

Online Application for Master's Degree

Academic year: 2018/2019

Please read carefully the following instructions:

1. REQUIREMENTS TO ENSURE OPTIMUM USE OF THIS WEBSITE:

1. Use Mozilla or Google Chrome.
2. Have a screen resolution of 800x600 pixels or higher. Recommended resolution: 1024x768.
3. Enable use of Java, JavaScript, ActiveX, frames, cookies and pop-ups.
4. Ensure automatic update of software is activated.
5. Do not use the buttons on the browser but those that appear within each page.

2. ABOUT THE PROCESS

This process is available EXCLUSIVELY for students who have been accepted onto a master's degree and wish to enrol at the University of Granada. Those students who wish to RESERVE THEIR PLACE, having been offered a place on one of their secondary-preference master's programmes must do so via the [Junta de Andalucía](#) website

Students who have been awarded a place at master level at this University to commence their studies will be able to enrol during the official periods which are outlined on the [Junta de Andalucía](#) site, without having to go in person to the International School for Postgraduate Studies.

Once the process is complete, each student will receive formal confirmation of payment of the enrolment fee.

This enrolment process may only be carried out once.

3. PAGES TO BE COMPLETED

To complete the process you must fill in each page as it appears on-screen. On the last page, the enrolment will be confirmed and all changes will be incorporated into your file.

As you go through the pages, if you should need to check or change anything you can simply go back by clicking on  (Return to previous page). You can also get additional information by clicking on  (Help), provided you have not yet reached page 5.

4. CONDITIONS

This self-enrolment system is **COMPULSORY for all students starting Master studies at the University of Granada.**

Those meeting all the requirements but unable to use this system may ask for advice at the International School for Postgraduate Studies.

Until the enrolment is confirmed and the official proof of payment obtained, it cannot be guaranteed that the enrolment has been effected and accepted.

Please note that in this system **it is only possible to provide confirmation of enrolment** during the period of online self-enrolment.

Once the enrolment is confirmed, a **PROOF OF ENROLMENT DOCUMENT** will be generated (2 copies), together with a paying-in slip which cannot be paid in instalments if it is for less than €180 or if a previous paying-in slip has been produced. You should print out this slip to make the deposit via the Mare Nostrum Bank, either directly at the counter or via electronic banking.

Those who complete their enrollment in the periods provided in phase 1 must make a payment of 400 euros in payment for the formalization of this registration, on account of the total amount of the corresponding public prices once the respective rates have been approved.

VERY IMPORTANT: Should you not meet all requirements or make the payments by the relevant deadlines, your application for enrolment and any request to make changes will be rejected.

ONLY ONCE PROOF OF PAYMENT HAS BEEN PRODUCED (EVEN IF IT IS FOR THE AMOUNT OF €00.00) WILL THE ENROLMENT BE CONSIDERED DEFINITIVE.

If you believe the total amount payable to be incorrect, please consult our International School for Postgraduate Studies when you submit the necessary documents.

5. DOCUMENTATION TO BE SUBMITTED ONCE YOUR ENROLMENT IS CONFIRMED

Once the enrolment procedure is complete, students have until 18th December 2018 to submit the necessary documents at the International School for Postgraduate Studies.

UNIVERSITY OF GRANADA
INTERNATIONAL SCHOOL FOR POSTGRADUATE STUDIES
AVENIDA DE MADRID, 13
18071- GRANADA

PREVIOUS APPOINTMENT can be requested through the website: <https://ciges.ugr.es/>

DOCUMENTS:

- a) Documents supporting, where appropriate, the right to a reduction in tuition fees or complete exemption, such as:

1	Up-to-date proof of 'large family' status (original and photocopy)
2	Proof of disability of over 33% (original and photocopy)
3	Evidence of having submitted an application for Financial Assistance for University of Granada Staff Members and Family

Important: It is not necessary to provide:

- Registration receipt signed
- MECD Scholarship application receipt
- Proof of having paid the registration fee unless expressly requested.

- b) **Spanish graduates or foreign graduates with validated qualifications:** original and photocopy (formally certified) of the degree certificate that gives access to the master's studies (or receipt of having paid the fees of issuance); or receipt confirming validation of the foreign degree.

Graduates of the University of Granada are exempt from having to provide this document.

f) Foreign students with a non-validated qualification must submit, where applicable:

- Students from the European Union: original Bachelor degree and photocopy (formally certified). A sworn translation will also be required in cases where the degree is written in any language other than English, Spanish, French, Italian or Portuguese.
- Students from countries outside the European Union: original Bachelor degree and photocopy (formally certified with diplomatic approval or with the corresponding Apostille, in the case of countries belonging to the Hague Convention). A sworn translation will also be required in cases where the degree is written in any language other than English, Spanish, French, Italian or Portuguese.

6. MORE INFORMATION

You can find more information about enrolment types, fees payment and enrolment alteration at the International School for Postgraduate Studies' site:

http://escuelapostgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/modificacion_matricula

For any procedure you can request a PREVIOUS APPOINTMENT through the website:
<https://ciges.ugr.es/>

