

# USER GUIDE

ADMISSION PROCESS

FOR COURSES

AT THE FOLLOWING CENTERS:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY  
FACULTY OF COMMUNICATION STUDIES  
FACULTY OF ECONOMICS AND BUSINESS STUDIES  
FACULTY OF ARTS AND HUMANITIES  
FACULTY OF PSYCHOLOGY  
FACULTY OF TRANSLATION AND INTERPRETING

**Exchange Programmes**

# UAB

**Universitat Autònoma  
de Barcelona**

# OPTION 1. COURSE SELECTION FROM YOUR CENTER

(To select courses from other centers, follow the instructions in [OPTION 2](#))

If you are a student in one of the following Faculties:

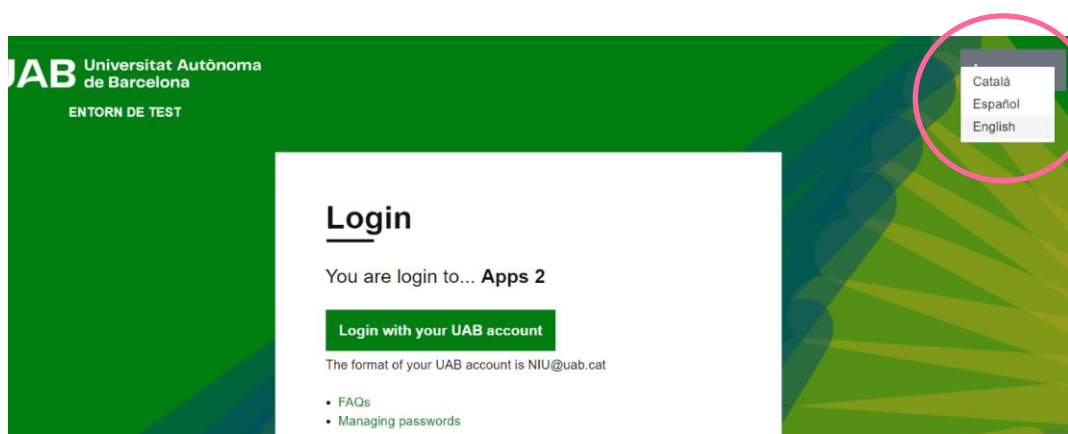
- [FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY](#)
- [FACULTY OF COMMUNICATION STUDIES](#)
- [FACULTY OF ECONOMICS AND BUSINESS STUDIES](#)
- [FACULTY OF ARTS AND HUMANITIES](#)
- [FACULTY OF PSYCHOLOGY](#)
- [FACULTY OF TRANSLATION AND INTERPRETING](#)

Before starting the course selection, make sure the following processes have been completed:

- Application for Admission to UAB (<http://sia.uab.cat>)
- Admission Letter from UAB's International Relations Office: You should have received a letter confirming your acceptance at UAB.
- Email from the Assigned Center's Exchange Office, containing information about course selection.

## ACCESSING THE APPLICATION

1. Visit <https://apps2.uab.cat/enrollment/>, and log in using your student number (NIU) in the format [NIU@uab.cat](mailto:NIU@uab.cat) and the password you received when applying for admission to UAB. If you've forgotten your password, you can generate a new one on the [UAB password management page](#).
2. It will ask for a phone number where it will send an access code that you'll need to provide to complete your identification.
3. You can also select your preferred language.



## SYSTEM CONNECTION PERIODS

Check your email from the [Exchange Office at your centre for the system connection periods](#) and the required documentation (which may vary from one center to another) for each of the steps you need to complete. Outside of these deadlines, the system will only allow you to view your data and upload documents.

## STEPS TO FOLLOW

You must follow the following steps according to the periods that have been indicated to you:

1. Upload the required documents.
2. Select subjects specific to your center.
3. Print or download the generated document.

If you want to take courses from other centers, follow the steps in [OPTION 2 \(page 5\)](#).

### 1. Upload of the required documents

Upload the documentation required by your center to the system within the specified deadline, as you can see on the following screen. The format must be PDF, and each document should not exceed 1MB.

Once your documents have been validated, you can proceed with the subject selection. From this moment on, there will be no possibility to upload any new documents or modify existing ones.

REQUIRED DOCUMENTS			
English language certificate	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer.	<input type="button" value="Upload"/>
Spanish/ Catalan language certificate	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer.	<input type="button" value="Upload"/>
Health Insurance or European Health card	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer.	<input type="button" value="Upload"/>

### 2. Selection of courses from your faculty

Once you have uploaded the required documents and they have been validated by the center, the system will allow you to select your subjects.

Keep in mind that you can only choose and enrol in subjects that have available slots at the time you connect, regardless of the offerings published on the website.

Select the courses according to the language you are interested in (not all subjects are taught in all languages).

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION					<input type="button" value="Exit"/>
<input type="button" value="English"/>	<input type="button" value="Spanish"/>	<input type="button" value="Catalan"/>	<input type="button" value="All languages"/>	<input type="button" value="Select"/>	

You can consult the program for each subject by selecting the subject code, unless your center has provided a different link.

Choose subjects based on the language and schedule that interest you (some cases may show different options) and check the corresponding box in the selection column.

Subjects that do not have available slots cannot be selected (the selection box is not displayed. If you try to select it, a message indicating the group is full will appear). Once you have all your subjects selected, click the "Select" button."

Código	Nombre	Grupo	Año	ECTS	Idioma	Semestre	Campus	Horario	Centro	<input type="checkbox"/>
42836	Advanced Communications Circuit Desing	1	1	6	ENGLISH	SEGON	BELLATERRA	Thursday from 15 to 17 hours. Laboratories fr	Escola d'Enginyeria	<input checked="" type="checkbox"/>
42850	Advanced Networks and Security	1	1	6	ENGLISH	PRIMER	BELLATERRA	Wednesday from 15 to 17 hours. Laboratories f	Escola d'Enginyeria	<input checked="" type="checkbox"/>
43342	Architecture of Parallel Computers	1	1	6	ENGLISH	SECOND	BELLATERRA	Tuesday from 17 to 19 hours (every two weeks)	Escola d'Enginyeria	<input type="checkbox"/>
43326	Business Management and Administration	1	1	6	ENGLISH	SEGOND	BELLATERRA	Friday from 15 to 17 hours and from 17 to 19	Escola d'Enginyeria	<input type="checkbox"/>

Your selection will be displayed in a table that will appear above, indicating that your admission to the subjects has been confirmed. In case of an error, you can mark the subject and click 'Delete'.

SELECTED COURSES										
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00	Traducció i d'Interpretació	

### 3. Print or download the document that is generated

Finally, click the "Print" button to obtain the document confirming your subjects, which you should save in case it is required during your stay.

SELECTED COURSES									
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00	



**UAB**  
Universitat Autònoma  
de Barcelona

Facultat  
d'Economia i Empresa

PROGRAMES D'INTERCANVI / EXCHANGE PROGRAMES  
ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS  
FORMULARI DE MATRICULA / REGISTRATION FORM

**Cognoms, Nom:**

**Passaport o document d'identitat:**  **NIA:**

**Correu Electrònic:**  **Pais Universitat:**

**Nom Universitat:**

**Any Acadèmic: 2016/2017**

**ASSIGNATURES SELECCIONADES Facultat d'Economia i Empresa**

Codi	Nom	Grup	Any	ECTS	Idioma	Semestre	Campus	Horari
100562	Màrqueting II	2	3	6	CASTELLANÇ	Segon	BELLATERRA	Wed 9:00-11:00 & Fri 11:30-12:00
100326	Política de Crèdit i de la Empresa	1	4	6	CASTELLANÇ	Segon	BELLATERRA	Wed 12:00-14:00 & Fri 14:00-15:00
102094	Microeconomia I	51	2	6	CASTELLANÇ	Segon	BELLATERRA	Wed 16:30-18:30 & Fri 18:30-19:30

**ASSIGNATURES D'ALTRES FACULTATS**

Codi	Nom	Grup	Any	ECTS	Idioma	Semestre	Campus	Horari

**Signatura de l'alumne**

**Data:** 2017-03-17 25

**Confirmació**



Universitat Autònoma de Barcelona  
Campus de Sabadell  
Facultat d'Economia i Empresa  
Oficina d'Intercanvi  
(Students Exchange Office)

For more information about the general enrolment process, you can refer to the academic guide on your faculty's website

## OPTION 2. SELECTION OF COURSES FROM OTHER FACULTIES

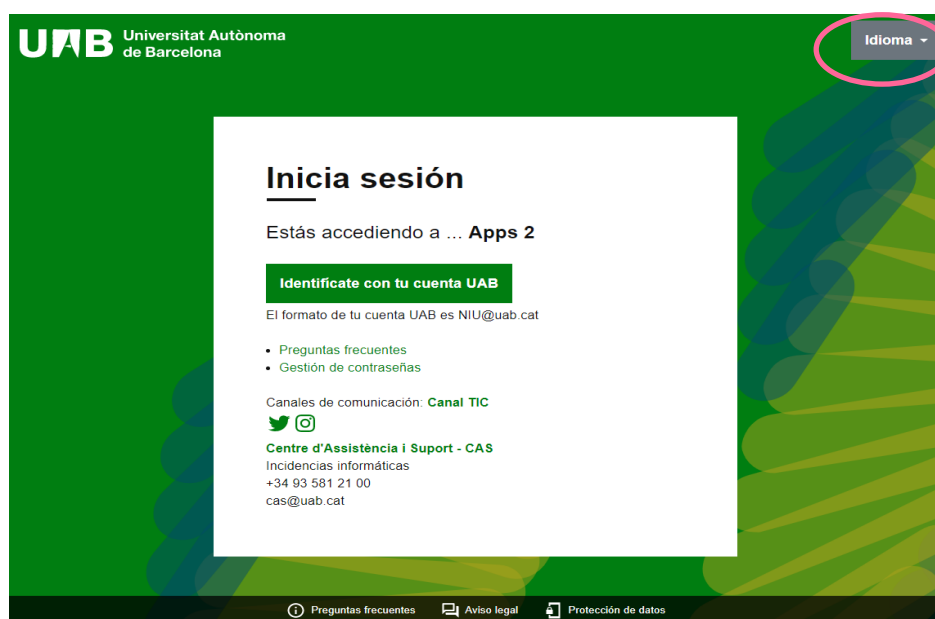
This application is only available for selecting subjects taught by the faculties of:

- [FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY](#)
- [FACULTY OF COMMUNICATION STUDIES](#)
- [FACULTY OF ECONOMICS AND BUSINESS STUDIES](#)
- [FACULTY OF ARTS AND HUMANITIES](#)
- [FACULTY OF PSYCHOLOGY](#)
- [FACULTY OF TRANSLATION AND INTERPRETING](#)

If you do not wish to take any subjects from these centers, there is no need for you to access this application. Your center will provide guidance on how to proceed.

### ACCESSING THE APPLICATION

1. Visit <https://apps2.uab.cat/enrollment/>, and log in using your student number (NIU) in the format [NIU@uab.cat](mailto:NIU@uab.cat) and the password you received when applying for admission to UAB. If you've forgotten your password, you can generate a new one on the [UAB password management page](#).
2. It will ask for a phone number where it will send an access code that you'll need to provide to complete your identification.
3. You can also select your preferred language.



### SYSTEM CONNECTION PERIODS

There will be a limited connection period that your center will have informed you about. In any case, you will not be authorized to make any selections until you have arrived at the UAB.

## STEPS TO FOLLOW

You must follow the following steps according to the periods that have been indicated to you:

1. Upload the required documents.
2. Select subjects specific to your center.
3. Print or download the generated document.

### 1. Upload of the required documents

Upload the documentation required by your center to the system within the specified deadline, as you can see on the following screen. The format must be PDF, and each document should not exceed 1MB.

Once your documents have been validated, you can proceed with the subject selection. From this moment on, there will be no possibility to upload any new documents or modify existing ones.

REQUIRED DOCUMENTS			
English language certificate	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer.	<input type="button" value="Upload"/>
Spanish/ Catalan language certificate	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer.	<input type="button" value="Upload"/>
Health Insurance or European Health card	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer.	<input type="button" value="Upload"/>

### 2. Selection of courses

Keep in mind that you can only choose and enrol in subjects that have available slots at the time you connect, regardless of the offerings published on the website.

Select the courses according to the language you are interested in (not all subjects are taught in all languages).

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION					<input type="button" value="Exit"/>
<input type="button" value="English"/>	<input type="button" value="Spanish"/>	<input type="button" value="Catalan"/>	<input type="button" value="All languages"/>	<input type="button" value="Select"/>	

You can consult the program for each subject by selecting the subject code, unless your center has provided a different link.

Choose subjects based on the language and schedule that interest you (some cases may show different options) and check the corresponding box in the selection column.

Subjects that do not have available slots cannot be selected (the selection box is not displayed. If you try to select it, a message indicating the group is full will appear). Once you have all your subjects selected, click the "Select" button."

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION Exit

English Spanish Catalan All languages Select

Código	Nombre	Grupo	Año	ECTS	Idioma	Semestre	Campus	Horario	Centro
42836	Advanced Communications Circuit Desing	1	1	6	ENGLISH	SEGON	BELLATERRA	Thursday from 15 to 17 hours. Laboratories fr	Escola d'Enginyeria <input checked="" type="checkbox"/>
42850	Advanced Networks and Security	1	1	6	ENGLISH	PRIMER	BELLATERRA	Wednesday from 15 to 17 hours. Laboratories f	Escola d'Enginyeria <input checked="" type="checkbox"/>
43342	Architecture of Parallel Computers	1	1	6	ENGLISH	SECOND	BELLATERRA	Tuesday from 17 to 19 hours (every two weeks)	Escola d'Enginyeria <input type="checkbox"/>
43376	Business Management and Administration	1	1	6	ENGLISH	SEGOND	BELLATERRA	Friday from 15 to 17 hours and from 17 to 19	Escola d'Enginyeria <input type="checkbox"/>

Your selection will be displayed in a table that will appear above, indicating that your admission to the subjects has been confirmed. In case of an error, you can mark the subject and click 'Delete'.

SELECTED COURSES Print Delete

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00	Traducció i d'Interpretació <input type="checkbox"/>

3. Print or download the document that is generated

Finally, click the "Print" button to obtain the document confirming your subjects, which you should save in case it is required during your stay.

SELECTED COURSES Print

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00

**UAB**  
Universitat Autònoma de Barcelona

Facultat d'Economia i Empresa

PROGRAMES D'INTERCANVI / EXCHANGE PROGRAMES  
ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS  
FORMULARI DE MATRICULA / REGISTRATION FORM

Cognoms, Nom: \_\_\_\_\_  
 Passaport o document d'identitat: \_\_\_\_\_ NIA: \_\_\_\_\_  
 Correu Electrònic: \_\_\_\_\_ País Universitat: \_\_\_\_\_  
 Nom Universitat: \_\_\_\_\_  
 Any Acadèmic: 2016/2017 \_\_\_\_\_

**ASSIGNATURES SELECCIONADES Facultat d'Economia i Empresa**

Codi	Nom	Grup	Any	ECTS	Idioma	Semestre	Campus	Horari
102352	Marketing II	2	3	6	CASTELLANO	Segon	BELLATERRA	Wed 9:00-11:00 & Fri 11:00-12:00
102326	Política de Comercio de la Empresa	1	4	6	CASTELLANO	Segon	BELLATERRA	Wed 12:00-14:00 & Fri 14:00-15:00
102284	Microeconomía I	51	2	6	CASTELLANO	Segon	BELLATERRA	Wed 16:30-18:30 & Fri 14:30-16:30

**ASSIGNATURES D'ALTRES FACULTATS**

Codi	Nom	Grup	Any	ECTS	Idioma	Semestre	Campus	Horari

Signatura de l'alumne

Data: 2017-03-17 25

Confirmació

Universitat Autònoma de Barcelona  
Campus de Bellaterra  
Facultat d'Economia i Empresa  
Oficina d'Intercanvi  
(Students Exchange Office)

This is just the pre-enrollment proof.

**Don't forget to hand this document in your host exchange office (UAB) and ask them to officially enroll you in the selected subjects.**