USER GUIDE

ADMISSION PROCESS

FOR COURSES

AT THE FOLLOWING CENTERS:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
FACULTY OF COMMUNICATION STUDIES
FACULTY OF ECONOMICS AND BUSINESS STUDIES
FACULTY OF ARTS AND HUMANITIES
FACULTY OF PSYCHOLOGY
FACULTY OF TRANSLATION AND INTERPRETING

Exchange Programmes

UAB
Universitat Autònoma
de Barcelona

OPTION 1. COURSE SELECTION FROM YOUR CENTER

(To select courses from other centers, follow the instructions in **OPTION 2**)

**If you are a student in one of the following faculties:**

- FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
- FACULTY OF COMMUNICATION STUDIES
- FACULTY OF ECONOMICS AND BUSINESS STUDIES
- FACULTY OF ARTS AND HUMANITIES
- FACULTY OF PSYCHOLOGY
- FACULTY OF TRANSLATION AND INTERPRETING

Before starting the course selection, make sure the following steps have been completed:

- Application for Admission to UAB (http://sia.uab.cat)
- Admission Letter from UAB's International Relations Office – you should have received a letter confirming your acceptance at UAB.
- Email from the Assigned Center's Exchange Office – containing information about course selection.

ACCESSING THE APPLICATION

1. Visit https://apps2.uab.cat/enrollment/, and log in using your student number (NIU) in the format NIU@uab.cat, along with the password you received when applying for admission to UAB. If you have forgotten your password, you can generate a new one on the UAB password management page.

2. It will ask for a phone number to receive an access code, which you will need to provide in order to complete your identification.

3. You can also select your preferred language.
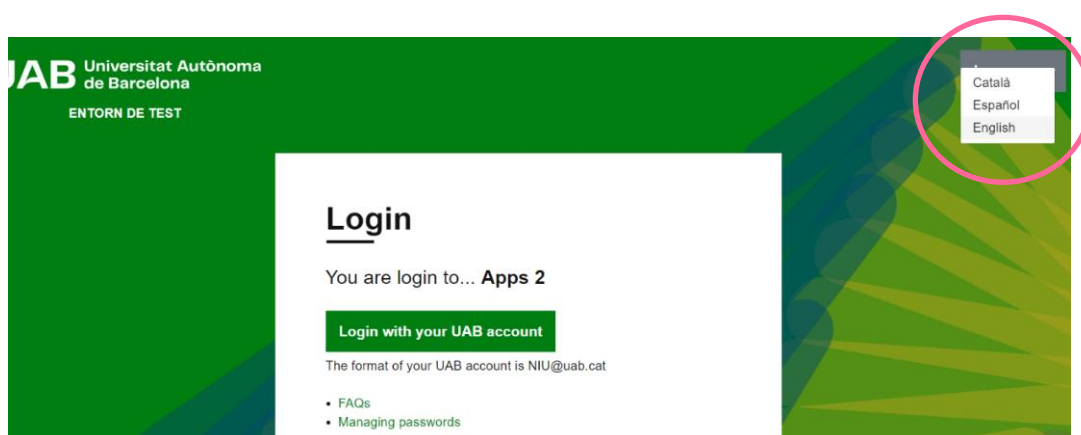
WHEN YOU CAN CONNECT TO THE SYSTEM

Check your email from the Exchange Office at your center for information on the system connection periods and the required documentation (which may vary from one center to another) for each step you need to complete. Outside these deadlines, the system will only allow you to view your data and upload documents.

STEPS TO FOLLOW

You must complete the following steps according to the periods indicated:

1. Upload the required documents.
2. Select subjects specific to your center.
3. Print or download the generated document.

If you wish to take courses from other centers, follow the steps in OPTION 2 (page 5).

1. Upload of the required documents

Upload the documentation required by your center to the system within the specified deadline, as you can see on the following screen. The format must be PDF, and each document should not exceed 1MB.

Once your documents have been validated, you can proceed with the subject selection. From this moment on, there will be no possibility to upload any new documents or modify existing ones.

2. Selection of courses from your faculty

Once you have uploaded the required documents and they have been validated by your center, the system will allow you to select your subjects.

Keep in mind that you can only choose and enrol in subjects that have available slots at the time you connect, regardless of the offerings published on the website.

Select the courses according to the language you are interested in, as not all subjects are taught in all languages.

English Spanish Catalan All languages

Number of subjects selected: 0

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie	
106397	Análisis y Evaluació de los Estados Contables	2	3	6	CASTELLANO	SEGON	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	
102375	Auditoria	1	4	6	CASTELLANO	SEGON	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	
102327	Capital Markets	4	4	6	ENGLISH	SECOND	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	☐
102371	Contabilidad Financiera	60	2	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Tue 11:15-13:15	Economia i Empresa	
102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	☐
102450	Demografía y Economía de la Población	1	4	6	CASTELLANO	SEGON	BELLATERRA	Wed 9:00-11:00 & Fri 11:15-13:15	Economia i Empresa	
102380	Derecho Financiero y Tributario	1	4	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Wed 11:15-13:15	Economia i Empresa	
104678	Dirección de Márqueting	60	4	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Tue 11:15-13:15	Economia i Empresa	
102362	Dirección Estratégica II	52	3	6	CASTELLANO	SEGON	BELLATERRA	Mon 18:15-20:15 & Fri 16:00-18:00	Economia i Empresa	
102308	Econometria I	1	2	6	CASTELLANO	SEGON	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	
102308	Econometrics I	8	2	6	ENGLISH	SECOND	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	☐
102454	Economía del sector público	51	2	6	CASTELLANO	SEGON	BELLATERRA	Tue 18:15-20:15 & Thu 16:00-18:00	Economia i Empresa	
102387	Economía internacional	1	1	6	CASTELLANO	SEGON	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	
102387	Economía internacional	51	1	6	CASTELLANO	SEGON	BELLATERRA	Tue 16:00-18:00 & Thu 18:15-20:15	Economia i Empresa	
102466	Economía Regional	1	4	6	CASTELLANO	SEGON	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	
102302	Economía sectorial	51	2	6	CASTELLANO	SEGON	BELLATERRA	Wed 18:15-20:15 & Fri 18:15-20:15	Economia i Empresa	
102314	Economic History of Spain	8	1	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	☐
104675	Essentials of Marketing	4	1	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	
102386	Estadística I	51	1	6	CASTELLANO	SEGON	BELLATERRA	Mon 18:15-20:15 & Fri 16:00-18:00	Economia i Empresa	

You can consult the program for each subject by selecting the subject code, unless your center has provided a different link.

Choose subjects based on the language and schedule that interest you (in some cases, different options may be available) and check the corresponding box in the selection column.

You cannot select courses with no vacant places (the selection box is not displayed).

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION | Exit

English Spanish Catalan All languages
Select

Number of subjects selected: 3

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie	
106397	Análisis y Evaluació de los Estados Contables	2	3	6	CASTELLANO	SEGON	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	
102375	Auditoria	1	4	6	CASTELLANO	SEGON	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	
102327	Capital Markets	4	4	6	ENGLISH	SECOND	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	☑
102371	Contabilidad Financiera	60	2	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Tue 11:15-13:15	Economia i Empresa	
102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	☑
102450	Demografía y Economía de la Población	1	4	6	CASTELLANO	SEGON	BELLATERRA	Wed 9:00-11:00 & Fri 11:15-13:15	Economia i Empresa	
102380	Derecho Financiero y Tributario	1	4	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Wed 11:15-13:15	Economia i Empresa	
104678	Dirección de Márqueting	60	4	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Tue 11:15-13:15	Economia i Empresa	
102362	Dirección Estratégica II	52	3	6	CASTELLANO	SEGON	BELLATERRA	Mon 18:15-20:15 & Fri 16:00-18:00	Economia i Empresa	
102308	Econometria I	1	2	6	CASTELLANO	SEGON	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	
102308	Econometrics I	8	2	6	ENGLISH	SECOND	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	☑

Once you have selected all your subjects, click the "Select" button.

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION | Exit

English Spanish Catalan All languages
Select

Number of subjects selected: 3

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie
106397	Análisis y Evaluació de los Estados Contables	2	3	6	CASTELLANO	SEGON	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa

Your selection will be displayed in a table above, confirming your admission to the chosen subjects. If error occurs, you can mark the subject and click "Delete".

	SELECTED COURSES						Print		Delete		
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie	
102308	Econometrics I	8	2	6	ENGLISH	SECOND	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	○
102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	○
102327	Capital Markets	4	4	6	ENGLISH	SECOND	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	○

3. Print or download the generated document

Finally, click the "Print" button to obtain the document confirming your subjects. Be sure to save it, as it may be required during your stay.

	SELECTED COURSES						Print		Delete	
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie	
102308	Econometrics I	8	2	6	ENGLISH	SECOND	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	○
102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	○
102327	Capital Markets	4	4	6	ENGLISH	SECOND	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	○

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PROGRAMES D'INTERCANVI / EXCHANGE PROGRAMMS
ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS
FORMULARI DE MATRÍCULA / REGISTRATION FORM
FACULTAT D'ECONOMIA I EMPRESA

Surname. Name: Debbie Harrv

Additional documentation: 000000000

NIA:

E-mail address: dh@example.com

University Country: Ireland

University Name: DUBLIN CITY UNIVERSITY

Academic Year : 2023/2024

APPOINTMENT FOR REGISTRATION: 2025-11-14 23:59:00

SELECTED COURSES Facultat d'Economia i Empresa

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable
102308	Econometrics I	8	2	6	ENGLISH	SECOND	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15
102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00
102327	Capital Markets	4	4	6	ENGLISH	SECOND	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00

COURSES FORM OTHER FACULTIES

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie

Code	Group	Name	Semester	ECTS

Student Signature

Confirmation

Universitat Autònoma de Barcelona
Campus de Bellaterra
Facultat d'Economia i Empresa
Oficina d'Intercanvis
(Students Exchange Office)

Date: 2025-11-24

For more information about the general enrolment process, refer to the academic guide on your faculty's website

OPTION 2. COURSE SELECTION FROM OTHER FACULTIES

This application is only available for selecting subjects taught by the following faculties:

- FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
- FACULTY OF COMMUNICATION STUDIES
- FACULTY OF ECONOMICS AND BUSINESS STUDIES
- FACULTY OF ARTS AND HUMANITIES
- FACULTY OF PSYCHOLOGY
- FACULTY OF TRANSLATION AND INTERPRETING

If you do not wish to take any subjects from these centers, you do not need to access this application. Your center will provide guidance on how to proceed.

ACCESSING THE APPLICATION

1. Visit https://apps2.uab.cat/enrollment/, and log in using your student number (NIU) in the format NIU@uab.cat, along with the password you received when applying for admission to UAB. If you have forgotten your password, you can generate a new one on the UAB password management page.

2. It will ask for a phone number to receive an access code, which you will need to provide in order to complete your identification.

3. You can also select your preferred language.
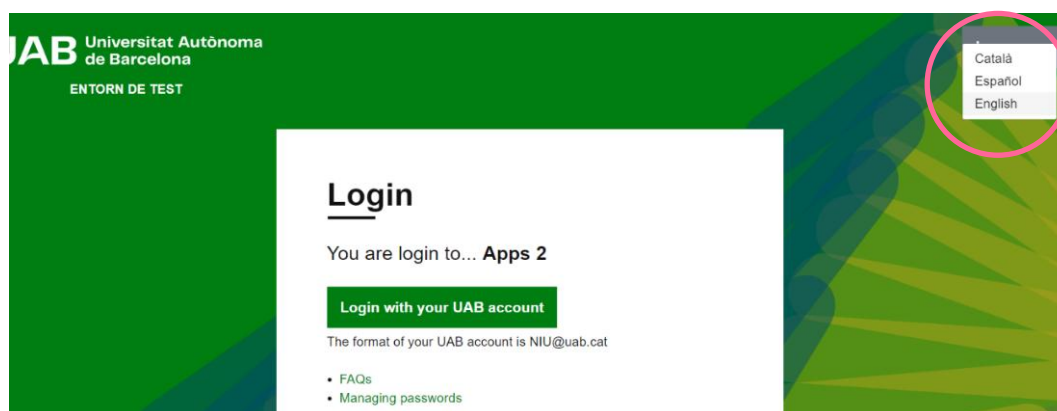
WHEN YOU CAN CONNECT TO THE SYSTEM

There will be a limited connection period, which your center will have informed you about. In any case, you will not be authorized to make any selections until you have arrived at the UAB.

STEPS TO FOLLOW

You must complete the following steps according to the periods indicated:

1. Upload the required documents.
2. Select subjects specific to your center.
3. Print or download the generated document.

1. Upload of the required documents

Upload the documentation required by the relevant faculty to the system within the specified deadline (e.g., B1 Spanish/B2 English…). On the previous page, you will find the websites and requirements of each faculty.

Files must be in PDF format and must not exceed 1 MB each. The following screen shows the area where you must upload them

Once your documents have been validated, you can proceed with the subject selection. From this moment on, there will be no possibility to upload any new documents or modify existing ones.

2. Selection of courses

Keep in mind that you can only select and enroll in subjects that have available slots at the time you connect, regardless of the offer published on the website.

Choose courses according to the language you are interested in, as not all subjects are taught in every language.

You can consult the program for each subject by selecting the subject code, unless your center has provided a different link.

Choose subjects based on the language and schedule that interest you (in some cases, different options may be available) and check the corresponding box in the selection column.

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APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION										Exit
				English Spanish Catalan All languages						
				Select					Number of subjects selected: 3	
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie	
106397	Análisis y Evaluació de los Estados Contables	2	3	6	CASTELLANO	SEGON	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	
102375	Auditoria	1	4	6	CASTELLANO	SEGON	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	
102327	Capital Markets	4	4	6	ENGLISH	SECOND	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	☑
102371	Contabilidad Financiera	60	2	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Tue 11:15-13:15	Economia i Empresa	
102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	☑
102450	Demografia y Economía de la Población	1	4	6	CASTELLANO	SEGON	BELLATERRA	Wed 9:00-11:00 & Fri 11:15-13:15	Economia i Empresa	
102380	Derecho Financiero y Tributario	1	4	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Wed 11:15-13:15	Economia i Empresa	
104678	Dirección de Màrqueting	60	4	6	CASTELLANO	SEGON	BELLATERRA	Mon 9:00-11:00 & Tue 11:15-13:15	Economia i Empresa	
102362	Dirección Estratégica II	52	3	6	CASTELLANO	SEGON	BELLATERRA	Mon 18:15-20:15 & Fri 16:00-18:00	Economia i Empresa	
102308	Econometria I	1	2	6	CASTELLANO	SEGON	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	
102308	Econometrics I	8	2	6	ENGLISH	SECOND	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	☑

Once you have selected all your subjects, click the "select" button.

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION									Exit
				Catalan All languages					
				Select				Number of subjects selected: 3	
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie
106397	Análisis y Evaluació de los Estados Contables	2	3	6	CASTELLANO	SEGON	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa

Your selection will be displayed in a table above, confirming your admission to the chosen subjects. In an error occurs, you can mark the subject and click 'Delete'.

SELECTED COURSES							Print		Delete		
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie	
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102327	Capital Markets	4	4	6	ENGLISH	SECOND	BELLATERRA	Tue 11:15-13:15 & Thu 9:00-11:00	Economia i Empresa	○

3. Print or download the generated document

Finally, click the "Print" button to obtain the document confirming your subjects. Be sure to save it, as it may be required during your stay.

SELECTED COURSES							Print		Delete	
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie	
102308	Econometrics I	8	2	6	ENGLISH	SECOND	BELLATERRA	Tue 9:00-11:00 & Thu 11:15-13:15	Economia i Empresa	○
102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00	Economia i Empresa	○
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FACULTAT D´ECONOMIA I EMPRESA

Surname. Name: Debbie Harrv

Additional documentation: 000000000

NIA:

E-mail address: dh@example.com

University Country: Ireland

University Name: DUBLIN CITY UNIVERSITY

Academic Year : 2023/2024

APPOINTMENT FOR REGISTRATION: 2025-11-14 23:59:00

SELECTED COURSES Facultat d´Economia i Empresa

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable
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102315	Contemporary Economic History	8	3	6	ENGLISH	SECOND	BELLATERRA	Mon 11:15-13:15 & Fri 9:00-11:00
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COURSES FORM OTHER FACULTIES

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie

Code	Group	Name	Semester	ECTS

Student Signature

Date: 2025-11-24

Confirmation

Universitat Autònoma de Barcelona
Campus de Bellaterra

Facultat d'Economia i Empresa
Oficina d'Intercanvis
(Students Exchange Office)

Document sense validessa a efectes de matricula