

## SPECIAL REGULATIONS FOR ENROLMENT AT UAB-JEMES

### Admission/Pre-registration documents:

Applications for enrolment at UAB should be submitted on line:

<http://jemes.eu/pages/admissions2.php>

How to pre-enrol for JEMES Master at UAB

- **First you will have to register to get an “NIA”** (Student Identification Number). To do so, click on this link and follow the instructions.
- Once you have your NIA, **you can pre-enrol and attach the documentation yourself via Internet**. Click on this link and follow the instructions.

### You will need:

- Attested copy of academic certification or record issued by the University/Institution which declares the qualifications, credits studied, subjects, duration of courses, etc. This documentation must be presented with a sworn translation into Catalan or Spanish. There is no need to present a translation of documents issued in English.
- Degree Certificate.

### Registration documents:

If you have not presented the documentation detailed below when pre-registering for the master's course, you must present it to the Faculty of Sciences Academic Administration Office.

1. Original and photocopy of the certificate with which you have accessed the master's course, or an official academic certificate accrediting that this has been issued.
2. Original and photocopy of the academic transcript of studies completed, which must indicate period of study (in academic years), subjects taken, credits completed and grades obtained.
3. Two photographs.
4. Original and photocopy of your national ID (DNI), passport or ID document (for students from EU countries).
5. Original and photocopy of your NIE (Stay Permit for non-EU students). If you do not have this document at the time of enrolment, you must present it within a maximum period of three months after formalising your enrolment to the Academic Administration Office.
6. Enrolment application form, signed by the coordinator/tutor of the master's course.
7. Spanish bank details (take into account that the bank account has to be open for the whole master period)



8. Documentation accrediting any gratuities or discounts, if relevant.

(\*) In order to qualify for the discount for large families you must hold a valid card issued in any of the Autonomous Communities of Spain and present it when enrolling. If you are a foreign student, you must solicit the card at the Catalan Ministry of Social Action and Citizenship. If there is a bilateral agreement between the two countries, the Ministry will be in charge of issuing the card to you. When enrolling, you must provide an official copy of the provisional card at the Academic Administration Office and present the original card before Christmas holidays or send it to the UAB General Register (Rectorate Building) by mail before 31 December. If you do not present this card within the established period you will have to pay the enrolment fee by bank transfer. If you are a parent of a large family, you must present in addition a certificate from one of the offices belonging to the Ministry of Social Action and Citizenship. The certificate must state the date on which the card was first issued and the number of children you have.

9. Certificates awarded at universities abroad

If you hold a degree from another country you also need to provide the following documents:

**a) Certificates awarded at universities in countries of the European Union**

The documentation referring to the academic qualification and transcript must be official and have been issued by the competent authorities. If necessary, the corresponding sworn translation into Spanish, Catalan or English must be provided.

**b) Certificates awarded at universities in countries not belonging to the European Union**

The documentation referring to the academic qualification and transcript must be official and have been issued by the competent authorities, and must have been legalised through diplomatic channels. If necessary, the corresponding sworn translation into Spanish, Catalan or English must be provided.

You can consult the Spanish Ministry of Education and Science website for information relating to the procedure for legalising documents

(<http://www.mepsyd.es> => Títulos => Convalidación y Homologación de Títulos Extranjeros => Homologación de títulos extranjeros de educación superior a títulos universitarios y grados académicos españoles => Requisitos generales).

All the aforementioned documents must be presented in order to administer your academic transcript, enrol in a new course or modify your enrolment and/or solicit any other academic service (certificates, degrees, transfer of documents, etc.).

**How to apply for your Master Diploma:**

<http://www.uab.es/servlet/Satellite/INFORMACION-ACADEMICA/Titulos-1096477426235.html>