


# Self-registration manual

## Master's degree new access enrolment

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 [masters.fuabformacio@uab.cat](mailto:masters.fuabformacio@uab.cat)

 935 929 710



# Important information

1. Before starting the self-registration, **check the information on the [master's degree website](#).**
2. **It is mandatory to submit the access documentation** with any of these options:
  - **In person:** Bring the original and a copy to Academic Management with an [appointment](#).
  - **Remotely:** If the documentation has a **QR code** or **Secure Verification Code**, it can be sent directly by email to [masters.fuabformacio@uab.cat](mailto:masters.fuabformacio@uab.cat)
  - !! If you are an international student, check the information about the [legalization of documents](#).
3. If you detect any connection or functioning problem of the application:
  - Check whether there is any incidence notice on the website
  - Otherwise, contact de Academic Management:



[masters.fuabformacio@uab.cat](mailto:masters.fuabformacio@uab.cat)



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# Identification

1. To start the self-registration you will need your **NIU (University Identification Number) and password**.


- If you do not remember your NIU or password, you can recover them: [Managing passwords](#)


2. Then you will be able to **access the self-registration**:

[Self-registration of other undergraduates and master's degree students](#)

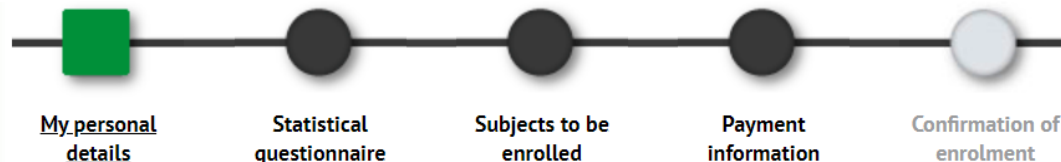
3. Once you are in, you must **select the studies** you are currently doing:

Select Study Plan



Selection	Center	Syllabus	Registration Period Start	Registration End Date
	2582 - Escola Fundació Universitat Autònoma de Barcelona-Formació		Open period	

# STEP 1



1. **Check your personal data** and update them in case of modifications. It is not mandatory to fill in the Spanish Social Security Number.
2. You must **read and accept the privacy and intellectual authority normative**.

[Information important about:](#)

**Open the link to accept**

- The right to the privacy of the students, teachers and administration staff and services of the UAB.
- The right to the recognition of intellectual authorship.

3. You must also **read and accept the information about the management of your personal data**.

The FUAB is legitimized to manage your personal data

[Read to accept](#)

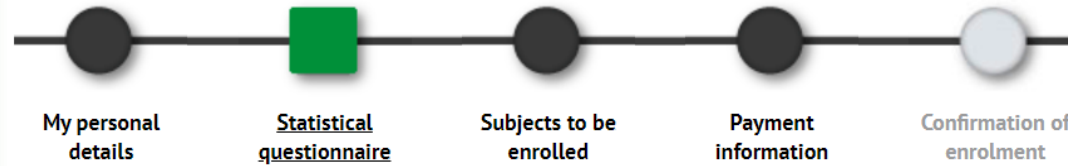
**Open the link to accept**

Accept

4. To continue, click next:



# STEP 2

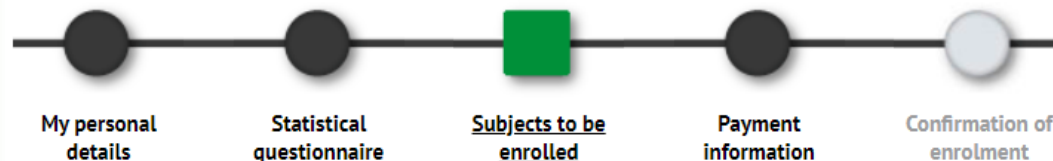


1. You can answer the statistical questionnaire at this time or at the end of the registration from the website SIA: [Registration surveys](#)

2. To continue, click next:



# STEP 3



1. In the drop-down menu of "**Attendance**" it is mandatory to select the full time dedication.

Specialisation	0 - Not specified
Attendance	<ul style="list-style-type: none"><li>2 - [Full time] Academic progress regulations 2011: Bachelor's and Master's degrees</li><li><b>2 - [Full time] Academic progress regulations 2011: Bachelor's and Master's degrees</b></li><li>3 - [Part time] Academic progress regulations 2011: Bachelor's and Master's degrees</li></ul>

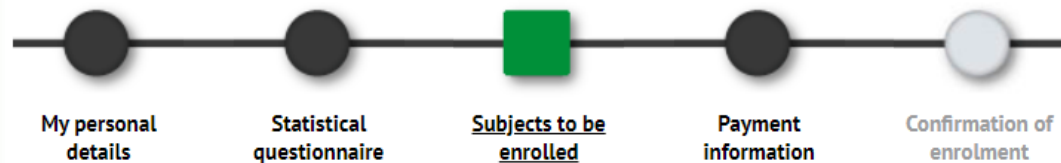
- It is only possible to select the part time dedication if the program coordinator has authorized you prior to enrolment.

2. **Select the subjects you have to enroll** with the button: 

**!! Important:** If the Master's Degree coordinator informed you that you need to enroll in **complementary training subjects**, it is mandatory to enroll them.



# STEP 3



3. The subjects you choose will move to the section called "**My enrolment**". At the credit counter, on the top right, you can check the total number of credits enrolled:

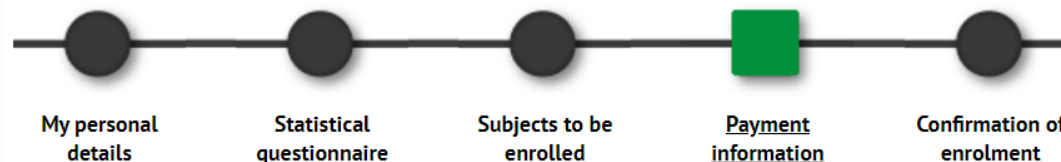
My enrolment	
Subjects	Credits
6	60

4. To continue, click next:



5. If you fail to meet the [minimum or maximum number of credits](#) you will receive a **validation error notice**, please check the selected subjects to continue.

# STEP 4



1. **“Apply Discount” and “discount rate”**: If you have informed [deductions](#), they will automatically appear selected in the “discount rate” box.

Apply discount



Discount rate

Available



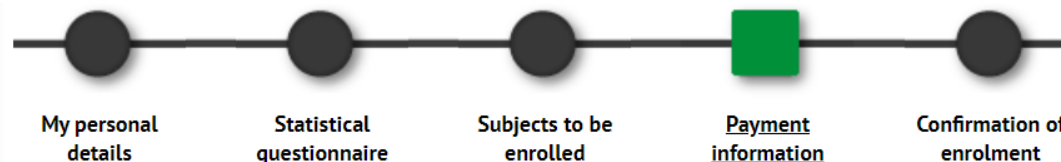
Selected

60 - FUABf: UAB ex-student, Member CEC, Student JCI  
63 - FUABf: Reduction for single payment

- Remember that prior to self-registration, you must scan the supporting documentation and send it through the [documentation e-form](#). Otherwise, you will not be able to enjoy this discount.
- The single-payment reduction is selected by default. Later, if you select the deferred payment option, the bonus will be unchecked.



# STEP 4



2. “**Scholarship type**”: If you have applied for the scholarship, “General/mobility regime (FUABf)” will be automatically selected.

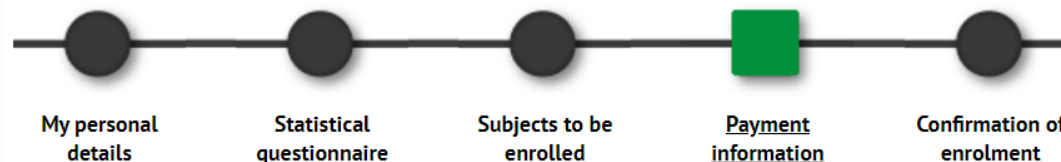
Scholarship type

Règim general/Mobilitat(FUABf) ▾



**i** If you register as a grant holder this does not necessarily mean you have been awarded the grant. Please carefully follow the changes in the status of your application in the emails you will receive from AGAUR and in your Government of Catalonia online procedures file.

# STEP 4



## 3. Payment:

- **Single payment:** If you want this option, **select “single”**. A discount of 3% will be automatically applied to the total amount of credits enrolled.

Payment

Single ←     In instalments

- **Two instalments:** If you want this option, **select “in instalment”**. The first fraction of 60% must be paid within 10 days after the registration and the second fraction of 40% in December.

Payment

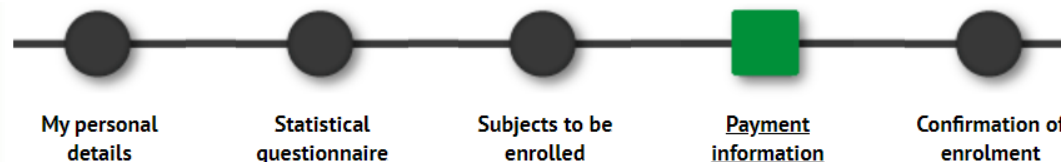
Single     In instalments ←

- **More instalments through bank financing:** If you want this option, you must select **“in instalments”** and the payment method **“bank payment document”**. Remember that it is also mandatory to apply for the bank financing through [online procedures](#). Once received, we will contact you.

Payment

Single     In instalments ←

# STEP 4



4. **"Payment method"**: You can choose to pay by bank card, bank direct debit order or bank payment document. If you have checked the deferred payment box, the two fractions will have the same payment method.
- **Bank Cards**: Upon completing and confirming the registration, you will proceed to an online checkout to pay with a bank card.
  - **Bank direct debit order**: You will have to indicate your bank account details below. At the end of the process, you will have to download or print the direct debit order document and send it signed by the account holder, using this [e-form](#).
  - **Bank payment document**: Select this option if you want to pay by **bank transfer**. At the end of the self-registration process, you will be able to download a payment document with the tuition fees and deadlines.
- !! Important:** If you choose the option of **bank financing**, you must select **"In Instalments"** and the payment method **"bank payment document"**. Remember that it is also mandatory to apply for the bank financing through [online procedures](#).

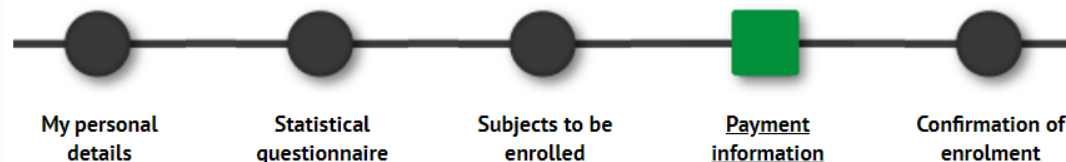
**Payment method of the first instalment**


- Bank Cards
- Bank direct debit order
- Bank Payment Document

**Form of deferred payment**

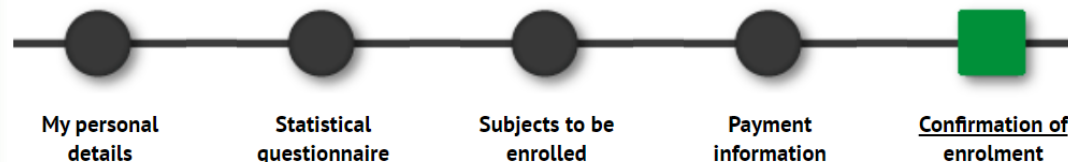
- Deferred Electronic Payment (POS)
- Bank direct debit order
- Bank Payment Document

# STEP 4



- 5. Contribution for solidarity and cooperation actions:** Mark Yes or Not. This donation will be added to the total amount of your tuition.
- 6. If you are interested in participating in sports at UAB, subscribe to the Sport Service (SAF):** Mark Yes or Not. This service will be added to the total amount of your registration fee.
- 7. Do you want to arrange a complementary insurance at the time of enrolment?** Generally, in master's degrees it is not possible to carry out mobility stays abroad, therefore, you do not have to check this box.
8. To continue, click next: 

# STEP 5



1. In this last step you must **review all the information of your registration**:

- **“General information”**
- **“Academic details”**: Revise all the subjects selected.
- **“Administrative and tuition fees”**: Review the total enrolment amount, deadlines for payment and payment method. The pre-registration payment will be automatically deducted.

!! If you find any mistake, you can still go back by clicking on the corresponding step in the top menu: “personal details”, “courses to enrol” or “payment details”.

2. After checking the summarized enrolment information, click on the confirm button:



# Enrolment documentation

- Once the enrolment is confirmed, you will have available the **enrolment document** and the **enrolment promissory note or direct debit order document**, depending on the payment method selected.

Document	Options
Enrolment document	   
Enrolment promissory note	   

- Remember to print, download or send yourself these documents by email. You can also access [Consulting and reprinting the registration document](#)

- If you have chosen the bank direct debit order, you will have to download or print the direct debit order document and send it signed by the account holder, using this [e-form](#).

!! Review and prepare the tuition fees that will be charged to the account. In case of a returned direct debit order, a surcharge for financial expenses of 0.60% will be added to your tuition.

- In order to finish the enrolment and leave the website click continue:





# Welcome!



[Masters.fuabformacio@uab.cat](mailto:Masters.fuabformacio@uab.cat)



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## Escola FUAB Formació

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