Centre de Formació Professional Fundació UAB

Manual for the application for registration of Higher Vocational Training Qualification







Registration application steps

- 1. General menu selection of studies
- 2. Apply for registration
- 3. Personal data registration
- 4. Selection of subjects to enroll
- 5. Select payment method
 Single payment method
 Installments payment method
 Bank Financing Modality
- 6. Confirmation of the enrolment application
- 7. Submitting and registration of the registration application

Step 1, General menu selection of studies

App

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

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 (consult the 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.

1. Choose the language of the request.

Enrolment Information

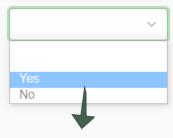
On the website of the <u>Centre de Formació</u> <u>Professional de la Fundació UAB</u> you can find all the information you need to enroll:

General information first course
General information second course
Curriculum and training units
Calendarios y horarios
Bonunses
Payment, prices and financing

Select the course for which you wish to apply for enrolment

International Trade in English (CFPS CMI >

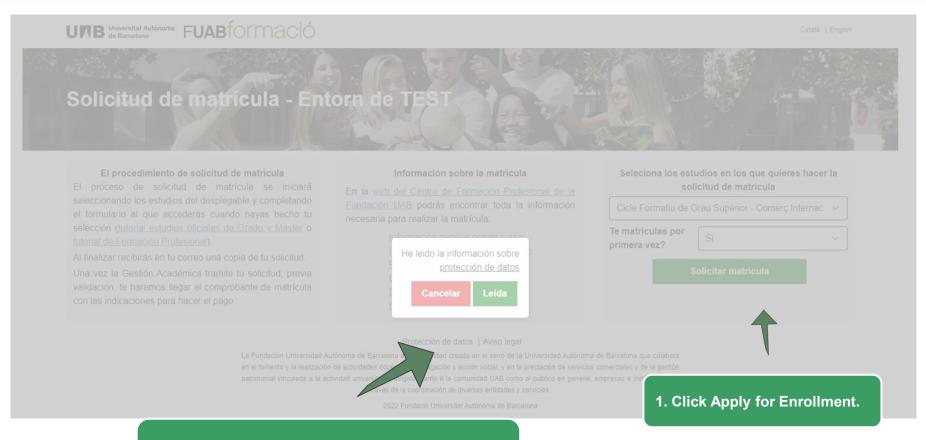
Is this your first enrollment?



4. Tick YES in case of being a new student in the center

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

Step 2, apply for enrolment



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

Step 3, Recording Personal Data

Individual health card* #Social Security (necessari per cursar la FCT) AAAA	ID request: CFP -3184 (Is this your first enrollment?) Studies: International Trade i 1. This field is mandatory for second year students	
3. If you do not already have it, you must request it and present it later: https://catsalut.gencat.cat/ca/coneix-catsalut/acces-sistema-salut/la-tsi/ 4. Number Affiliation to Social Security. Mandatory for internships: If you do not have it yet, you must request it and present it: http://www.seg-social.es/wps/portal/wss/internet/InformacionUtil/44539/44084 Pou are a minor at the time or registration? DNI of father/mother/guardian Name and surname(s) o 15. If at the time of formalizing the registration you are a	NIU UAB (Except new students) Document type* ID number (Spanish DNI or NIE, or your passport number)* Europe personal data.	our
later: https://catsalut.gencat.cat/ca/coneix-catsalut/acces-sistema-salut/la-tsi/ Where you will find this information TASA 1030/810/9 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		
DNI of father/mother/guardian* Name and surname(s) of t/guardian* 5. If at the time of formalizing the registration you are a	later: 	
Parent/guardian email address*	DNI of father/mother/guardian* Name and surname(s) of t/guardian* 5. If at the time of formalizing the registration you are a minor, it is necessary that you fill in the tutor fields	

Step 3, Recording personal data

We have not found any open file in the studies(International Trade in English (CFPS CMB0)- Higher Vocational Training Qualification) requested with the identity document 000000000X

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

Continue with the application

Or you can

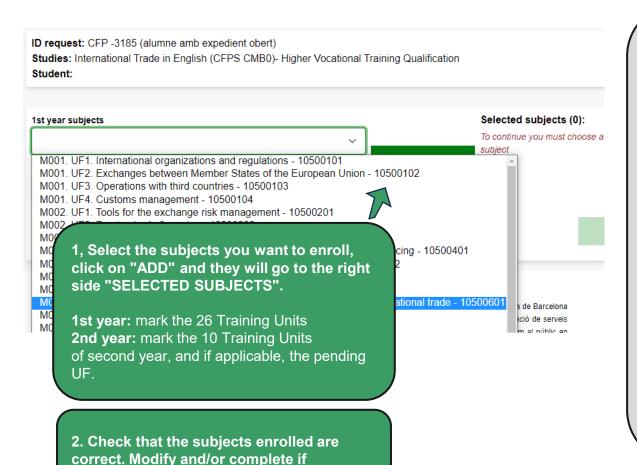
Edit the identification document

This notice appears when you do not mark that you are a new access. The system should find a file associated with this DNI and alert.

- -If you are new students, you have to go to the initial screen to mark it.
- -If you are students of other courses, check the ID of the application

necessary. And click next

Step 4, selection of subjects to be enrolled

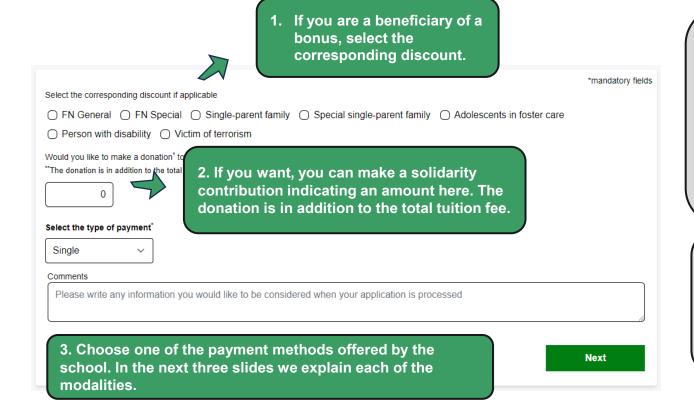


To academic validations, consult the regulations and steps to follow: information.

If you want to request the validation of a module / UF, and that already appears as validated in the registration, it is necessary that you process it prior to enrollment, through the corresponding application for online procedures.

En la pantalla trasera, en el campo comentarios, es necesario que nos indiques que has hecho la solicitud de convalidación para que te incluyamos las UF a precio convalidado.

Pas 5, selection of payment method



The public price of the cycle according to DOGC 6159 of 28/06/2012 is 360 euros per year, therefore, for the 2000h (2 years) 720,00 € will be applied.

The applicable discount will be proportional to the hours enrolled each year.

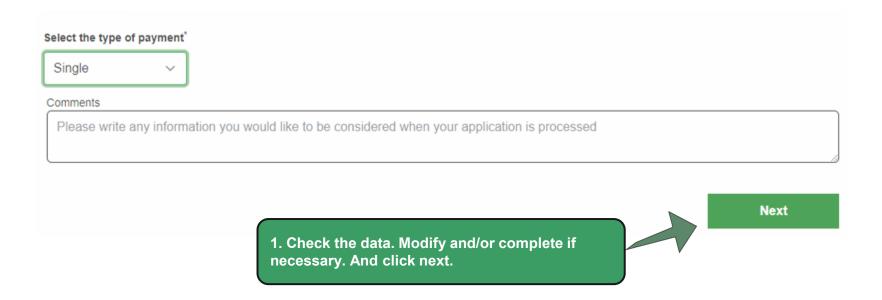
If you have doubts about the price or payment of your tuition, you can calculate and consult the cost with the FUAB registration simulator



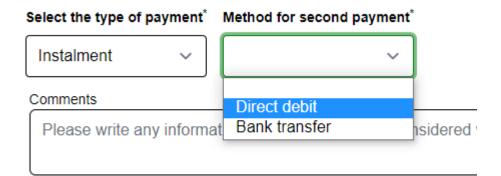
Step 5.1, Single Payment Method

If you choose the "SINGLE PAYMENT*" modality, a discount of 3% (**) will be applied on the total amount of the credits enrolled. Payment will be made by bank deposit, to the account number that will be provided on the day of registration. To maintain the discount must be made within 7 days after registration.

- (*) The discount is applicable from amounts over € 500.
- (**) The 3% discount for single payment is applied on the final amount of the registration, after deducting all discounts (FN, other gratuities) and / or bonuses.



Step 5.2, Installment payment method

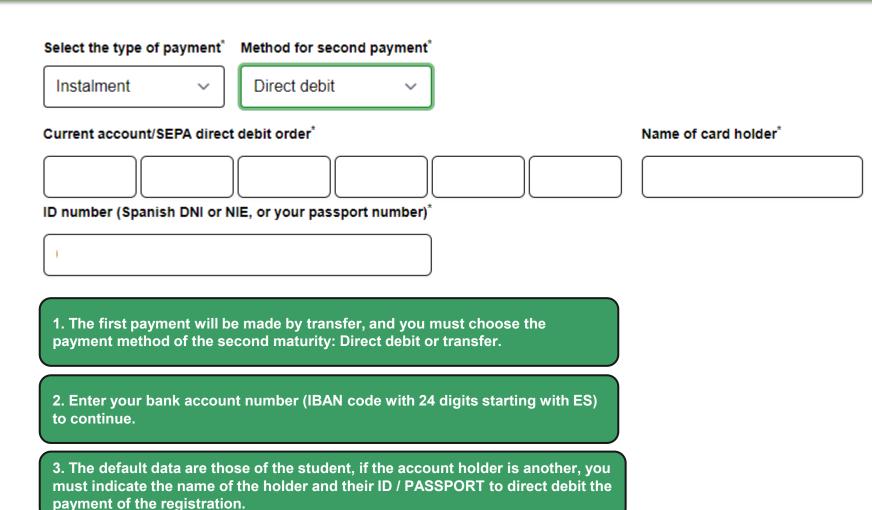


If you choose the **"INSTALLMENT PAYMENT"** modality, the payment will be made in two installments:

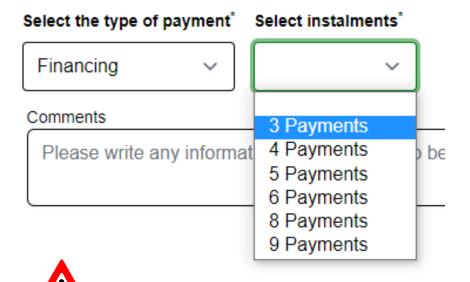
- -A first payment of 60% of the total registration fee (payment will be made by bank receipt within 7 days of registration).
- -A second payment of 40% of the remaining amount (payment will be made in December). [1]
- [1] In case of choosing direct debit for the second maturity, in the case of returned receipts the student must pay the expenses for managing the non-payment as well as the bank interest charged by the financial institution on the unpaid amount (30 euros penalty).

Note: this modality can only be chosen if you formalize the registration before November 1.

Step 5.2, Installment payment method



Step 5.3, Bank Financing



If you choose the "BANK FINANCING" modality, you can choose between the following terms, from 3 to 9 maturities.

<u>Consult the simulator</u> to know the conditions or the diptych of <u>Financiación de los estudios</u>.

If the bank financing is denied, the center will facilitate the split payment with the same conditions of the bank, but only in the even that you can't access the conditions of the bank.

This method of payment is only for people who works in Spain and have a Spanish account.

Step 5.3, Bank Financing

If you choose the "BANK FINANCING" modality, once the registration is processed, you will receive an email from stl-noreplay@fuabformacio.cat with the subject "Your procedure has been registered", as the financing process has been requested, and then they will contact you from the address financament.fuabformacio@uab.cat to start it.

Registred procedure(i) With data 2023-03-14 at 11:17:06 Type of procedure: Sol·licitud de finançament de matrícula Mail: Attached documents: No (i) The time of issuance of the certificate is 7 to 10 working days, from the moment we receive the proof of payment. You will receive the certificate with electronic signature by email. If you request the certificate in paper format, you can pick it up at the academic secretary by making an appointment, or it can be picked up by a third person or a messenger whom you authorize in writing. Do not reply to this message. This e-mail address is for delivery only. For questions: fuab.formacio@uab.cat.

You must follow the instructions in order for the financing to be processed within 7 days of registration.

Consequences of not processing Bank Financing in the indicated period:

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

Step 6, confirmation of the lawful application for registration

ID request: CFP -3185

Studies: International Trade in English (CFPS CMB0)- Higher Vocational Training Qualification

Student: Georgina Estapé

E-mail: georginamaria.estape@uab.cat **Individual health card:** ESFE-0-000000-00-0

Subject	Course	Semester	Types Hours	
M001. UF1. International organizations and regulations	1		22.0	
M001. UF2. Exchanges between Member States of the European Union	1		22.0	
M001. UF3. Operations with third countries	1		33.0	
M001. UF4. Customs management	1		33.0	
M002. UF1. Tools for the exchange risk management	1		33.0	
M005. UF1. International terrestrial transport: road and railway	1		66.0	
M007. UF1. Strategies of company internationalization	1		33.0	
			242.0	

Settlement type

Ordinary

Payment type: Financing - 3 Deadlines

Modify application

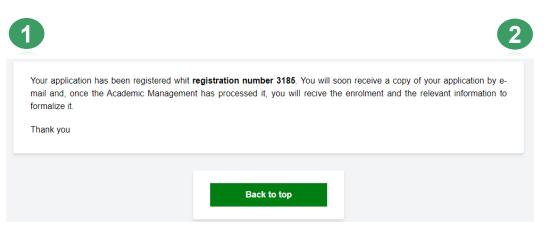
I have read the information on data protection

4. To finish, the following tab will appear where you must enter your email and click on "Registration requested".

- 1. Check that the general data and the selected subjects/UF are correct.
- 2. You have the possibility to modify the registration before giving the conformity to the Data Protection.
- 3. To continue, I must click on "I have read the data protection information".

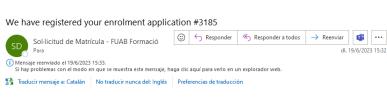
Confirma tu correo electrónico	
Modificar solicitud	Registrar solicitud

Step 7, submission and registration of the registration application



- At the end of the registration application process, as indicated in image 1, you will receive in your email with the registration made (image 2).
- In the present that at the end of the email, you will find a link with the option to modify your registration (image 3), as long as the Academic Management has not yet validated it.

Once your application is processed, we will send you the proof of registration with the instructions to make the payment.





FUABformació

On 19-06-2023 we have received your enrolment application with registration number CFP-3185

Subjects

Subject	Academic year	Type	Hours
M001. UF1. International organizations and regulations	1		22.0
M001. UF2. Exchanges between Member States of the European Union	1		22.0
M001. UF3. Operations with third countries	1		33.0
M001. UF4. Customs management	1		33.0
M002. UF1. Tools for the exchange risk management	1		33.0
M005. UF1. International terrestrial transport: road and railway	1		66.0
M007. UF1. Strategies of company internationalization	1		33.0
Total hours in the application: 242.0 hours			

Type of settlement

Ordinary

Payment type Financing - 3 terms

The registration fee will include a donation to the Fundación Autónoma Solidària in your name of 0,00 €.

If the Academic Management has not yet completed the registration of this application, you can modify it by following this in
Thank you.

Academic Management - Fundació UAB Centers



Thank you very much, we are waiting for you!

formacio.professional@uab.cat

93 592 97 10

