the Data Protection Officer of the UAB (proteccio.dades@uab.cat).

If you press “Read to accept” you will find the information below about the privacy policy. Once you have read all the information, please check “Accept”.

Your details are stored indefinitely and are processed for the purpose of managing the registration process, your academic transcript and all communications between the UAB and the students.

Our legitimation for processing your details is based on the fact that we carry out public tasks in the area of higher education which is conferred on universities by the prevailing legislation.

Companies providing services to the UAB have access to these data, as do those carrying out maintenance of computer applications, the printing of official certificates as well as those responsible for maintaining links between former students and the UAB.

Your details may therefore be disclosed to third parties, provided that this is legally permitted or obligatory, for example:

- To AGAUR and other public educational bodies for considering university grant, certificate and loan applications under their jurisdiction and for the joint coordination of the university system.

Processing of your data does not involve any automated decisions or the production of profiles for predictive purposes in terms of personal preferences, behaviour or attitudes.
Obtaining the NIU and the password

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 on campus.

Summary of registration form

Check that all the data are correct and press “Next”.
Now you are ready to access the enrolment process.

Please enter your NIU and password.

Enrolment procedures

Select the Summer School study:

- If you want to enrol in the First period of the Summer School please select study 4008/2.

- If you want to enrol in the Second period of the Summer School please select study 4019/2.

Press “New registration”.
Fill in your personal data.
You can copy the data of your place of residence if it is the same as the place of residence during the Summer School course.

**IMPORTANT:**

ZIP code: Please add the code “99999” in the three boxes that will activate the field “Country”.

Press “Accept”.
Other Data of Interest (optional)

This information is not mandatory but the Summer School highly recommends you to fill in as many information as possible.

In the first tab, “Education”. Please add the information about your formal education, any other trainings that are relevant to Summer School course and your knowledge in foreign languages.

Please select your “Study”.

**This information is in the process of being translated. We apologize for the inconveniences.

Please find the correspondent studies in English, Catalan and Spanish.
- Undergraduate Degree – Technical Engineering (EN), Diplomatura i Enginyeria Tècnica (CA), Diplomatura e Ingeniería Técnica (ES)
- Bachelor’s Degree - Engineering's Degree (EN), Llicenciatura-Enginyeria (CA), Licenciatura – Ingeniería (ES)
- PhD (EN), Doctorat (CA), Doctorado (ES)
- Specific Studies (EN), Estudis propis (CA), Estudios propios (ES)
- Bachelor (EN), Grau (CA), Grado (ES)
- Master’s Degree (EN), Màster (CA), Máster (ES)

Please add the specific Bachelor, Master, PhD, etc. that you are studying and the name of your current University.

In the tab, “Work experience”, you can add the details about your current and previous work experience if it is relevant for the Summer School course.
Please also add the information from “Other data”.
- How did you find the information about the Summer School?
- Have you completed your university studies or are you currently enrolled in a university study?
- Why do you want to perform the Summer School course/s?
- Observations

**Documents to be attached**

Please, attach mandatory documents:

- Passport or ID card copy
  *For people from EU member countries, ID card is enough.
  *For people from Non EU members, the passport is required
- Copy of the enrolment certificate of the current academic year
- Passport-size ID photo

In the event, you also have a Spanish language certificate, please attach it as optional documentation.

Press “Accept”.
Select the Summer School course you want to attend.

Please note that all the Summer School students should have a mandatory insurance. Therefore, the insurance appears as a mandatory course that should be selected at all times. The insurance fee will be added to the total amount fee of the course.

**IMPORTANT**

- You can enrol only to 1 course from the list. Only one course can be chosen for each Summer School period.
- If you want to enrol to another course of the second period, please start the enrolment process selecting the second period study (4019/2).

Once you select the course, it will appear on the box “My Selection”.

Press “Accept” to continue.
Data payment registration

Please select your fee:
- Fee Non UAB previous registration April 15
- Fee for ECIU and YERUN Universities members
- Students from Partner Universities (Exchange students) or hosting foreign students
- UAB Students
- Fee Non UAB registration after April 15

Press “Calculate Total”.

Now you have to enter your payment data: your name, surname and select “POS – Credit or debit card payment”. Please take into account that the payment can only be done with credit or debit card.

Press “Accept” to continue.
Confirm Registration Data

Please check that all the data are correct.

Press “Confirm” to continue.

The following message will appear. When the enrolment process has been finalized, you will receive an email with your receipt.

Press “Accept” to continue with the process.

Documents generated when registering

It is highly recommended to download and print the documents that have been generated during your registration:
- Enrolment receipt
- Document Other Interesting Facts: the information that you have added in the enrolment process.
If you want to proceed with the payment, press “Pay now”.

If you want to pay the Summer School course later, press “Pay later”. Please take into account that the payment should be done within 7 days after the enrolment has been finalized.

**Pay now by TPV**

After you select “Pay now”, you will see the screen “To pay By TPV”.

A window with the bank information will appear. Please fill the blanks with your credit or debit card details:
- Card Number
- Expiry Date
- Security Code

To finalize the payment, press “Accept”.

You are now enrolled in the selected course for the UAB Summer School 2020. If you want to enrol in another course from another period, please start the process again. For any other questions, please contact us to summer@uab.cat.
Pay later by TPV

If you have selected “Pay later”, please go to and select “Virtual Online Payments” in the UAB Online services web page.

Sign in with your enrolment credentials (NIU and password).

** We apologize since this information is in the process of being translated. Please select the pending payment by pressing the arrow.
The bank window will appear and you can change the language into English.

Please fill in your credit or debit card details:
- Card number
- Expiry Date
- Security code

To finalize the payment, press “Accept”.

You are now enrolled in the selected course for the UAB Summer School 2020. If you want to enrol in another course from another period, please start the process again.
For any other questions, please contact us to summer@uab.cat