Self-Enrollment Manual

New students

🔍 What should you prepare before enrollment?

1. **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. **Get your NIU and password**

💻 You can now complete your Self-Enrollment!

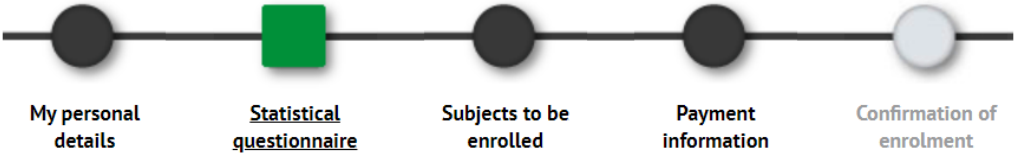
START SELF-ENROLLMENT

STEP 1



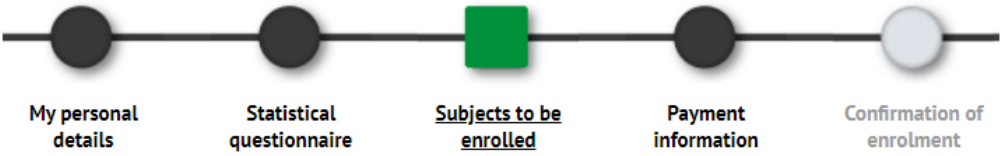
1. **Review and update your personal data.**
2. It is not mandatory to fill in the “Social Security Number”
3. Accept the privacy and intellectual property policies and the personal data processing policy (Click the link to accept)

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

✅ **Select the subjects** you want to take

📝 **Want to change your group?**

- Edit the subject to change the group
- If there are no available spots, the change won't be possible
- You can apply for a justified group change

📌 **Coming from a Higher Vocational Training (CFGS) with recognized credits?** Remember not to select the subjects you need to apply for recognition

➕ **Want to add second-year 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 enrollment

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

🛡️ **Do NOT purchase the mobility insurance!** It is not required in the first year

STEP 5



My personal details | Statistical questionnaire | Subjects to be enrolled | Payment information | **Confirmation of enrolment**

⚠️ 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

Welcome to Escola FUABFormació at UAB!