ENROLMENT TO THE UAB SUMMER SCHOOL 2022 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, **do not** press LOGIN and fill out all the data required.
Press "Next", 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.
Obtaining the NIU and the password

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

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”.

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 “Finalize”.

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**Resumen Summary**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Entered information</td>
<td>New student data validation</td>
<td>Entering the Password</td>
<td>Summary of the registration form</td>
</tr>
</tbody>
</table>

**Entered Information**

- Your university ID number (NIU) is: 
  
  Don’t forget your university ID number (NIU) and password, as they are needed for the remaining academic and administrative formalities during the pre-registration, and later, as a UIAB student.

**Remarks**

- If the registration process was successful and you have username and password, go straight to the registration of Official Masters: [Here](#).
- If there has been any problems during registration of your data, go to the Official Master secretary personally or go to: [sigma.ctr@uab.cat](mailto:sigma.ctr@uab.cat)
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 2022 has 2 studies:

- If you want to enrol in the First period of the Summer School please select study 4008/4.
- If you want to enrol in the Second period of the Summer School please select study 4019/4.
Student data

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

Please, attach mandatory documents in PDF format:
- Copy of the enrolment certificate of the current academic year in pdf format. Apple HEIF or HEVC are not allowed.
- Passport-size ID photo (a mobile photo is not allowed) that will be used in your UAB card in JPG format*. Apple HEIF or HEVC are not allowed.
- Passport or ID card copy in pdf or JPG format. Apple HEIF or HEVC are not allowed.
  *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, in the ‘Optional documentation for enrolment’ section.
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 2022.

In the event you want to enrol to the courses “Spanish as a Foreign Language”, it is mandatory to attach your Spanish certificate in the ‘Optional documentation for enrolment’ section.
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 rule (216299)
- Detail free places on this course
- It is not allowed the concusion free configuration credits

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<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
<th>Type</th>
<th>Course</th>
<th>School Year</th>
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<tbody>
<tr>
<td>125088</td>
<td>Discovering the Fascinating World of Nature Science and Medicine</td>
<td>6.0</td>
<td>Option</td>
<td>Only course</td>
<td>2022/23</td>
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Select the Summer School course that you want to attend by clicking “+”.

**IMPORTANT**
- You can enrol only 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 have selected the course, you must select the group: *

* If the window doesn’t open automatically click upon modify button (in the middle of these ones):

You must select between:

- ‘UAB students’ for UAB regular (Grade, Bachelor, Master, etc) students and UAB alumni students
- ‘NO UAB students’ if you are not taking regular studies at the UAB (coming from another university)

Then click ACCEPT
In order to validate the enrollment, the following requirements will be validated.

There are no subjects selected for your registration.

Please, select subjects from the list of available subjects shown below to be registered.

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You must select a group of subjects of each of the present types.

Update your selection and accept.
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 correct fee:
- Fee for Non UAB Early Bird students until 30th April 2022 (20% discount, 680 €)
- Fee for ECIU and CASA (CONSORTIUM FOR ADVANCED STUDIES ABROAD) Universities members (20% discount, 680 €)
- UAB Students and UAB Alumni Premium (200 €)
- Fee Non UAB students after 30th April 2022 (850 €)

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

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 (Month, Year)
- Security Code

Now you are enrolled in the selected course for the UAB Summer School 2022. If you want to enroll in another course from another period, please start the process again. For any other questions, please contact us at summer@uab.cat.
Pay later by TPV

If you have selected “Pay later”, please go to the UAB Online services and formalities, and select:
STUDENTS ON OTHER PROGRAMMES > PAYMENTS > Payments pending by POS terminal

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").

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"."
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