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 this is the first time that you are registering to the UAB, fill out 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 out 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 33 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 purpose:
• 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 automated decisions, nor the production of profiles for the prediction of personal preferences, behaviors, 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 (To coordinacion.institucional@uab.cat) or to the Secretary General of the UAB (secretariageneral@uab.cat), with headquarters at the Recto building, Plaza Academica, 08193. Bellaterra (Cerdanyola del Vallès).
You may also present a claim before the Catalan Data Protection Authority (https://portadisieces.juntadecatalunya.cat/) and make any inquiries you deem necessary to the Data Protection Officer of the UAB (derechosdellado@uab.cat).

I agree to my personal appearance in images and videos recorded by the UAB and, consequently, I acknowledge that such dissemination does not imply contempt for my honour and dignity, nor it constitutes an unlawful interference with my privacy in accordance with the provisions of Organic Law 15/1992, of May 4, on Civil Protection of the Right to Honour, Personal and Family Integrity and work own image.
In case I hold any rights of ownership over the materials that may be derived from these recordings, I transfer to the UAB all my exploitation rights over them, on a non-exclusive basis, in all forms of exploitation, for everyone and for its entire duration.
I knew that the aforementioned UAB is likely to be disseminated through the UAB Digital Repository of Documents (DOD), so I sign this document in accordance with the provisions of Regulation (EU) 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons with regard to the processing of personal data, and the free movement of this data (2016/679). I acknowledge that I have been duly informed by the UAB that by signing a sister together with a photocopy of my ID or Passport, addressed to the General Secretary, Recinto Building, 08193 Bellaterra (Cerdanyola del Vallès) I can exercise my rights of access, rectification, suppression, opposition, limitation of treatment and portability of my data.

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”.
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 process

Press “New registration”.

Please take into account that the Summer School 2021 has 2 studies:

- If you want to enrol in the First period of the Summer School please select study 4008/3.

- If you want to enrol in the Second period of the Summer School please select study 4019/3.
Fill in your personal data
You can copy the data of your place of residence if you do not have this information yet.

**IMPORTANT:**

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

Press “Accept”.

**Other Data of Interest**

It is **mandatory** to fill out the information in the first tab, “Education”. Press “Add”.
In “Study”, check the option that best fits your current student’s status.
- Bachelor’s Degree for undergraduates
- Master’s Degree
- PhD
- Specific University Studies

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

Please add the information about any other trainings that are relevant to Summer School course and/or knowledge in foreign languages.

The following tabs, “Work experience” and “Other data” are not mandatory. However, we highly recommended you to give us as much information as possible.

**Documents to be attached**

- To continue with the enrolment process, you must attach the mandatory documents listed below:

<table>
<thead>
<tr>
<th>Document to attach</th>
<th>Requirement</th>
<th>File format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of enrolment certificate of the current academic year</td>
<td>PDF format</td>
<td></td>
</tr>
<tr>
<td>Passport-size ID photo that will be used in your UAB card</td>
<td>PDF format</td>
<td></td>
</tr>
<tr>
<td>Passport or ID card copy</td>
<td>PDF format</td>
<td></td>
</tr>
</tbody>
</table>

*Students from Spain, upload a copy of your ID card (DNI).
*Students from other countries, upload a copy of your passport.

Please also attach your travel medical insurance, if you already have one, as optional documentation.

Please note that all the Summer School students that are enrolling for face-to-face courses in Barcelona should have a mandatory travel medical insurance. If you do not have it yet, please take into account that, due to the current global pandemic situation, you should have one for your UAB Barcelona Summer School journey. The certificate of your insurance together with the description of what is covered by the insurance should be sent to summer@uab.cat.

Students without a comprehensive travel health insurance will not be accepted at the UAB Summer School 2021.
In the event you want to enrol to the courses “Spanish as a Foreign Language”, it is mandatory to attach your Spanish certificate as optional documentation. If you have any disability or any specific educational needs, please attach a certificate or a letter explaining your situation in the “Optional documentation for enrolment” section. Press “Accept”.

**Academic Data**

- Only one optional subject can be selected, from all possible. Select mandatory the subject Compulsory Insurance role (GUET)
- Enrol 392 free places on this course
- It is not allowed the concession of free configuration credits

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
<th>Type</th>
<th>Course</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>355909</td>
<td>Discovering the Fascinating World of Human Heart and Human Anatomy</td>
<td>6.0</td>
<td>Optional</td>
<td>Only course</td>
<td>2019/20</td>
</tr>
</tbody>
</table>

Select the Summer School course that you want to attend by clicking “+”.

**IMPORTANT**

- You can enrol only to one course from the list. Only one course can be chosen from each period of the programme.
- If you want to enrol to another course of the second period, please start the enrolment process selecting the second period study (4019/3).

Once you select the course and the mandatory insurance, they will appear on the box “My Selection”. Then, press “Accept” to continue.
Data payment registration

Please select your fee:
- Fee for Non UAB Early Bird students until April 30 2021 (20% discount, 680 EUR)
- Fee for ECIU and CASA (CONSORTIUM FOR ADVANCED STUDIES ABROAD) Universities members (20% discount, 680 EUR)
- UAB Students and UAB Alumni Premium (200 EUR)
- Fee Non UAB students after April 30 (850 EUR)

Press “Calculate Total”.

Now you have to enter your payment data: 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 Credit Card

After you select “Pay now”, you will see the screen “To pay by credit and debit card”.

We accept VISA and MasterCard payments. If the payment is made with American Express, please contact us at summer@uab.cat.

Please confirm that you accept the online payment terms and conditions.

Then, add the following information:
- Card holder information: name, email and phone number
- Billing address: country, address, city, postal code

Then press “Accept”.
A window will pop up where you need to add your bank information. Please fill the blanks with your credit or debit card details:
- Card Number
- Expiry Date
- Security Code

Now you are enrolled in the selected course for the UAB Summer School 2021. 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.

First, please select “Buscar” (Search).
Then select the pending payment by clicking in the arrow.
Please review the information, and if everything is correct, you can click in “Pagar” (“Pay”).

Please confirm that you accept the online payment terms and conditions.

We accept VISA and MasterCard payments. If the payment is made with American Express, please contact us at summer@uab.cat.

Then, add the following information:
- Card holder information: name, email and phone number
- Billing address: country, address, city, postal code.

Then press “Accept”.

Please fill the blanks with your credit or debit card details:
- Card Number
- Expiry Date
- Security Code

Now you are enrolled in the selected course for the UAB Summer School 2021. 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.