INFORMATION ABOUT THE CHANGES OF THE ORIGINAL ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2019/2020

PERIOD TO CHANGE YOUR ENROLMENT: from 18th to 27th September 2019

If you are interested in changing your original enrolment in the Faculty of Translation and Interpreting, you have to take into account that:

- You can drop subjects previously enrolled and you can add new subjects. These subjects can belong to the Faculty of Translation and Interpreting or to other faculties of the Campus.

  o In case that the subjects belong to the Faculty of Translation and Interpreting, you have to make an appointment to come to the Gestió Acadèmica of Translation and Interpreting in order to hand in the change of enrolment request form from 18th to 27th September 2019.

  o In case that these subjects belong to Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities (Faculty of Philosophy and Letters) and Faculty of Psychology, you have must have made a pre-enrolment from 18th to 25th September 2019 using the pre-enrolment application:
    Access to the pre-enrolment application

    If you wish to attend subjects offered by the Faculty of Economics and Business and the Faculty of Political Sciences and Sociology, you will have to upload a certificate stating your level of Spanish and English.

    *** In order to check the level required, please see the pre-enrolment application instructions:
    User guide

    Once you have made your selection, print the document generated by the application in order to show that you have been accepted in the subject. Afterwards, make an appointment to come to the Gestió Acadèmica of Translation and Interpreting in order to hand in the change of enrolment request form from 18th to 27th September 2019.

  o In case that the subjects you are interested belong to any other faculty of the campus, you have to check the faculty’s website or contact the faculty in order to ask the procedure you have to follow in order to enrol the subjects you are interested in. Afterwards, make an appointment to come to the Gestió Acadèmica of Translation and Interpreting in order to hand in the change of enrolment request form from 18th to 27th September 2019.

- You can hand in a maximum of THREE change of enrolment forms.
- Before handing in the form, you have to be sure about the changes you are asking.

**PROCEDURE**

1. Take the change of the enrolment form.
   You can find it in the hall in front of the Gestió Acadèmica of Translation and Interpreting or you can print the document that we have sent you by e-mail.

2. Fill it with the following information:
   - Personal data
   - Code, name and group of the subjects that you want to drop and/or add.
   - Explain the reasons of these changes.
   - Write the date and sign the form.
   - In case you are asking to add a subject of the Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities and Faculty of Psychology, you have to attach the document generated by the application, which proves that you have pre-enrolled the subjects.

3. Hand in the form in the Gestió Acadèmica of Translation and Interpreting from 18th to 27th September 2019. You need to make an appointment:

   Make an appointment
   
   www.uab.cat/traducciointerpretacio > Cita previa

**RESOLUTION**

The Gestió Acadèmica of Translation and Interpreting takes 10 days in order to check the changes that you have asked.

Once the petition has been checked:

- If all the changes have been accepted, the Gestió Acadèmica of Translation and Interpreting will change your enrolment. Immediately, the Gestió Acadèmica of Translation and Interpreting will send you the copy of the new enrolment to your e-mail.
- If some of the changes cannot be made (or any of them can be made), the Gestió Acadèmica of Translation and Interpreting will send an electronic notification to your e-mail. You have to access this notification in order to see which changes have been made in your enrolment.

Please remind that, any time you wish, you can check the state of the subjects enrolled in the UAB entering your transcript of records:

https://sia.uab.es/ > Access your academic record (English version)

or