

## INSTRUCTIONS FOR THE ENROLMENT APPLICATION

Below are the instructions for applying for admission to UAB-specific Masters' Degrees and Graduate Diplomas. **Please, read them carefully to avoid any possible problems:**

1. To find your programme, fill in **only** the first two fields, **Programme** ("Estudi") and **Edition** ("Edició"), and click on **Accept** ("Acceptar"):



The screenshot shows the 'Alta de nova matricula' (New enrolment) page. At the top, there are navigation tabs: 'Alta de nova matricula', 'Gestió de matrícules prèvies (S)', and 'Centre de notificacions'. Below the tabs, there is a header 'Alta de nova matricula' and a sub-header 'A continuació es mostra la llista d'estudis que tenen actualment un període de matrícula obert. Selecciona l'estudi en el que desitja realitzar la matrícula, i tot seguit fes clic en alta de nova matricula per iniciar el procés de matrícula.' Below this, there is a section 'Estudi a matricular:' with a search bar and a dropdown menu. The dropdown menu is open, showing a list of study programmes with their respective codes and descriptions. The list includes:

- 3254/8 - Implantació d'un Sistema de Gestió per a Documents segons les ISO 30300/30301 (Període 1 - Matrícula del 07/01/2019 al 27/01/2020) (matrícula directa)
- 3277/9 - Models Tecnològics de Sistemes de Gestió Documental (Període 1 - Matrícula del 15/02/2019 al 26/10/2019) (matrícula directa)
- 3278/9 - Exploració de Dades i Informació (Període 1 - Matrícula del 15/02/2019 al 09/02/2020) (matrícula directa)
- 3381/3 - Gestió dels Recursos Humans i Econòmic a les Serveis de Gestió de Documents i Anuï (Període 1 - Matrícula del 15/02/2019 al 15/09/2019) (matrícula directa)
- 3431/12 - Tècniques de Comunicació Aplicades a la Investigació (Declaració Policial) (Octubre) (Període 1 - Matrícula del 17/01/2019 al 01/10/2019) (matrícula directa)
- 3476/6 - Gestió de Documents i Anuï a l'Empresa (Període 1 - Matrícula del 11/03/2019 al 14/10/2019) (matrícula directa)

2. Enter your postal address as indicated in the following example: **C/Numància, 200, 2, 4** (The street type may be av. or pl.). **The postal code for addresses outside Spain is 99999.**
3. Attach all the **required documentation** (maximum 2MB per document).
4. You must then select all the subjects you wish to take.
5. screen for entering the registration payment details

5.1. First of all, if there is more than one price, you have to select the one you have to pay, usually the normal price. If you meet the requirements for a special price, you need to mark it and send us the proof that you belong to the corresponding group to the e-mail address [formacio.continuada.fuab@uab.cat](mailto:formacio.continuada.fuab@uab.cat)

5.2. Click on the button "Calculate total".

You will then be able to pay the registration fee by means of:

- **Bank transfer**, selecting TPV Payment by card. If you can't pay at the same time, you can access to make your payment from the link [FUAB Formació: Payments by TPV](#), which you will find at <http://sia.uab.cat/>
- **Payment document**, which you can pay at any BBVA, by selecting Financial Entity
- **Bank transfer**, by selecting the option **Financial transfer**. You will obtain a document with the details for making a bank transfer.

6. Finally, you will see a summary of the details of the application you have just made, and you will have to confirm it. You will then be able to view, print or download the receipt of your registration.

When you are **finally accepted**, you will receive all the information you need for the enrolment.

If you have any questions about the online application process, please write to the FUAB formació: [formacio.continuada.fuab@uab.cat](mailto:formacio.continuada.fuab@uab.cat)/ 93 592 97 10.