

Self-Enrollment Manual

Returning students



What should you prepare before enrollment?

1. Consult in SIA your [academic record and grades](#)
2. Check the information for your degree:
 - [Bachelor's Degree in Tourism](#)
 - [Bachelor's Degree in Tourism \(in English\)](#)
 - [Bachelor's Degree in Hotel Management](#)
 - [Bachelor's Degree in Prevention and Integral Safety and Security \(in-person modality\)](#)
 - [Bachelor's Degree in Prevention and Integral Safety and Security \(Online\)](#)
2. Check the timetables of the subjects:
 - [Bachelor's Degree in Tourism or Hotel Management](#)
 - [Bachelor's Degree in Prevention and Integral Safety](#)



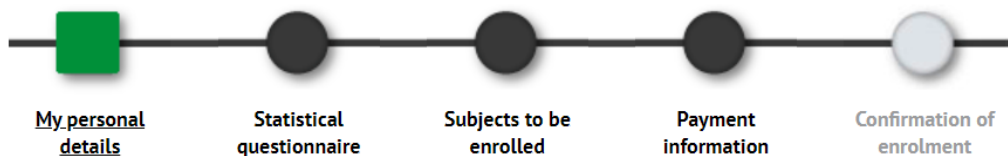
You can now complete your Self-Enrollment!

START SELF-ENROLLMENT



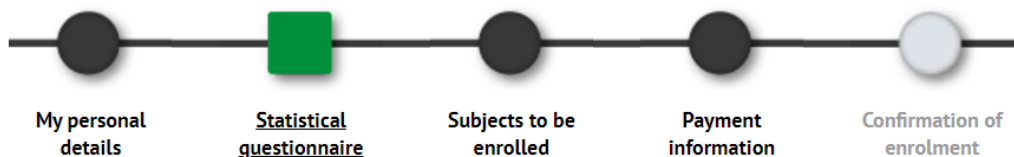
[Forgot your NIU and/or password?](#)

STEP 1



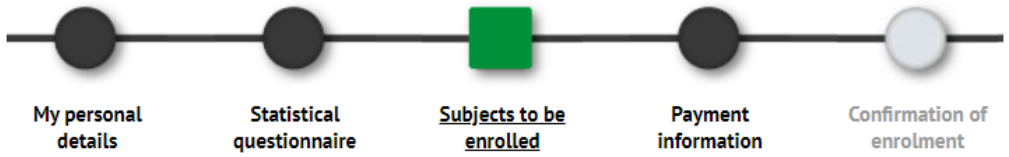
1. Review and update your personal data.
2. It is not mandatory to fill in the “Social Security Number”
3. Accept the privacy and intellectual property policies and the personal data processing policy (Click the link to accept)

STEP 2



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

STEP 3



Choose your attendance:

- Full time: 60 to 72 ECTS
- Part time: 30 to 42 ECTS

 **It is mandatory to enroll all pending subjects** from the “Pending” tab

 **Select the subjects** you want to take from “Plan”

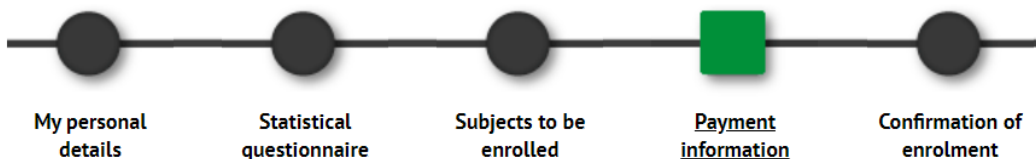
 **Do not change the group!** It must be the same as last year

- You can [apply for a justified group change](#)
- Unauthorized changes will automatically be reversed

 **Want to add more subjects?** You can search them using the “add subject by code” button

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

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 tuition



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



Are you going to participate in an international mobility program this year? Then you must select the complementary insurance

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

See you soon!
Escola FUABFormació - UAB!