# Online Application for Master's Degree

## Academic year: 2014/2015

**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.

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. One copy of the PROOF OF ENROLMENT DOCUMENT should be presented at the International School for Postgraduate Studies, and the other copy is for you keep in case of any future complaint.

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 30th November 2014 to submit the necessary documents at the International School for Postgraduate Studies.

UNIVERSITY OF GRANADA
INTERNATIONAL SCHOOL FOR POSTGRADUATE STUDIES
C/ PAZ, 18
18071- GRANADA

**In the case of the mandatory documents not being provided, it will be assumed that the individual no longer wishes to be considered a student and, following due notification, his/her enrolment will be cancelled.**

DOCUMENTS:

a) Photocopy of your ID Card, passport or green card
b) Documents supporting, where appropriate, the right to a reduction in  tuition fees or complete exemption, such as:

| 1 | Certificate from the Social Action Office confirming membership of the university community |
|---|---|
| 2 | Up-to-date proof of 'large family' status (original and photocopy) |
| 3 | Evidence of having submitted an application for Financial Assistance for University of Granada Staff Members and Family |
| 4 | Proof of disability of over 33% (original and photocopy) |

c) Proof of enrolment document duly signed. This document will be generated during the process of enrolment, together with proof of payment.

d) **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 and from EHEA countries (European Higher Education Area): original Bachelor degree and photocopy (formally certified), together with a sworn translation into Spanish.
**-** Students from countries outside the EHEA: 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.
- a certificate of accreditation to a level of education, equivalent to the corresponding Spanish Higher Education qualifications, that gives access to postgraduate studies in the home country.

## 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://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/modificacion_matricula**