Centre de Formació Professional
Fundació UAB

Manual for the application for enrolment in Higher Vocational Training Qualification



UAB Universitat Autònoma de Barcelona



Enrolment Application Steps

Select the HVTQ → Record personal data → Select subjects → Select payment type → Confirm the application → Registration and Submission of the Application → Academic Management will manage applications on a first-come, first-served basis.

1. General menu selection of studies
2. Apply for enrolment and Registration of personal data
3. Selection of subjects to be enrolled
4. Selection of payment options
5. Enrolment application confirmation
6. Registration and submission of the enrolment application

Pas 1, general menu

1. Choose the language of the form
2. Select the studies to be enrolled
3. Select the course
4. Choose whether you are an active or new student at the school



Notice: Internacional trade

In case you enroll in International Trade you will find 2 options:

- **Students new to the centre:** choose the first option of International Trade
- **Plan in extinction: this is for students who started their studies from 24-25,** curriculum with Formative Units.

Step 2, register personal data



* Mandatory Successfully completed Uncompleted/Unsuccessfully completed

NIU | Gender * | Name * | Surname *

Gender | Name Meaning | Type of document * | Document *

Health card | Social Security | Date of birth (dd/mm/aaaa)

Postal address (street, number and floor) *

Postcode * | City * | Province *

Telephone | E-mail address *

I have read the data protection clause | Save and continue



- **NIU:** Mandatory university identification number for second-year students

- **Health card (NUSS):** You must fill in 14 digits, which you will find on the card. In case you have TS from another autonomous community, and you have fewer digits, complete them with XX at the end.

- **Social security**: is the affiliation number. Mandatory for internships. If you don't already have it, you have to apply for it.

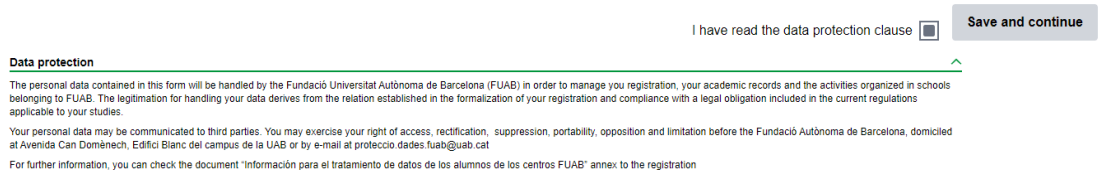
Step 2.1, Register Personal Data

If you are an underage, you will need to fill in the tutor fields

Guardian's details (as you are a minor, you must include the details of one of your legal guardians when completing this application).
(i)The tutor you indicate will receive an email informing him/her of this request.

Identification document * | **Legal guardian** * | **E-mail address** *

Finally, indicate that you have read the data protection clause and retype the email.



Step 3, selection of subjects to be enroled



How the subjects will be assigned according to the option chosen at the beginning 'It is my first enrolment' or 'I am continuing my studies

It is my first enrolment, 1st course



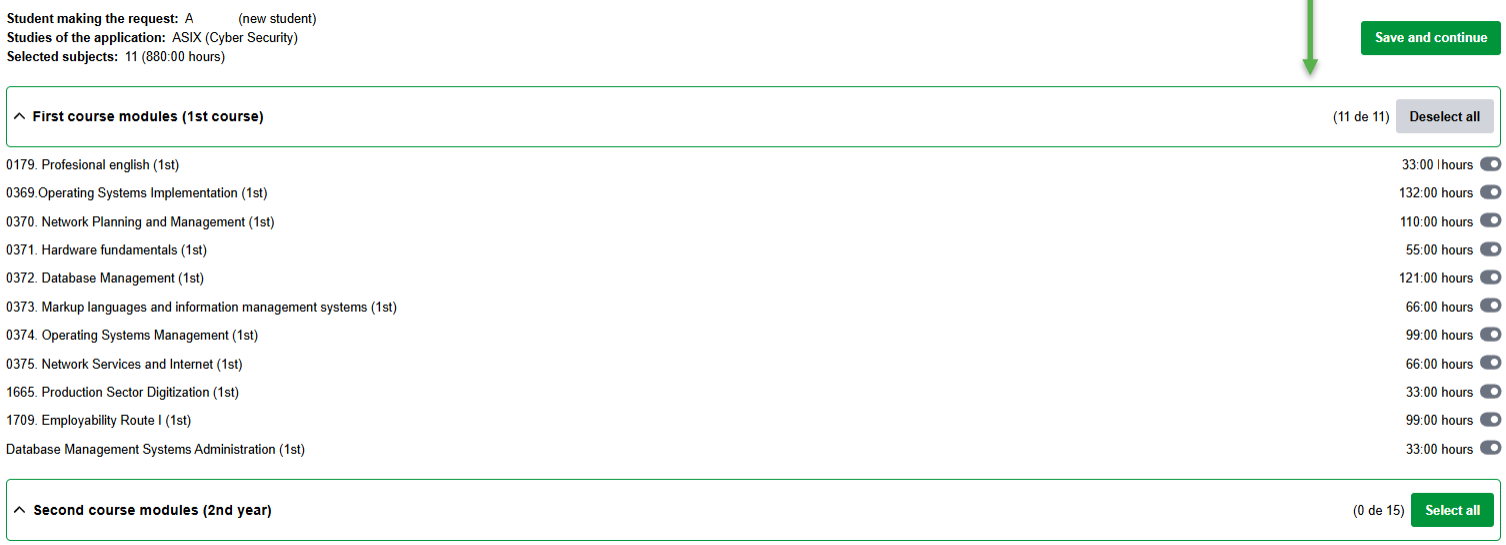
I am continuing my studies, 2nd course and/or with the pending subjects



Step 3.1, selection of subjects to be enrolled

It is my first enrolment

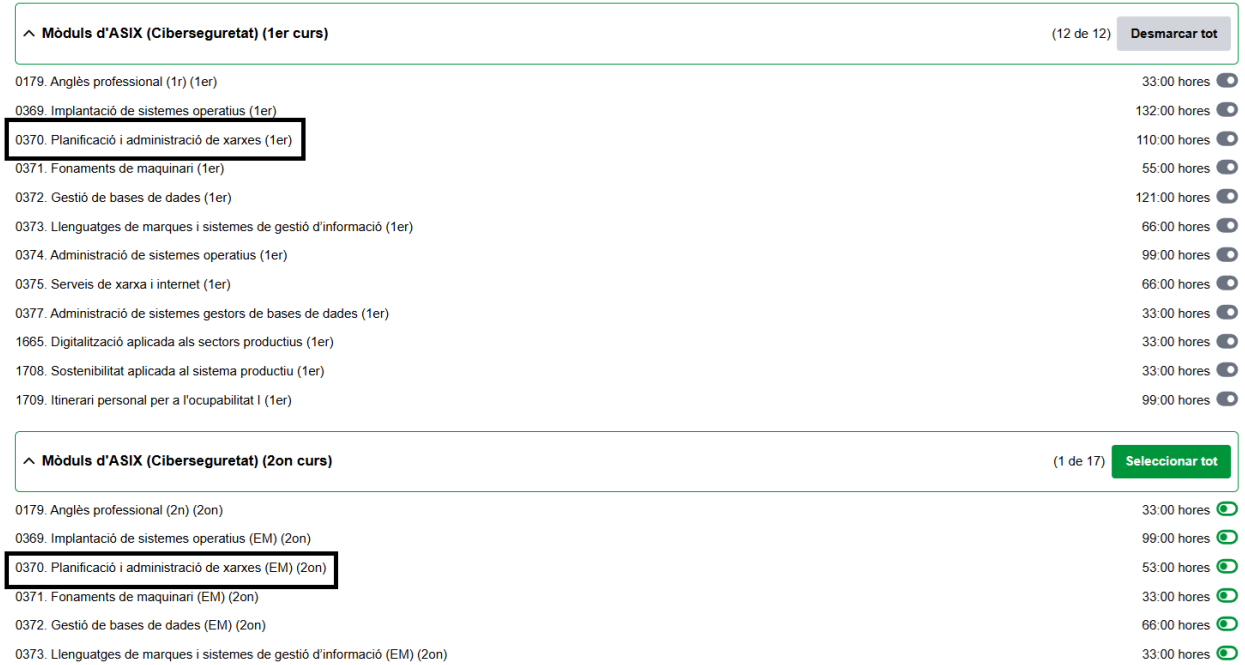
by default, you will be selected all the Professional Modules of the first year and it will not be necessary to select anything else (all the PM are mandatory).
If you want to mark validations, go to the next slide.
If this is not the case, **you can skip directly to slide 11**



Step 3.2, selection of subjects to be validated

Do you want to validate Professional Modules that are second year or have hours of Stay in the Company?

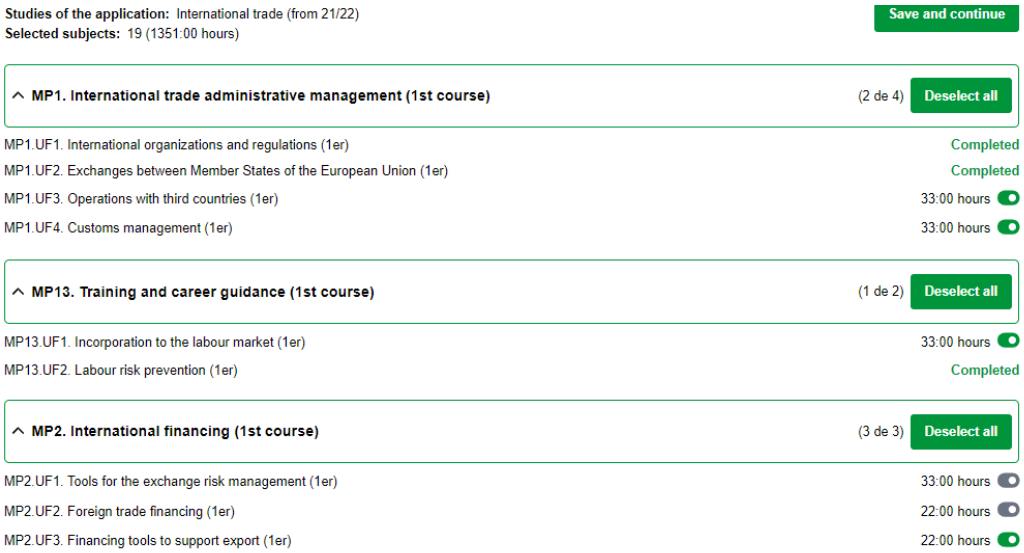
If you want to validate Professional Modules that are in the second year, you must also select them. Check if the MP you want to validate has hours of Stay in the Company (EM) (see subjects in the drop-down menu of the second year, search by code), if so, it is necessary that you also select the corresponding subject with (EM).



Step 3.2, selection of subjects to be enrolled

I am continuing my studies (2nd course):

by default, you will see the pending subjects (compulsory to be taken) and you will have to select the rest of the second-year subjects according to the planning indicated.



Compulsory

To select

Selected

Step 3.3, indicate the MP you want to validate

Select which MP you want to validate. The price of the MP will be settled at 25%. If you want to validate Professional Modules that are in the second year, you must have selected the MP and the MP (ME) on the previous screen, if applicable.

Check if the MP you want to validate has hours of Stay in the Company (MS) (see subjects in the drop-down menu for the second year, search by code), if so, you must also select the corresponding subject with (MS).



Student making the request: Georgina Estapé (new student)
Studies of the application: ASIX (Cyber Security)
Subjects to be validated: 0

Save and continue

To have your professional modules recognised, follow these steps:
Select the professional modules you wish to have recognised (to be able to select them, you must have chosen the MP in the previous section).
Submit the "Direct Recognition Application" online service immediately after completing your registration: Validation of Higher Vocational Training Qualification.
Individual recognitions cannot be marked as validated until they have been processed by the Directorate-General for Initial Vocational Training and Special Education (DGFPIERE) or the MEFP.

ASIX modules (Cibersecurity) (1st course)

- 0179. Profesional english (1st)
- 0369.Operating Systems Implementation
- 0370. Network Planning and Management
- 0371. Hardware fundamentals
- 0372. Database Management
- 0373. Markup languages and information management systems
- 0374. Operating Systems Management

Step 4, Select payment options

In case of being a beneficiary of a bonus, select the appropriate discount. If you enjoy two different bonuses, choose the one that benefits you the most.

Settlement type: Select, if applicable, the corresponding discount

FN General ☐ FN Special ☐ Single-parent family ☐ Special single-parent family ☐ Adolescents in foster care ☐

Person with disability (>33%) ☐ Victim of terrorism / Gender-based violence ☐

*The applicable discount will be proportional to the hours enroled each year (**maximum of 720.00€ will be applied in the 2 enrolments).***

You must digitalize the accrediting documentation and send it through the **documentation e-form before registering.**

If you wish, you can make a solidarity contribution by indicating an amount in the corresponding section of the form. **The donation is in addition to the total amount of the tuition fee.**

Would you like to make a donation to the Autonomous Solidarity Foundation

0 €

(i) The donation will be added to the total amount of the registration fee.

Fundació Autònoma Solidària UAB

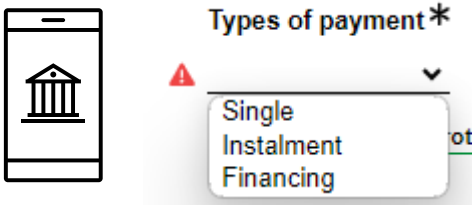
tps://www.uab.cat/fas/

university social entity whose mission is to provide ols to help the university community become part of an active, critical citizenship and agent of social transformation. To this end, the FAS designs and executes university social action projects and awareness-raising and promotion of critical spirit with the ultimate objective of generating a social impact aimed at promoting social justice and improving the environment and people's quality of life.

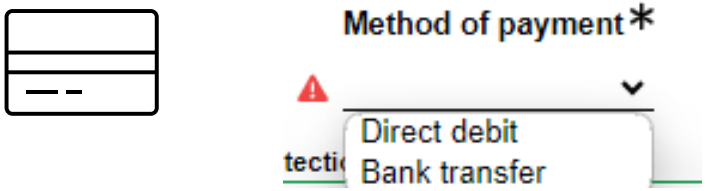
Step 4.1, Selection of Payment Options

Choose the type and method of payment offered by the school.

You h*ave **the possibility of financing only a part of the tuition fee** and pay the other amount by transfer. In this case, you need to choose "Payment type: financing" and indicate the amount on the comments screen to be financed.*



In the following slides, conditions are detailed according to the type of payment.



Direct debit: if the account holder is not the student; they must enter their name and ID card/Passport to pay the enrolment fee by direct debit.

**This method of payment is only for people who have an spanish account.*

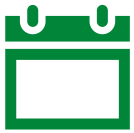
Step 5, Payment Type

✓ **If you choose the payment option "Single*"**, payment must be made within **7 days of enrollment to keep the discount.**

(*) The discount is applicable from amounts over €500.
(**) The 3% discount for a single payment is applied to the final amount of the enrolment fee, after deducting all discounts (scholarship, FN, other gratuities) and/or discounts.

✓ **If you choose "2 Installments",** payment will be made **by bank transfer or direct debit** in two instalments:

- A **60%** of the total amount of the enrolment fee.
- A **40%** of the remaining amount (payment will be made at the beginning of December) using the payment method chosen [1] .



Transfer: Payment will be made within **7 days of enrolment**

Direct debit [1] : The first payment will be made **on the Monday following registration**. The second payment will be made at the **beginning of December** (***Note:*** *This modality can only be chosen if you formalize the enrolment before 1 November).*



Consequences of non-payment of tuition fees.

[1] In the event of choosing direct debit for the second instalment, in the case of returned receipts, the student must pay the costs for managing the non-payment, as well as the bank interest charged by the financial institution on the unpaid amount (30 euros penalty).

Step 5.1, Payment Type

✓ **If you choose "Financing",** You can choose from 3 to 9 maturities **once you receive the financing application.**

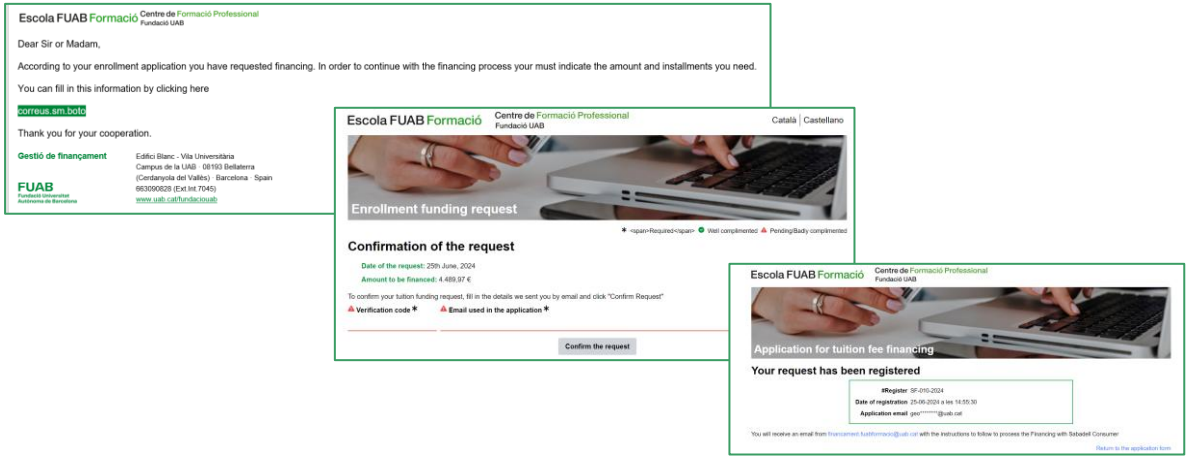
We process the enrolment application and subsequently **will initiate the funding application**

Notice!

You will receive an email to finalize it, where you must review the amount to be financed and indicate the number of maturities.

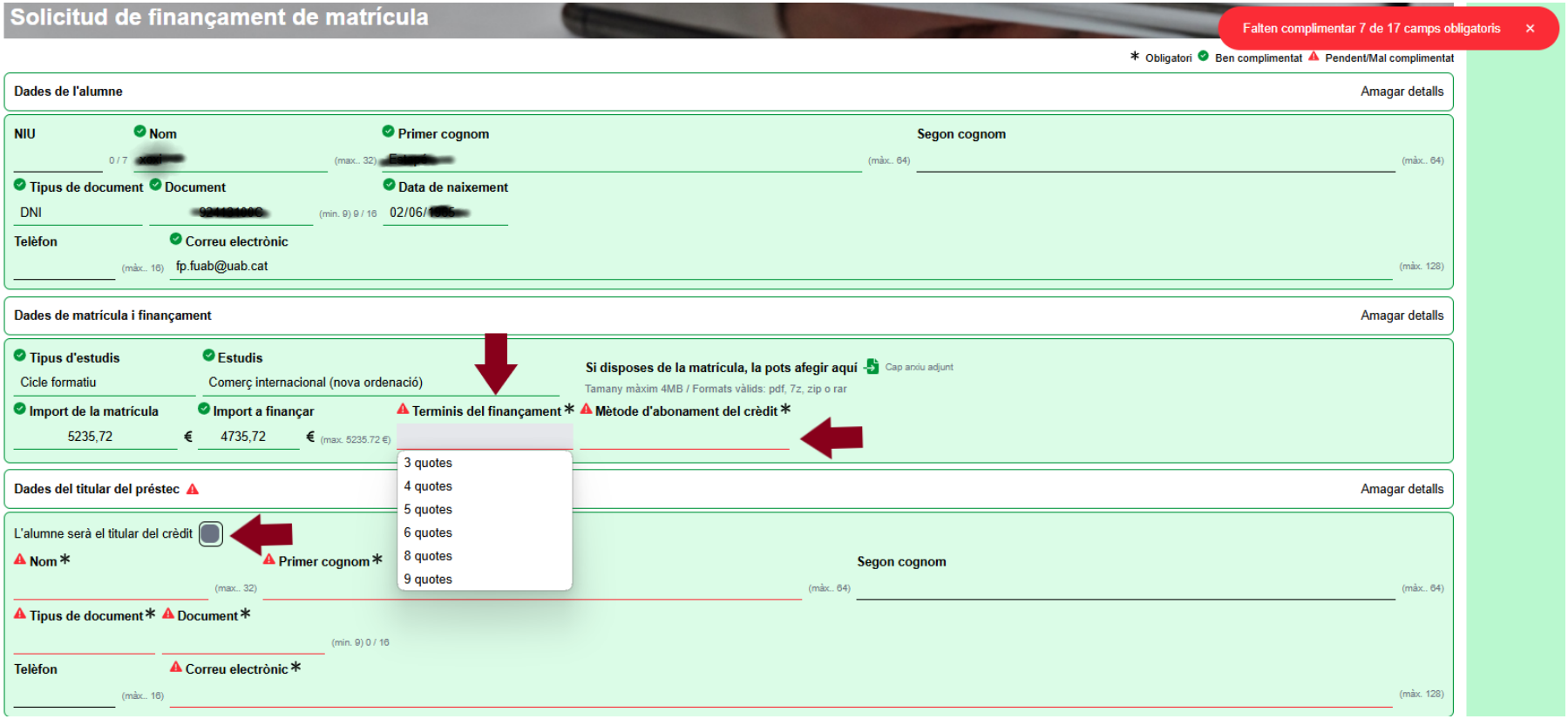
To complete the application, you must enter the verification code that you will receive in the email.

The registration fee already deducts the 500 euros of reservation place for new students. If not otherwise indicated in the enrolment application observations, the amount to be financed will be the outstanding amount.



Pas 5.2, Payment Type

Fill in the missing fields: select financing data and loan holder data (click on the button if the student is the holder, otherwise indicate the personal data of the loan holder).



Step 5.3, Payment Type

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

To fill in the form with the holder's details and attach the documentation, you will have to follow the instructions that will receive from Sabadell Consumer <no-reply@optimcredit.instantcredit.net> (check spam if you don't receive the email immediately).

Complete all 12 steps!







Step 2. The economic data of the loan cannot be modified.

You will have to continue through the menu by filling in the data requested by the bank in the different steps.

Consequences of not processing Bank Financing in the indicated period:

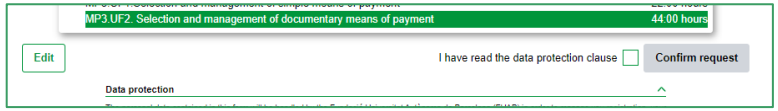
Registrations will be provisionally blocked. After this date, a new period of 7 additional days will be opened to regularize the bank financing process. ***After this period, registrations will be suspended.***

[Do you have any questions? Consult the simulator]

Step 6, confirmation of the enrolment application

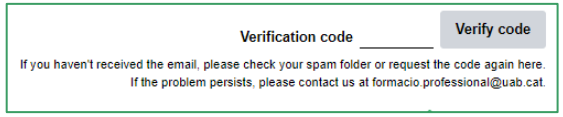
Resume of the application. Check the general data and make sure the selected subjects are correct.

You have the possibility to modify registration **(Edit button)** before **confirming the application**



To prevent fraudulent use, a verification code is sent to the address of the request.

Enter the code below to finish the application process!

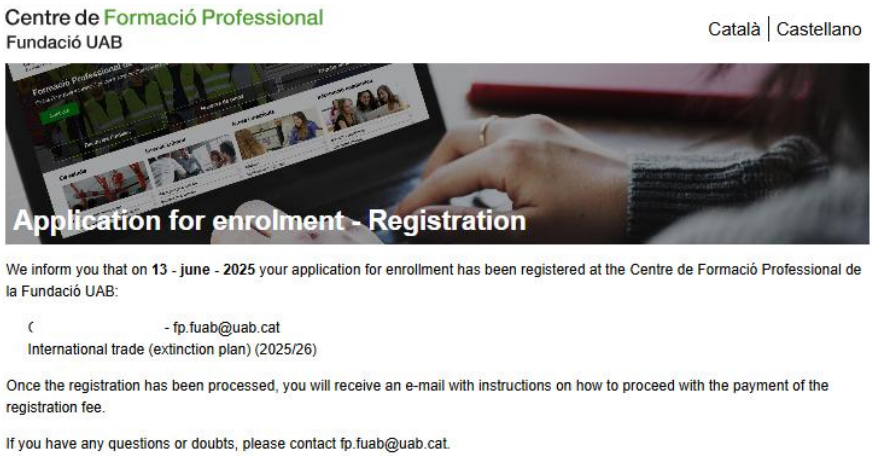


Paso 7, registration of the application

How do I know that I have registered?

At the end of the process, it will be indicated that it has been registered, and you will receive an email with the registration of the application.

Option to modify your registration (with the link indicated), as long as the application **has not yet been processed.**



Centre de Formació Professional
Fundació UAB

Català | Castellano

Application for enrolment - Registration

We inform you that on **13 - june - 2025** your application for enrollment has been registered at the Centre de Formació Professional de la Fundació UAB:

(- fp.fuab@uab.cat
International trade (extinction plan) (2025/26)

Once the registration has been processed, you will receive an e-mail with instructions on how to proceed with the payment of the registration fee.

If you have any questions or doubts, please contact fp.fuab@uab.cat.

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

Thank you very much, welcome to our school!

fp.fuab@uab.cat

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