



WELCOME GUIDE FOR THE REFUGEE UAB PROGRAMME



Bellaterra (Cerdanyola del Vallès), december 2024

Programa
Refugi

FAS Fundació
Autònoma
Solidària UAB

UAB Universitat
Autònoma
de Barcelona

WELCOME GUIDE FOR THE REFUGEE UAB PROGRAMME

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1 WELCOME TO THE UAB REFUGEE PROGRAMME

The team from the Cooperation and Education for Global Justice (EGJ) Department at FAS, together with the entire UAB university community, warmly welcomes you to the UAB Refugee Programme. This guide provides useful information about the most common administrative procedures and the university services available to you, as well as other resources that may be helpful. We kindly encourage you to read it carefully and keep it as a reference throughout your time in the programme.

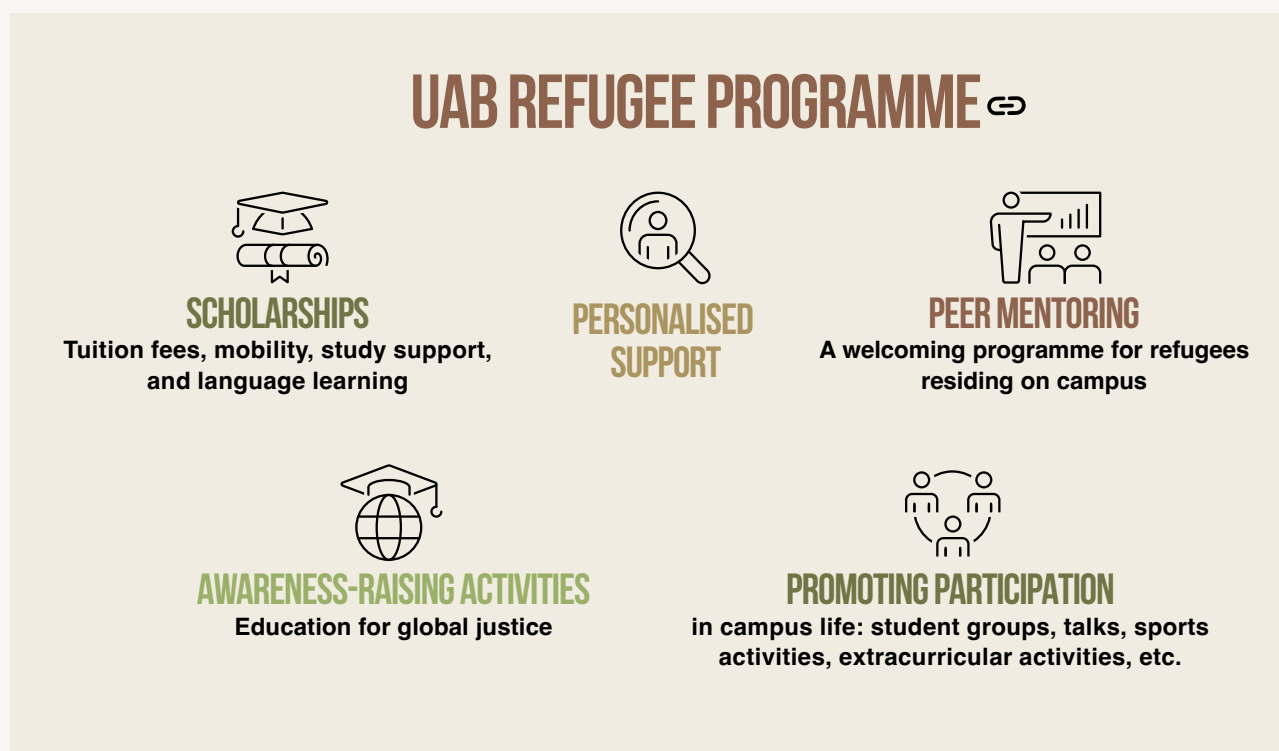
1.1. THE FAS

The **FAS (Fundació Autònoma Solidària)** is a university-based social organisation whose mission is to provide tools that empower the university community to become active, critically thinking citizens and agents of social transformation. Its goal is to create a social impact aimed at promoting social justice.

1.1.1. UAB REFUGEE PROGRAMME

This programme is part of the Cooperation and Education for Global Justice (EGJ) Department at FAS and works to ensure the right to access higher education for individuals seeking International Protection or forcibly displaced people.

The main activities are:



Scholarship Programme ⇄

- **#UAB Refugee Tuition Waiver Scholarships:** This scholarship programme is designed for individuals seeking International Protection or refugees who are residing in Spain. These scholarships cover 100% of the tuition fees for the study programme, as well as any administrative costs that may arise during the process.
- **Study Support Grants:** These grants are available to recipients of the #UAB Refugee scholarship and are awarded annually to assist with the purchase of study materials.
- **Mobility Scholarships:** A comprehensive scholarship programme for individuals displaced by armed conflict or natural disasters. These scholarships cover mobility-related expenses, administrative procedures, 100% of tuition fees, accommodation, living expenses during the study programme, and medical insurance.
- **Language Learning Scholarships:** The UAB Refugee programme offers several calls throughout the year to study Catalan, Spanish, and English. The aim is to facilitate integration on and off campus through the acquisition of key social and academic languages used at UAB.

Awareness: This is one of the main pillars of the Cooperation and Education for Global Justice (EGJ) Department. The programme promotes critical understanding of global inequalities, their causes, and possible solutions by providing practical tools for transformative action in the field of human rights. It does so by integrating Global Justice Education into the university curriculum and offering complementary training through courses, workshops, campaigns, and events. Within this framework, the UAB Refugee Programme addresses issues related to, but not limited to, forced migration, the rights of asylum seekers, and migration processes.

Mentorship: The goal of this initiative is to improve university practices in support of the rights of individuals seeking refuge. With the help of volunteers, the programme facilitates the full integration of International Protection applicants residing on the UAB campus.

1.1.2. UAB REFUGEE TEAM

Coordination of the Area for Cooperation and Education for Global Justice

fas.cooperacio@uab.cat

This team is responsible for training, awareness-raising, and advocacy initiatives. If you are interested in sharing your knowledge and participating in one of the academic community engagement activities offered by the programme, feel free to get involved.

Refugee Programme Officer

fas.refugi@uab.cat

The Refugee Programme Officer is the point of contact for the programme. She manages the scholarship programmes and the mentorship initiative. You will be in touch with her throughout your time as a scholarship recipient. She can support and advise you with legal, documentation, and orientation processes involved in becoming a UAB student within the UAB Refugee programme upon your arrival at the university.

Interns

suport.uabrefugi@gmail.com

The interns will assist you in becoming familiar with the programme and life on campus and will inform you about activities and training related to your study path. You can contact them to request general information or if you wish to participate in any of the proposed activities.

2

GUIDE FOR RECIPIENTS OF THE #UAB REFUGEE SCHOLARSHIP

GRANTS AND SERVICES FOR #UABREFUGI RECIPIENTS



TUITION SCHOLARSHIPS

- Cover tuition fees and expenses related to academic administration
- For residents in Catalonia seeking international protection



MOBILITY SCHOLARSHIPS

- Cover tuition fees and expenses related to academic administration
- Visa processing fees
- Accommodation
- Aimed at forcibly displaced persons



STUDY SUPPORT SCHOLARSHIPS

- Financial assistance for study-related expenses, such as materials, technology, etc.

INCLUDED SERVICES

- Guidance and counselling
- Healthcare Service
- Employability Service
- Personalised support

APPLICATION PROCESS



DOCUMENTATION

- Opening of the call
- Application form
- Submission of documentation



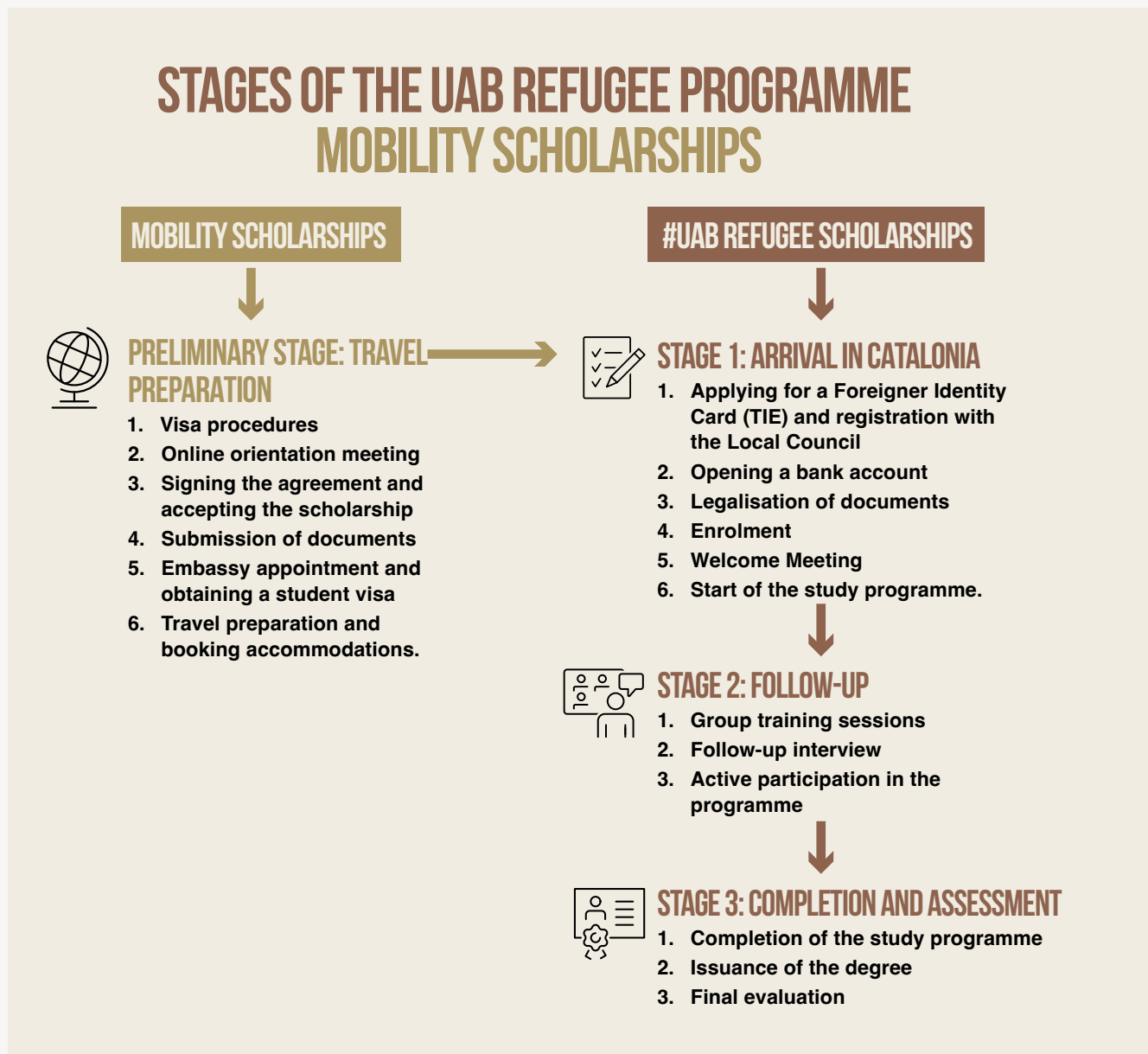
VALUATION

- Feasibility assessment
- First in-person interview
- Self-assessment questionnaire
- Application for admission to the study programme



DECISION

2.1. ARRIVAL AT THE UAB



2.1.1. MOBILITY AND TRANSPORT

Click on this [link](#) to find out about the various means of transport connecting the campus with the main nearby cities. ↗

For more information, you can consult the [UAB Student Guide](#). ↗

2.1.2. ADMINISTRATIVE PROCEDURES UPON ARRIVAL (FOR #UAB REFUGEE EXCHANGE STUDENTS ONLY)

Once you have been admitted to the #UAB Refugee Programme, you will need to complete a series of administrative procedures to formalise your enrolment and begin your life as a student at the Campus.

2.1.2.1. Arrival at the UAB Campus ⇨

2.1.2.2. Arrival at the Vila Universitària ⇨

Once you arrive at the university campus, you should go to the reception office at Vila Universitària. There, you will be given information about your new shared student apartment, the keys, and the services available during your stay at Vila.

2.1.2.3. Registration with the Local Council

Registering with the local council (often called by its Spanish name empadronamiento or the padrón) is the process of registering your place of residence. This is essential for obtaining your Foreigner Identity Card (TIE) later.

If you live at Vila Universitària, you must register at the Cerdanyola del Vallès Town Hall.

How?

1. You need to go to the Vila Universitària reception office and request a residence certificate.
2. Make an appointment with the **Citizen Services Office in Cerdanyola del Vallès.** ⇨
3. On the day of the appointment, you will need to bring that residence certificate and your personal documentation, i.e., your passport, plus a completed application form.
4. Once you have registered your place of residence, you can move on to the next step!

2.1.2.4. Applying for a Foreigner Identity Card (TIE)

Staying longer than 6 months with a Student Visa: Students who plan to stay for more than six (6) months must apply for a “type D open” study visa. This type of visa is valid for three (3) months, and students have one month from entering the **Schengen Area** ⇨ to apply for the Foreigner Identity Card (known by its Spanish initials as a TIE). More information is available here: **Foreigner Identity Card (TIE).** ⇨

If you need assistance with this procedure, you can contact the **International Support Service Office,** ⇨ where they can advise and guide you through the process.

International Support Service (ISS)

Communication and General Hemeroteca Library Building,
Plaça Cívica, Bellaterra Campus

Tel. +34 93 581 22 10

international.support@uab.cat

Public Office Hours:

Monday to Thursday: 9:45-13:30 and 15:00-16:30 Friday: 9:45-14:00

Summer Hours (July and August): Monday to Friday: 9:45-13:30

Additional Legal Procedures for Non-EU Students ⇄

2.1.2.5. Opening a Bank Account (Only for Students with Maintenance Scholarships)

The required documentation for opening a bank account will depend on the bank.

Generally, however, you will need to bring your passport and/or the identification document you have (possibly the TIE) and the letter of acceptance for the maintenance scholarship.

The FAS recommends opening a bank account at one of the banks located on the university campus:

La Caixa

Rectorat Building

Bellaterra Campus

Tel. +34 934 06 37 30

Banco Santander


Plaça Cívica

Bellaterra Campus

Tel. +34 935 80 51 72

Once your account is open, you must send the bank account ownership certificate to the email address ***fas.refugi@uab.cat***. Once you do that, you will receive the maintenance allowance via bank transfer, and you will have to come to the office every month to sign the monthly receipts.

2.2. ADMINISTRATIVE PROCEDURES COMMON TO ALL UAB REFUGEE STUDENTS

The UAB provides you with the *La guia de l'estudiant* . However, we have summarized the main procedures that students in the programme are likely to encounter.

2.2.1. HOW TO ENROL AT THE UNIVERSITY

2.2.1.1. Undergraduate Students

1. Make an appointment with the academic office of your faculty.
2. Bring your access documents (academic transcript and credit validation certificate) and your identity documents (passport and NIE/TIE/Red Card or White Letter). Remember to inform the academic office that you are a recipient of the #UAB Refugee scholarship so that the total due for your enrolment will be €0.
3. If you are enrolling online, you can do so through the self-registration process available on the SIA (Online Services and Procedures) page: sia.uab.es. Remember to select the #UAB Refugee scholarship option to ensure that the total due is €0.



2.2.1.2. Master's Students

1. Before starting the enrolment process, you must contact the academic coordinator of your master's programme to agree on the courses you will take during the academic year. The coordinator will provide you with the official enrolment request document, which you both need to sign. You can find your coordinator's email address on your programme's website.
2. Make an appointment with the Academic Office and bring your access documents for the master's programme (degree and academic transcript translated into Spanish or English), identity documents (passport and NIE/TIE/Red Card or White Letter) and your signed enrolment request form. Don't forget to inform the Registrar's Office that you are a recipient of the #UAB Refugee scholarship, so that the total due for your enrolment will be €0.
3. If you are enrolling online, you can do so through the self-registration process available on the SIA (Online Services and Procedures) page: sia.uab.es. Remember to select the #UAB Refugee scholarship option to ensure that the total due is €0.

2.2.1.3. PhD Students

1. To enrol in a Doctoral Programme, you must have the letter of supervision signed by the professor of the Doctoral Programme who will supervise your thesis, and you must send it to the UAB Refugee team with a request to be admitted to the Doctoral Programme.
2. Once the UAB Refugee team has processed your admission to the doctoral programme, they will make a request for your enrolment at the School of Doctoral Studies.
3. Once your enrolment has been finalised, you must send confirmation to the programme team via the email address *fas.refugi@uab.cat*. If you encounter any issues, you can also reach out for assistance at this email address.

2.2.2. DOCUMENT LEGALISATION AND DEGREE RECOGNITION

1. Process description: Both Masters and PhD students will need to **legalise**  their university degrees upon arrival at UAB. This is a lengthy but essential process to receive official certification from the programme once you finish.
2. The **Ministry of Science, Innovation, and Universities**  of the Spanish Government is the competent authority responsible for processing requests for the recognition and legalisation of foreign qualifications.
3. The procedure is carried out online on the website of the Ministry of Science, Innovation, and Universities.
4. The procedure will last a minimum of six (6) months and can extend for as long as several years.
5. If you need support, you can contact the University Recognition Support Service (SARU), provides personalized information and assistance to people in the process of recognising foreign university qualifications for use in Spain.



The **Ministry of Science, Innovation, and Universities of the Spanish Government** is the competent authority responsible for processing requests for the recognition and legalisation of foreign qualifications.



The procedure is carried out **online on the website** of the Ministry of Science, Innovation, and Universities.



The **procedure** will last a minimum of six (6) months and can extend for as long as several years.

Documentation

Official recognition (homologación) and Equivalence

- ID Card
- University degree
- Academic transcript
- Document authentication
- Sworn translation

Official recognition (homologación): The following must be added to the documents mentioned above:

- Certificate of Spanish language proficiency at B2 or higher
- Other documents are not required, but it is advisable to submit: Work Certificate, Study Plan (“Pensum”), Professional License Number.

Types of Decisions

Official recognition

The decision can be “accepted”, “conditional acceptance”, or “rejected”. In the case of a conditional decision, the decision document will indicate the steps required for your degree to be accepted. These may include submitting additional documentation or completing specific training.

Equivalence

- Accepted
- Rejected

2.2.3. UAB STUDENT CARD

The UAB student card serves as an identification document to access the different areas and services that you are entitled to as a member of the university community. You can now obtain your card virtually by downloading it from the **Universitat Autònoma Barcelona**. If you need more information, you can visit the Information Point in Plaça Cívica.

2.3. SERVICES INCLUDED IN THE REFUGEE PROGRAMME

Services at UAB that you have access to as a #UAB Refugee student.

2.3.1. LANGUAGE LEARNING

The University's Language Service, where recipients of the #UAB Refugee scholarship can take Catalan and Spanish courses up to level B2.2 at the University. You may also study English there when required for academic reasons.

There are two registration periods for the Language Service:

- **July-September:** to start in the first semester.
- **January-February:** to start in the second semester.

Request more information from [*suport.uabrefugi@gmail.com*](mailto:suport.uabrefugi@gmail.com)

2.3.2. SAF: THE UAB PHYSICAL ACTIVITY SERVICE

The UAB Physical Activity Service refers to the university's sports facilities.

Students who are beneficiaries of the #UAB Refugee scholarship can use the Physical Activity Service free of charge as explained below:

- **For exchange students residing at the Vila:** Your stay at the Vila Universitària grants you free registration to access the SAF. Please go to Vila reception for further information on how to sign up for the SAF.
- **For programme students:** You should request information from [*suport.uabrefugi@gmail.com*](mailto:suport.uabrefugi@gmail.com)

2.3.3. LEGAL ADVICE

The UAB Refugee programme works with a lawyer who specialises in immigration law. Every year, the programme offers training sessions and personalised advice to students in the programme who have specific needs.

2.3.4. LIBRARY

Each faculty has its own library. Access to the libraries is open, although we always recommend bringing your student card. During exam periods, access is reserved for university students.

At the library, you can request computer equipment if necessary. Additionally, if you need a computer for an extended period, please inform us by emailing [*fas.refugi@uab.cat*](mailto:fas.refugi@uab.cat).

2.3.5. MEDICAL SERVICES AND PSYCHOLOGICAL SUPPORT

Student Health Service: The Student Health Service (SAS) offers comprehensive healthcare to the university community. The services provided include:

- **Primary Care Unit:** Provides medical and nursing care, as well as emergency medical and trauma services (phone number: +34 93 581 13 11).
- **Psychology Unit:** Offers psychological consultations (phone number: +34 93 581 13 11)
- **Gynaecology Unit:** Provides consultations, check-ups, and gynaecological information (phone number: 93 581 18 00).
- **Dental Unit:** Offers consultations, treatments, and dental hygiene services (phone number: 93 581 16 10)

The SAS is located on the university campus in Building F (Av. Can Domènech), between the Faculty of Medicine and the Faculty of Communication. To contact SAS by email, you can write to ***servei.salut@uab.cat***.

2.3.6. EMPLOYABILITY SERVICE

This is an orientation and advisory office for entering the job market. If you are interested in doing internships outside your curriculum and/or looking for a job, you can arrange a meeting with a service staff member by making an ***appointment online***.

2.4. FOLLOW-UP AND COMPLETION OF THE PROGRAMME

Once you have completed your master's enrolment, the UAB Refugee team will support you as you settle into academic life at the university. To address your specific needs and ensure you make the most of the resources available to you as a #UAB Refugee student, the programme includes a series of activities.

2.4.1. INDIVIDUAL MEETINGS WITH THE #UAB REFUGEE TEAM: Depending on your needs, we will invite you to attend 2 individual follow-up meetings during the academic year.

2.4.2. GROUP MEETINGS WITH THE #UAB REFUGEE STUDENTS: You will be invited to participate in several group meetings, where practical information about resources and administrative processes specific to the programme will be provided.

2.4.3. AWARENESS ACTIVITIES: One of the main objectives of the Cooperation Area is to raise awareness within the university community about the structural causes of global inequalities and forced displacement. Every year, we offer UAB Refugee students the opportunity to contribute their academic expertise by organizing and/or participating in awareness-raising activities.

2.2.4. INTERNSHIPS: The UAB Refugee programme also offers the opportunity to do extra-curricular internships in the Cooperation Area of the FAS for students with backgrounds or interest in activism and social action.

2.4.5. COMPLETION OF THE PROGRAMME

2.4.5.1. Issuance of Certificates and Diplomas ⇄

These are the steps to follow to complete the application for the issuance of the degree:

1. You must submit the application to the Academic Management office of the institution where you completed your studies.
2. The corresponding legalised documentation must be provided (see point 3) for Master's and Doctoral studies.
3. A valid Foreigner's ID Card (TIE) or passport must be provided.
4. A letter from FAS confirming fee exemption must be provided.

2.4.5.2. Programme Evaluation

At the end of the programme, the UAB Refugee team will ask you to complete a form where you can evaluate your experience as a student in the programme and make suggestions for improvement.

3 OTHER RESOURCES OF INTEREST

Below, you will find some resources that might be of interest to you:

- **FAS Volunteering** ⇄: The FAS volunteer programme helps the UAB community become an active community of critical thinkers and a driver of social transformation. As a UAB Refugee student, if you already have experience in the programme, you can participate as a mentor. Alternatively, if you are new to the programme, you can also request to be paired with a mentor for support.
- **UAB Student Participation Spaces** ⇄: The Community Engagement Unit aims to encourage participation beyond the classroom, fostering growth among and strengthening the fabric of campus associations, as well as supporting student representation. They can provide information about the various student groups on campus that you can join.
- **Spanish Commission for Refugee Assistance (CEAR)** ⇄: They provide advice and support in the process of applying for International Protection.
- **Catalan Commission for Refugee Assistance (CCAR)** ⇄: They provide advice and support, and they defend the rights of individuals applying for International Protection.
- **Care Service for Immigrants, Emigrants and Refugees (SAIER)** ⇄ : This municipal service, specializing in international mobility, has been operating since 1989. It offers information and advice on immigration, international protection, emigration, and voluntary return to anyone living in the city of Barcelona.
- **LGBTIQ+ Refugee and Migrant Support (ACATHI)** ⇄: They support the LGTBIQ+ migrant and refugee community, offering legal assistance, psychosocial support, and educational and employment guidance.
- **Refugees Welcome** ⇄: They offer an exchange and cohabitation programme among people who want to share their homes and displaced individuals seeking affordable rental housing.
- **Welcome Website of the Regional Government of Catalonia** ⇄: Provides basic information on resources and procedures for the immigrant and refugee population in Catalonia.
- **Cross-cultural Mental Health Support Unit** ⇄

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With the support of:

