

Lifelong Education Master programs and Specialization Diplomas

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1. Registration and Admission Process

Admission requirements

The [general requirement \(Real Decreto 822/2021, of 28 September\)](#) to access a Lifelong Education Master program or a Specialisation Diploma is to have a university Bachelor's Degree or equivalent (minimum 180 ECTS credits or 3 academic years).

1.1. On-line pre-registration

Please, read the instructions carefully before registering.

To enroll a program, you need a UAB **NIU** (University Identification Number). Choose, depending on your case, the corresponding option:

- If you are or have been a student at the UAB and remember your NIU and password.
[Registration with NIU](#)
- If you have not been a UAB student or do not remember your NIU and password (if in doubt, consult the [NIU obtaining manual](#)): [Registration without NIU](#):

To start the registration, first, you must select the type of study you want to enroll, and the code/edition of the program. If you **look for them** in the **drop-down**, you can use the **Study / Edition** code or the name of the study as a filter. Once selected, click on the button "**Discharge of new pre-registration**":

The screenshot shows a web interface for 'Discharge of new pre-registration'. At the top, there are three tabs: 'Discharge of new pre-registration' (active), 'Processes of admission in process (3)', and 'Notifications center'. Below the tabs is a dark red header with the text 'Discharge of new pre-registration'. An information icon (i) is followed by the text: 'Below is a list of studies that currently have an open period of underenrollment. Select the study in which you want to make the pre registration process.' Below this is a form with two sections. The first section is labeled 'Tipo de estudio:' and contains a dropdown menu with the text 'Select the type of study to pre-enroll...'. The second section is labeled 'Selected study:' and contains an information icon (i) followed by the text: 'You must select a study type to display studies of that type'. At the bottom right of the form is a dark red button with a white plus sign and the text 'Discharge of new pre-registration'.

Discharge of new pre-registration | Processes of admission in process (3) | Notifications center

Discharge of new pre-registration

i Below is a list of studies that currently have an open period of underenrollment. Select the study in which you want to make the pre-registration, and then click on high registration process.

Tipo de estudio: Lifelong Learning Master's Degree

Selected study: Click here to select a study...

Screening

Please, select a study among those available below

1496/23 - Health Service Administration (Pre-registration from 01/05/2023 to 17/01/2024)


Discharge of new pre-registration | Processes of admission in process (3) | Notifications center

Discharge of new pre-registration

i Below is a list of studies that currently have an open period of underenrollment. Select the study in which you want to make the registration process.

Tipo de estudio: Lifelong Learning Master's Degree

Selected study: 1496/23 - Health Service Administration (Pre-registration from 01/05/2023 to 17/01/2024)

 **+ Discharge of new pre-registration**

Enter all the mandatory fields (*) of the Address: your postal address must be entered as you can see in the following example: **C. Numancia, 200, 2, 4** (Street, number, floor, door). **The postal code, if it is from outside the Spanish State, is 99999.**

This information is essential to receive the student card.

Domicilio

Address * C. Mallorca, 410 6º 2ª Esq.

Zip Code * 08013

City * Barcelona

State/Country Barcelona

Country Spain

Telephone * 932464530

Next, you must attach all the mandatory documentation (a maximum of 2 MB per document). Select the file that contains the requested document and press "Accept" to attach it to your registration. The name of the file will be normalized when uploading in the system (eliminating accents and certain characters).

Mandatory documents: Bachelor's Degree or equivalent, or [if you still do not have it](#), the provisional certificate of the diploma or the receipt of the diploma application and the payment of the fees.

Documentation to be provided by the student

File has been uploaded successfully.

Documentation required for registration

To continue with the registration process it is mandatory to attach the documents below.

Document to attach	Required format	File attached
DNI / Passport/ NIE	Any Format	Proves.hh.pdf
Bachelor or equivalent degree	Any Format	Proves.hh.pdf

Next, you must select all the subjects you want to take.

Select subjects of subjects available table shown below to add them to your selection for registration

SUBJECTS AVAILABLE FOR REGISTRATION

Select all

	Code	Description	Credits	Type	Course	School Year	Free places
<input checked="" type="checkbox"/>	210734	General management programme	10.0	Obligatory	Only course	2023/24	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	210735	Management skills programme	10.0	Obligatory	Only course	2023/24	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	210737	Specific healthcare sector programme	15.0	Obligatory	Only course	2023/24	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	210738	Master's Dissertation	15.0	Obligatory	Only course	2023/24	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	213147	Healthcare sector programme and visits to institutions	10.0	Obligatory	Only course	2023/24	<input checked="" type="checkbox"/>

Back **Accept**

All subjects available will be added to your registration, selecting for each the first group that has available seats. Do you want continue?

Cancel **Accept**

Finally, you will be able to see a summary of the application for admission that you have just made, if everything is correct you need to confirm it. At the end of the pre-registration you will receive a copy of your receipt by email. You can view, print or download the receipt of your registration form.

Documents generated in the registration

i Registration has recorded correctly. This screen has available the receipt of the registration made.

i The email has been sent correctly.

Available Documents	Display Document
Registration form	

If you have questions during this process, you can contact the FUAB Formació: formacio.continua.fuabformacio@uab.cat or by phone +3493 592 97 10.

1.2. Admission

Once the pre-registration has been made, we will verify that you meet the requirements and the coordination of the studies will select the candidates based on the documentation provided. You will receive the resolution of your application for admission by email (if you do not receive it, we recommend that you check the junk mailbox of your email). If you are admitted, we will include the information on how to make the pre-registration payment to reserve your place.

1.3. Pre-registration payment

When you have received the notification of admission, you must continue with the pre-registration payment to reserve your place. To do this, you must go to the website <http://sia.uab.cat>, entering the section "Students on other programmes", and selecting **Registration on master's degrees, graduate diplomas and other courses with NIU**, under the FUAB Formació section.

Graduate School

PRE-REGISTRATION

- Pre-registration on master's degrees, graduate diplomas and UAB-specific courses without NIU
- Pre-registration on master's degrees, graduate diplomas and UAB-specific courses with NIU

REGISTRATION

- Registration on master's degrees, graduate diplomas and UAB-specific courses without NIU
- Registration on master's degrees, graduate diplomas and UAB-specific courses with NIU

PAYMENTS

- Payments pending by POS terminal

CONSULTING THE ACADEMIC RECORD

- Consulting the academic record (UAB-specific programmes)

FUAB Formació

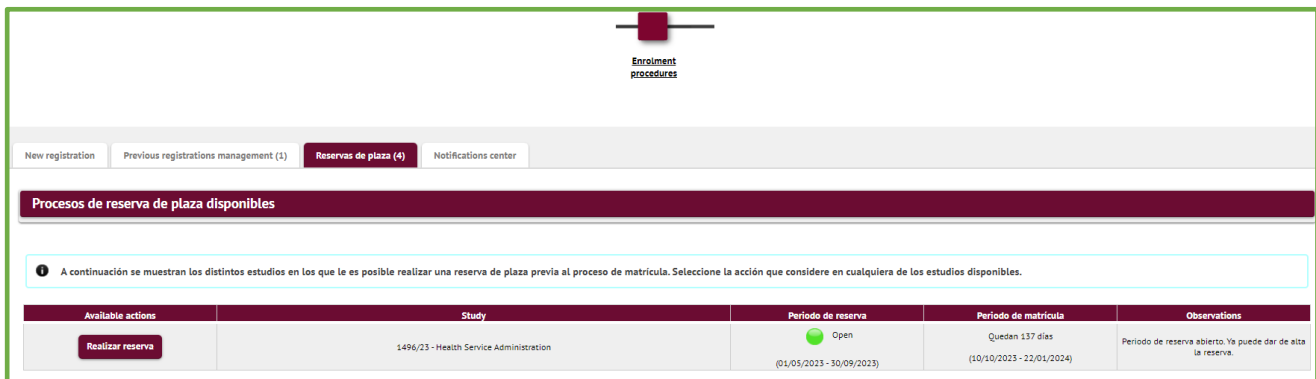
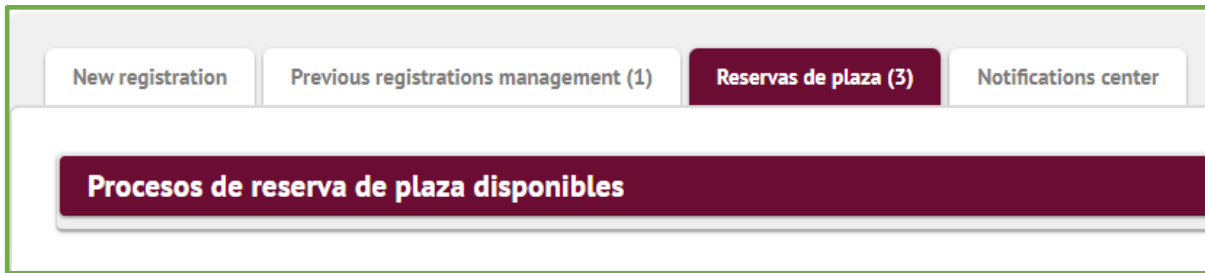
PRE-REGISTRATION

- Pre-registration on master's degrees and graduate diplomas without NIU
- Pre-registration on master's degrees and graduate diplomas with NIU

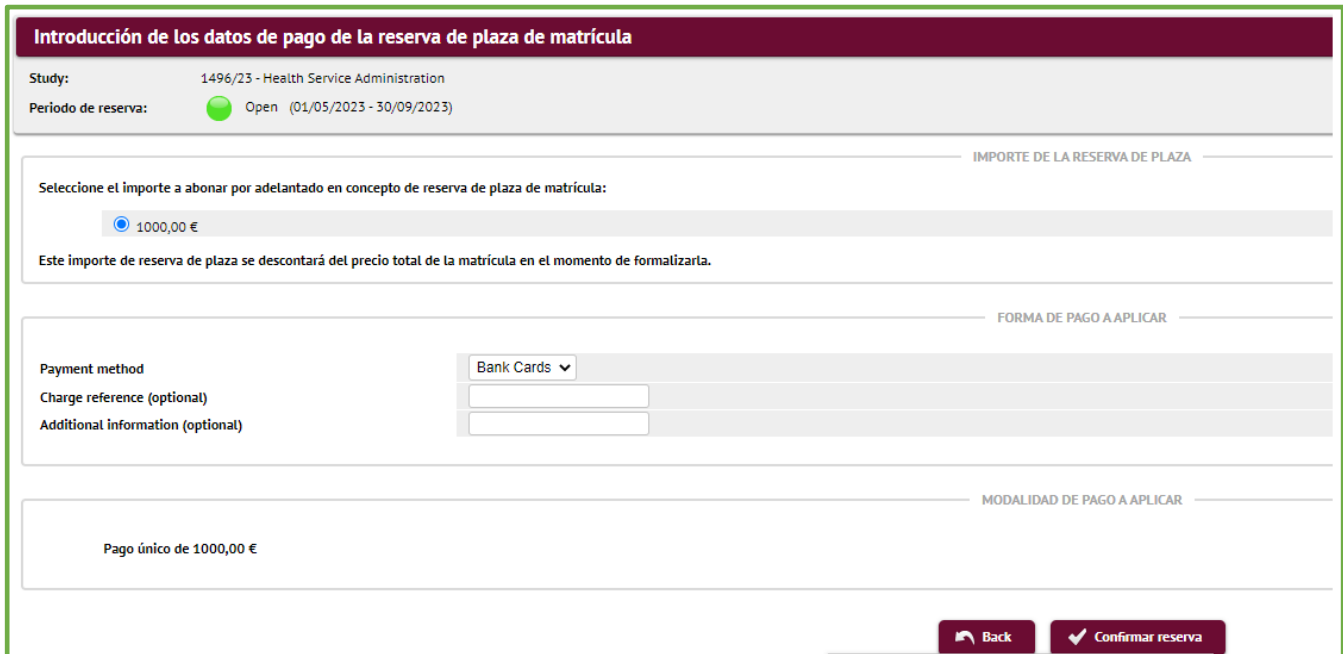
REGISTRATION

- Registration on master's degrees, graduate diplomas and other courses without NIU
- Registration on master's degrees, graduate diplomas and other courses with NIU

Once you have logged in, you must go to the Reservation section (**3rd tab**).



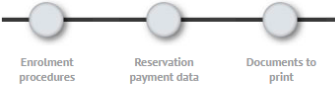
Within the section you must make the payment with **Bank Cards** and confirm the reservation



Before entering the personal data for payment, you must **accept the terms and conditions of use for online payment**.

Proceso de reserva de plaza de matrícula

Name	Georgina Maria Estape Ferre	DNI/Passport
NIP	205217	NIA




To pay by TPV

Selected payment information


Center	2582 - Fundació Universitat Autònoma de Barcelona School
Academic activity	RMT - ...
Type of study	4 - Estudios Propios
Application fee	1000.00 €

I hereby confirm that I accept the terms and conditions of use for online payment


Payments will be made through TPV in favour of the Fundació Universitat Autònoma de Barcelona (FUAB) with CIF G61612925 with fiscal address in Edifici Blancin Edifici Blanc Campus de la UAB, (Cards be required through the verification mechanisms established by the bank that issued the card. Refund, cancellation Policy: the FUAB will apply its own regulation regarding cancellation or refund https; shall be submitted and processed in the Centre's Academic Management, providing the required documentation. If a refund is authorized, it can only be through bank transfer to the bank details provided its alteration, loss, handling or unauthorized access.





Once you have entered the personal data, you will go to the payment screen through the bank, when you finish you can consult it in the system.




English ▼

1 Choose payment method 



2 Checking authentication 

3 Authenticating card 

4 Transaction result 


Payment details

Amount	1.000,00 €
Merchant:	FUNDACIÓ UAB (SPAIN)
Terminal:	223294844-1
Order:	322545
Date:	25/05/2023 13:15


Payment by Card VISA  MasterCard 


Card Number:

Expiry Date: mm yy

CVV: 

Cancel
Pay



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2. Registration

Once the pre-registration payment has been formalized and the pre-registration period is closed (one month before the start of the program), you will receive an email with the instructions to formalize the final registration.

[Check the registration section](#) of our website if you want more information.

- **Important:** The Academic Management needs to verify the documentation attached in the pre-registration. For this reason, it is necessary that the diploma is stamped or with a Secure Verification Code / QR.

If during the pre-registration process you attach the mandatory documentation to access the Lifelong Learning Master program or Specialization Diploma with Secure Verification Code (CSV) or QR code, it will not be necessary to send any other documentation. On the other hand, if you do not attach the documentation with the CSV or QR code, you will have to send us:

- Stamped or notarized copy of the diploma, or
- Diploma with Secure Verification Code or QR.

Consult the section [check the documentation](#) to know how to do it if your studies are national.

Information for international students:

- It is advisable to pay the pre-registration to reserve your place as soon as possible, to provide you with all the documentation you need for the visa process, and other practical aspects related to your arrival and stay at the UAB.
- It is not necessary that you have the diploma legalized until the moment of the final registration. Check in this [link](#) on how to legalize the necessary documents.
- In this [link](#) you can find all the practical information necessary to process visas, prepare documentation, accommodation, etc.