

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

1. Choose the language of the request.

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.

Enrolment Information

On the website of the [Centre de Formació Professional de la Fundació UAB](#) 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](#)
[Bonuses](#)
[Payment, prices and financing](#)

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.

Select the course for which you wish to apply for enrolment

International Trade in English (CFPS CM) ▾

Is this your first enrollment?

▾
Yes
No

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

Step 2, apply for enrolment

The screenshot shows the 'Solicitud de matrícula - Entorn de TEST' page. It includes a header with the UAB logo and 'FUABformació', and a language selector for 'Català' and 'English'. The main content is divided into three columns: 'El procedimiento de solicitud de matrícula', 'Información sobre la matrícula', and 'Selecciona los estudios en los que quieres hacer la solicitud de matrícula'. A modal window titled 'He leído la información sobre protección de datos' is open, with 'Leída' highlighted. A green arrow points from the '1. Click Apply for Enrollment.' instruction box to the 'Solicitar matrícula' button. Another green arrow points from the '2. Read the information on data protection and take "READ" to continue.' instruction box to the 'Leída' button in the modal.

UAB Universitat Autònoma de Barcelona FUABformació Català | English

Solicitud de matrícula - Entorn de TEST

El procedimiento de solicitud de matrícula
El proceso de solicitud de matrícula se iniciará seleccionando los estudios del desplegable y completando el formulario al que accederás cuando hayas hecho tu selección ([tutorial estudios oficiales de Grado y Máster](#) o [tutorial de Formación Profesional](#)).
Al finalizar recibirás en tu correo una copia de tu solicitud.
Una vez la Gestión Académica tramite tu solicitud, previa validación, te haremos llegar el comprobante de matrícula con las indicaciones para hacer el pago.

Información sobre la matrícula
En la [web del Centro de Formación Profesional de la Fundación UAB](#) podrás encontrar toda la información necesaria para realizar la matrícula:

Selecciona los estudios en los que quieres hacer la solicitud de matrícula
Cicle Formatiu de Grau Superior - Comerç Internac ▼
Te matriculas por primera vez? Si ▼
Solicitar matrícula

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

Protección de datos | Aviso legal
La Fundación Universidad Autónoma de Barcelona es una entidad creada en el seno de la Universidad Autónoma de Barcelona que colabora en el fomento 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 dirigida tanto a la comunidad UAB como al público en general, empresas e instituciones, a través de la coordinación de diversas entidades y servicios.
2022 Fundació Universitat Autònoma de Barcelona

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

1. Click Apply for Enrollment.

Step 3, Recording Personal Data

ID request: CFP -3184 (Is this your first enrollment?)

Studies: International Trade

1. This field is mandatory for second year students

NIU UAB (Except new students)

Document type*

ID number (Spanish DNI or NIE, or your passport number)*

European

2. Fill in the fields with your personal data.

Individual health card*

#Social Security (necessari per cursar la FCT)

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/>



Where you will find this information

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>

You are a minor at the time of registration?

SI

DNI of father/mother/guardian*

Name and surname(s) of father/mother/guardian*

5. If at the time of formalizing the registration you are a minor, it is necessary that you fill in the tutor fields

Parent/guardian email address*

Next

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 **0000000000X**

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

Step 4, selection of subjects to be enrolled

ID request: CFP -3185 (alumne amb expedient obert)

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

Student:

1st year subjects

M001. UF1. International organizations and regulations - 10500101
M001. UF2. Exchanges between Member States of the European Union - 10500102
M001. UF3. Operations with third countries - 10500103
M001. UF4. Customs management - 10500104
M002. UF1. Tools for the exchange risk management - 10500201
M002. UF2. Exchange risk management - 10500202

Selected subjects (0):

To continue you must choose a subject

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

1st year: mark the 26 Training Units
2nd year: mark the 10 Training Units of second year, and if applicable, the pending UF.

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

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 indiqués que has hecho la solicitud de convalidación para que te incluyamos las UF a precio convalidado.

Pas 5, selection of payment method

1. If you are a beneficiary of a bonus, select the corresponding discount.

Select the corresponding discount if applicable

- ☐ FN General ☐ FN Special ☐ Single-parent family ☐ Special single-parent family ☐ Adolescents in foster care
☐ Person with disability ☐ Victim of terrorism

Would you like to make a donation* to

**The donation is in addition to the total

0

2. If you want, you can make a solidarity contribution indicating an amount here. The donation is in addition to the total tuition fee.

Select the type of payment*

Single

Comments

Please write any information you would like to be considered when your application is processed

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

Next

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.*

Select the type of payment*

Comments

Next

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

Step 5.2, Installment payment method

Select the type of payment* Method for second payment*

Instalment

Comments

Please write any information considered

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

Select the type of payment*

Method for second payment*

Current account/SEPA direct debit order*

Name of card holder*

ID number (Spanish DNI or NIE, or your passport number)*

1. The first payment will be made by transfer, and you must choose the payment method of the second maturity: Direct debit or transfer.

2. Enter your bank account number (IBAN code with 24 digits starting with ES) to continue.

3. The default data are those of the student, if the account holder is another, you must indicate the name of the holder and their ID / PASSPORT to direct debit the payment of the registration.

Step 5.3, Bank Financing

Select the type of payment*

Financing ▼

Comments

Please write any informat

Select instalments*

▼

3 Payments

4 Payments

5 Payments

6 Payments

8 Payments

9 Payments



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

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

[Consult the simulator](#) to know the conditions or the diptych of [Financiación de los estudios](#).

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.

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 finançament.fuabformacio@uab.cat to start it.

Registered 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

1


Your application has been registered with **registration number 3185**. You will soon receive a copy of your application by e-mail and, once the Academic Management has processed it, you will receive the enrolment and the relevant information to formalize it.







Thank you

[Back to top](#)


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We have registered your enrolment application #3185

 Sol·licitud de Matrícula - FUAB Formació

 Responder  Responder a todos  Reenviar  

Para dl. 19/6/2023 15:32

 Mensaje reenviado el 19/6/2023 15:33.
Si hay problemas con el modo en que se muestra este mensaje, haga clic aquí para verlo en un explorador web.

 Traducir mensaje a: Catalán | No traducir nunca del Inglés | Preferencias de traducción

- 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.

Dear:
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 Fundació Autònoma 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 [link](#).

Thank you,
Academic Management - Fundació UAB Centers

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Thank you very much, we are waiting for you!



formacio.professional@uab.cat



93 592 97 10



Centre de
Formació Professional
Fundació UAB



Edifici Blanc
Av. Can Domènech S/N
Campus UAB, Bellaterra