HOW TO MAKE AN APPOINTMENT WITH THE ACADEMIC ADMINISTRATION OFFICE

www.uab.cat/ciencies-educacio

Facultat de Ciències de l'Educació

The Academic Administration Office (Gestió Acadèmica) operates by appointment only. You can make an appointment at the faculty's website:



You can make appointments from any computer or electronic device (tablet, mobile, etc.) that can recognize QR codes. You can also use the computer in the faculty lobby.



Welcome to the Appointment Booking Service of

The Academic Administration Office

The Academic Administration Office (Gestió Acadèmica) of the Faculty of Education offers a new appointment booking service. With this system it easier to access our office by booking an appointment for a certain date and time

You can request an appointment via the following link or by using the computer in the hall opposite The Academic Administration Office (Gestió Acadèmica).

Before requesting an appointment, please remember:

- The office hours for international/exchange students are Monday and Wednesday: 10-13:30h.
- If you want to ask for your graduated certificate, your academic record must be: "tancat en disposició de títol"
- · Please, consult the Administrative Calendar for the deadlines of each administrative procedure, before requesting an appointment

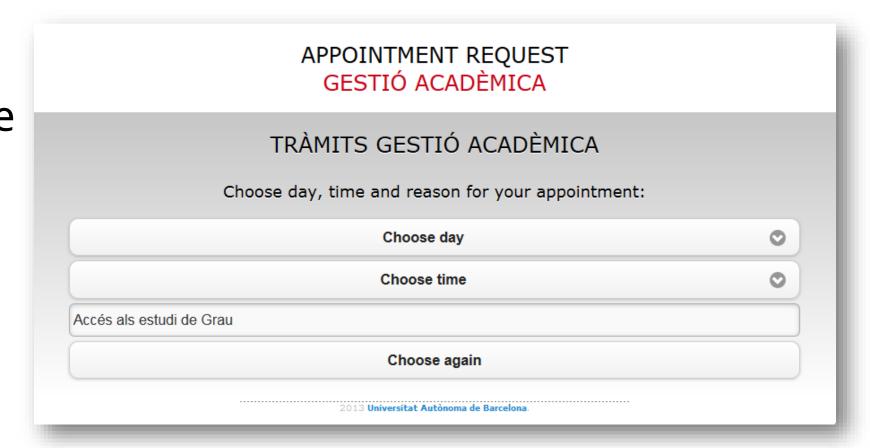
Authorising Representation

- If you are collecting documents for someone else or carrying out an administrative procedure on their behalf, you must provide an official authorisation document completed and signed by that person, and signed by you. In addition, you must bring a photocopy of the person's ID document/passport and a copy of your own. You can download the official authorisation document here.
- If you are collecting an official degree certificate on behalf of someone else, you must bring the corresponding powers of attorney (formal written authorisation of representation).

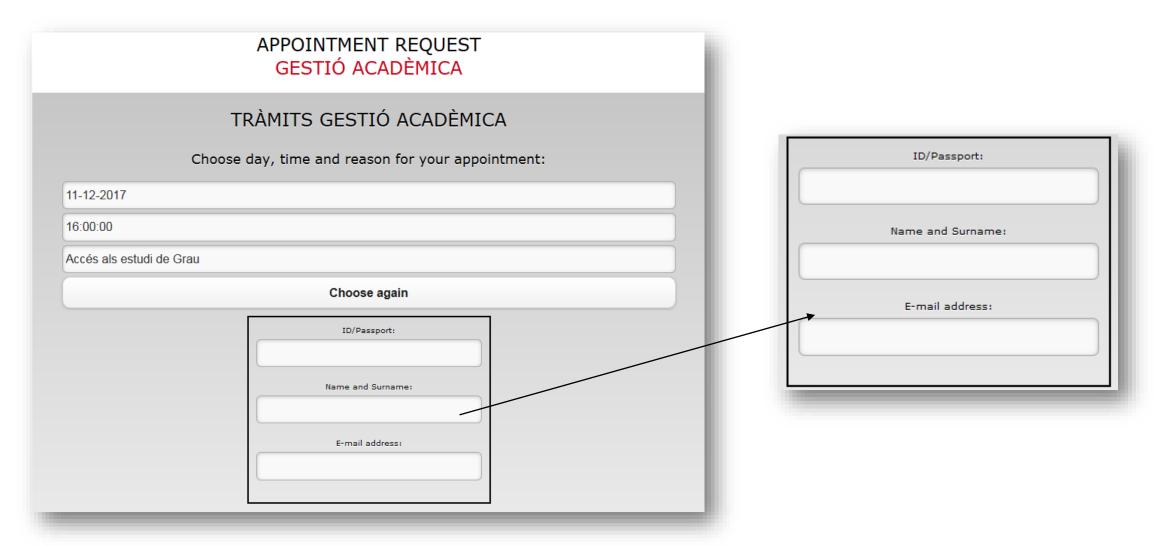




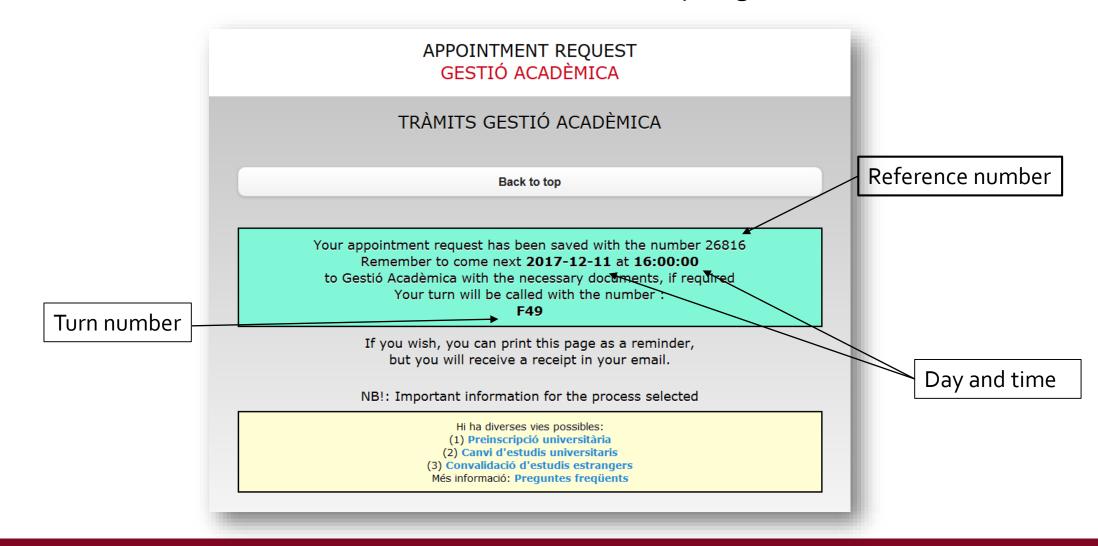
Choose a reason and the day and time for the appointment from those available.



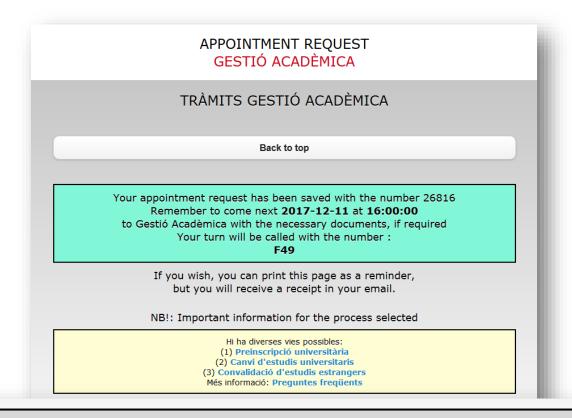
Fill in your personal data and confirm the request.



After you confirm the request a voucher will be issued with the appointment details. An e-mail reminder will also be sent to the address that you gave.



If you have to cancel the appointment, access the application using the link shown on the voucher.



If you want to cancel this appointment, you can do so using the following link:

http://cita.uab.cat/ciencies-educacio/gestio-academica
/ga/anula.php?id=5a2e766d0cc45



Write in the e-mail address that you gave to make the appointment.

You will be issued with a new voucher to confirm that the appointment has been cancelled.

