



Enrollment application manual for Bachelor's Degree and Master's Degree

Steps for the enrollment application 2021 – 2022

- 1** General menu: Select the studies
- 2** Apply for enrollment
- 3** Register personal data
- 4** Select the subjects to enroll
- 5** Payment methods
 - 5.1 Single payment
 - 5.2 Fractioned payment
 - 5.3 Bank financing
- 6** Confirm the enrollment application
- 7** Submit the enrollment application

STEP 1, GENERAL MENU: SELECT THE STUDIES

1. Choose the language of the application.



Application for enrolment - Entorn de TEST

3. Select the studies you want to enroll in the drop-down menu and consult the "ENROLLMENT INFORMATION" menu before clicking on apply for enrollment.

The registration application procedure
 The enrolment application process begins by selecting the studies from the drop-down menu and filling the form you will be directed to when you have made your selection ([official Bachelor and Master studies tutorial](#) or [Professional Training tutorial](#)).
 At the end of the process you will receive a copy of your application by email.
 Once the Academic Administration processes your application, after validation, we will send you the enrolment voucher with the payment instructions.

Enrolment Information
 On the [EUTDH website](#) you can find all the information you need to register
[First year general information](#)
[Other courses general information](#)
[Subjects per course and teaching guides](#)
[Timetables and calendars](#)
[Discounts, gratuities and bonuses](#)
[Payment, fees and financing](#)

Select the course for which you wish to apply for enrolment

Grau de Turisme

Is this your first enrollment?

Yes

No

2. Remember to review all the necessary information to be able to make your enrollment application correctly.

4. Check the box if you are a new student.

La Fundació Universitat Autònoma de Barcelona és una entitat creada amb el suport de la Universitat Autònoma de Barcelona que col·labora en el foment i la realització d'activitats d'investigació, docència, recerca i d'acció social, i en la prestació de serveis comercials i de gestió patrimonial vinculats a l'activitat universitària, dirigits tant a la comunitat UAB com al públic en general, emprant, incloent-hi, els recursos de la coordinació de diverses entitats i serveis

STEP 2, APPLY FOR ENROLLMENT

Application for enrolment



When selecting the studies, in the cases of "BACHELOR'S DEGREE IN PREVENTION (PRESENTIAL)" / "OFFICIAL MASTER'S DEGREE IN HOTEL MANAGEMENT" you will have to choose a **group preference** respectively to continue and press "Apply for Enrollment".

The registration application procedure

The enrolment application process begins by selecting the studies from the drop-down menu and filling the form you will be directed to when you have made your selection ([official Bachelor and Master studies tutorial](#) or [Professional Training tutorial](#)).

At the end of the process you will receive a copy of your application by email.

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Enrolment Information

On the [EUTDH website](#) you can find all the information you need to register

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I have read the information on [data protection](#) [des](#)

Cancel Read

Select the course for which you wish to apply for enrolment

Grau de Turisme ▼

Is this your first enrollment? Yes ▼

Apply for enrolment

2. Read the information on data protection and press "READ" to continue

1. Click on "Apply for enrollment"

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2022 Fundació Universitat Autònoma de Barcelona

STEP 3, REGISTER PERSONAL DATA

Solicitud de matrícula

Solicitud ID: GT -228
Estudios: Grau de Turisme

1. This field is mandatory for second, third and fourth year of Bachelor's Degree students and second year of Master's Degree students

2. Fill in the fields with your personal data.

*campos obligatorios

NIU UAB (Excepto nuevos estudiantes)

Tipo de documento*

DNI/NIE/Pasaporte*

Alumno Unión Europea*

Nombre*

Apellidos*

Teléfono

Correo electrónico*

[Siguiete](#)

Protección de datos | Aviso legal

La Fundación Universidad Autónoma de Barcelona es una entidad creada en el si de la Universidad Autónoma de Barcelona que colabora en el comento y la realización de actividades docentes, investigación y acción social, y en la prestación de servicios comerciales y de la gestión patrimonial vinculada a la actividad universitaria, dirigidos tanto a la comunidad UAB como al público en general, empresas e instituciones, a través de la coordinación de diversas entidades y servicios

2021 Fundació Universitat Autònoma de Barcelona

3. Check that the personal data is correct. Modify and/or complete if necessary. And click next.

STEP 3, REGISTER PERSONAL DATA



Application for enrolment - Entorn de TEST

ID request: GT -3094 (alumne amb expedient obert)

Studies: Grau de Turisme

Student: Name Surnames

We have not found any open file in the studies(**Grau de Turisme**) requested with the identity document **0000**

If the information provided is correct (requested studies and identification document) you can

[Continue with the application](#)

Or you can

[Edit the identification document](#)

This notice appears when you do not indicate that you are a new access student. Therefore, the system should find a file associated with said DNI and notify you.

- If you are a new student, you must go to the initial screen to mark it.
- If you are a student of other courses, check the DNI of the application. eres alumno de otros cursos, revisa el DNI de la solicitud.

STEP 4, SELECT THE SUBJECTS TO ENROLL



IMPORTANT: Before selecting the subjects, take into account the Academic Regulations and the "Conditions for remaining at the UAB".

Solicitud de matrícula

Solicitud ID: GT -216
 Estudios: Grau de Turisme
 Alumno/a: Gestió Acadèmica Centres Fuab Formació

Reconocimientos CFGS (Grados) Complementos de Formación (Masters Universitarios)

Asignaturas seleccionadas (0):

Hay que elegir una asignatura como mínimo para continuar

Asignaturas de 1ero

Asignaturas de 2ndo

Asignaturas de 3ero

Asignaturas de 4rto

Añadir

Siguiente

- BACHELOR'S DEGREE (for new students):** If you come from one of the following Higher Vocational Training Qualification (CFGS) ([Prevenció i Seguretat Integral](#) / [Turisme i Direcció Hotelera](#)),. If selected, the credits will be added to the UAB transcript as recognized subjects. Remember to apply for recognition before registration.
- MASTER'S DEGREE (for new students):** Select, if applicable, the Complementary Training Subjects.

3. Select the subjects you want to enroll, click on "ADD" and they will move to the right side "SELECTED SUBJECTS".

4. Check that the selected subjects are correct. Modify and/or complete if necessary. And click next.

STEP 5, PAYMENT METHODS

Solicitud de matrícula

Solicitud ID: GT -217
 Estudios: Grau de Turisme
 Alumno/a: Gestió Acadèmica Centres Fuab Formació

1. In case of being a beneficiary of a subsidy, select the corresponding discount.
Keep in mind that the discount and /or subsidy is calculated based on the public price established in accordance with the Decree of public prices for Academic Services in public universities in Catalunya.

Selecciona en su caso el descuento correspondiente

Beca ministerio familia nume
 Persona con discapacidad P

2. Remind that you can enrol provisionally as a grant-holder if you must comply with the academic requirements for this academic year call for general grant applications and having processed the general grant in this academic year. If you don't comply with this 2 points you will not be able to enroll as a conditional grant-holder. In case the academic administration cannot certify that you have applied for the scholarship, you will have to send us the proof of the application.

Quieres realizar un donativo* a la Fundación
 *El donativo es adicional al importe total de la

3. If you wish, you can make a solidarity contribution by indicating an amount here. The donation is additional to the total amount of the tuition.

Selecciona el tipo de pago*

4. Choose one of the payment methods offered by the school.
In the next three pages we explain each of the modalities.

Siguiente

5. Check all the data. Modify and/or complete if necessary. And click next.

STEP 5.1, SINGLE PAYMENT



If you choose the "**SINGLE PAYMENT***", a 3% discount (*) will be applied on the total amount of the tuition.

A discount of 3%(**) of the total tuition fee will be applied. Payment will be made by bank transfer, to the account number indicated in the formalized enrollment document you will receive. **In order to keep the discount, it must be made within 7 days after registration.**

Discount not applicable to non-EU students of the Official Master's Degree in European Union - China: Culture and Economy.

*(**) The 3% discount for a single payment is applied to the final amount of the tuition, once all discounts (scholarship, large family, other gratuities) and/or bonuses have been deducted.*

Selecciona el tipo de pago*

Único

Comentarios

Escribe aquí la información que crees conveniente que sepamos en el momento de procesar tu solicitud

1. If you have questions about the price or payment of your tuition, you can calculate and check the price with the FUABformació [tuition simulator](#) (The tuition simulator prices do not include discounts for Scholarship, large family and/or other deductions).



2. Check all the data. Modify and/or complete if necessary. And click next.

STEP 5.2, FRACTIONED PAYMENT



If you choose the "FRACTIONED PAYMENT", the payment will be made in two installments:

- The first payment is 60% of the final tuition (payment must be made by bank transfer within 7 days after enrollment).
- The second payment is the remaining 40% (payment must be made by direct debit or bank transfer in December). [1]

[1] In case of not being able to complete the direct debit, the student must pay the management expenses as well as the bank interest charged by the financial institution on the unpaid amount (30 euros penalty).

Note: this payment method can only be chosen if you formalize the enrollment before November 1 (if you choose this payment method, you must present the SEPA direct debit form).

1. Select the second payment method:

1.1 Direct debit

1.2 Bank transfer

The screenshot shows the 'Solicitud de matrícula' form for 'Direct debit'. It includes fields for 'Solicitud ID', 'Estudios', and 'Alumno/a'. Below, there are radio buttons for various discounts. A 'Quieren realizar un donativo' section has a value of '0,00'. The 'Selecciona el tipo de pago' dropdown is set to 'Fraccionado'. The 'Método segundo pago' dropdown is set to 'Domiciliación bancaria'. There are input fields for 'Cuenta corriente/orden de domiciliación SEPA', 'Titular', and 'DNI/NIE/Passaporte'.

The screenshot shows the 'Solicitud de matrícula' form for 'Bank transfer'. It includes the same header information as the direct debit form. The 'Quieren realizar un donativo' section has a value of '0,00'. The 'Selecciona el tipo de pago' dropdown is set to 'Fraccionado'. The 'Método segundo pago' dropdown is set to 'Transferencia bancaria'. There is a 'Comentarios' section with a text area for additional information.

3. Verify the name of the account holder and the DNI/NIE/PASSAPORT for the direct debit order.

2. Enter the bank account number (IBAN with 24 digits beginning with ES) to continue.

5. Check all the data. Modify and/or complete if necessary. And click next.

4. If you have questions about the price or payment of your tuition, you can calculate and check the price with the FUABformació [tuition simulator](#) (The tuition simulator prices not include discounts for Scholarship, large family and/or other deductions).



STEP 5.3, BANK FINANCING (Pas 1/2)



If you select the "BANK FINANCING", you can choose between the following terms:

- 3, 4 or 5 consecutive months, starting after the enrollment (without additional fees).
- 6 consecutive months, starting after the enrollment , with a 0.25% surcharge.
- 9 months, consecutive, starting after the enrollment , with a 1.25% surcharge.

You can check the conditions in the brochure of [FINANCING OF UNIVERSITY STUDIES](#).

If you are not granted the bank financing, the center will facilitate a installment payment plan.

2. If you have questions about the price or payment of your tuition, you can calculate and check the price with the FUABformació [tuition simulator](#) (The tuition simulator prices do not include discounts for Scholarship, large family and/or other deductions).





If you choose the “**BANK FINANCING**” modality, once you receive the registration, you will also receive an email from fuab.formacio.financament@uab.cat to start the procedure and follow the instructions so that the Financing is processed within 7 days after the Enrolment.

Consequences of not processing the Bank Financing in the indicated period:

Registration will be temporarily blocked. From that date, a new period of an additional 7 days will be opened to regularize the financing procedure. ***After this period the registration will be suspended.***

STEP 6, CONFIRM THE ENROLLMENT APPLICATION

FUABformació UAB Universitat Autònoma de Barcelona **Solicitud de matrícula**

Solicitud ID: GT -217
 Estudios: Grau de Turisme
 Alumno/a: Gestió Acadèmica Centres Fuab Formació
 Correo electrónico: gestio.academica.fuabformacio@uab.cat

Asignatura	Curso	Semestre	Tipo	Créditos
Anàlisi del sector turístic	1		OB	6.0
Estadística aplicada	1		FB	6.0
Fonaments del Turisme	1		OB	6.0
Geografia Turística	1		FB	6.0
Habilitats informàtiques i d'estudi	1		FB	6.0
Introducció a l'economia	1		FB	6.0
Introducció al dret	1		FB	6.0
Primera Llengua Estrangera I (Francès)	1		FB	6.0
Primera llengua estrangera I (Anglès)	1		FB	6.0
Tècniques quantitatives aplicades al Turisme	1		FB	6.0
				60.0

Tipo de liquidación: Ordinària
 Tipo de pago: Únic

Modificar solicitud

de leído la información sobre [protección de datos](#)

Confirma tu correo electrónico

Modificar solicitud Registrar solicitud

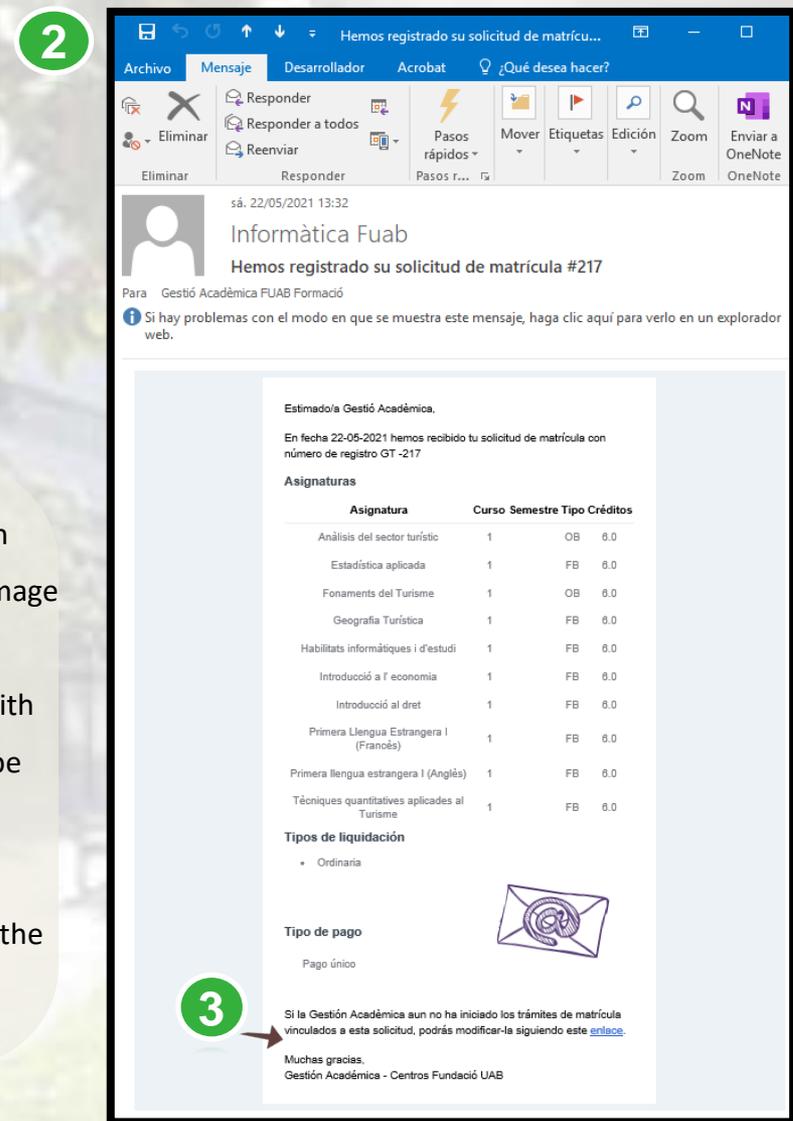
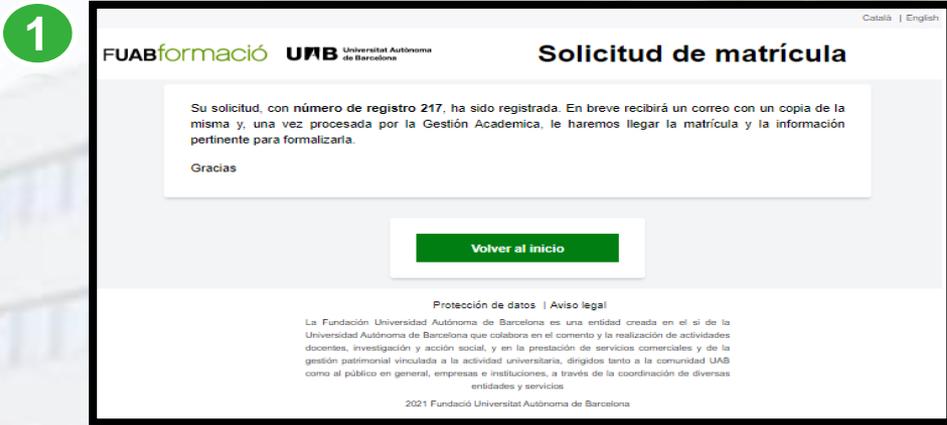
1. Check that the general data and the selected subjects/ECTS are correct.

4. Lastly, the following tab will appear where you must enter your email and click on "REGISTER APPLICATION".

2. You have the possibility to modify the enrollment application before agreeing to the Data Protection regulations.

3. To continue, you must click on "I HAVE READ THE INFORMATION ON DATA PROTECTION".

STEP 7, SUBMIT THE ENROLLMENT APPLICATION



- At the end of the enrollment application process, as indicated in image 1, you will receive a copy of the application registered (image 2).
- Keep in mind that, at the end of the email, you will find a link with the option to modify your registration (image 3). This will only be possible if the Academic Management has not yet validated it.

Once your application is processed, we will send you your copy of the enrollment with the instructions for the payment.



Thank you,
We'll be expecting you!