

INFORMATION ABOUT THE CHANGES OF THE ORIGINAL PREENROLMENT FOR INCOMING EXCHANGE STUDENTS 2023/2024

PERIOD TO CHANGE YOUR PREENROLMENT: from 7th to 13th September 2023

If you are interested in changing your original enrolment in the Faculty of Translation and Interpreting, you must consider that:

- You can drop subjects previously enrolled, and you can add new subjects. These subjects can belong to the Faculty of Translation and Interpreting or to other faculties of the Campus.
 - In case that the subjects belong to the **Faculty of Translation and Interpreting or any other faculty of the campus which don't use the pre-enrolment application**, you must fill in the "FTI Enrollment Modification E-form" **from 14th to 29th September 2023**.
 - **E-form link:** **accessible in our website next week.**
 - In case that these subjects belong to **Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities (Faculty of Philosophy and Letters), Faculty of Psychology and Faculty of Communication**, you have must have made a pre-enrolment **from 21st to 25th September 2023** using the pre- enrolment application:
[Access to the pre-enrolment application](#)
If you wish to attend subjects offered by the Faculty of Economics and Business and the Faculty of Political Sciences and Sociology, you will have to upload a certificate stating your level of Spanish and English. To check the level required, please see the pre-enrolment application instructions.
 - Once you have made your selection, print the document generated by the application to show that you have been accepted in the subject. Afterwards, you must send the document generated by the pre-enrolment application to Intercanvis.fti@uab.cat and fill in the "FTI Enrollment Modification E-form" **before 29th September 2023**.
- You can hand in a maximum of THREE change of enrolment forms.
- Before handing in the form, you must be sure about the changes you are asking.

E-FORM PROCEDURE

1. Log in the E-Form through this [link](#).
2. Fill it with the following information:
 - Personal data
 - Code, name and group of the subjects that you want to drop and/or add.
 - Explain the reasons of these changes.
 - Write the date and sign the form.
 - In case you are asking to add a subject of the Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities and Faculty of Psychology, you have to attach the document generated by the application, which proves that you have pre-enrolled the subjects.
3. Come to the Academic Office to hand over the document generated by the application, which provides that you are pre-enrolled in those subjects.

RESOLUTION

From 29th September 2023 on, the Gestió Acadèmica of Translation and Interpreting takes a few days to check the changes you have asked for.

Once the petition has been checked:

- If all the changes have been accepted, the Gestió Acadèmica of Translation and Interpreting will change your enrolment. Immediately, the Gestió Acadèmica of Translation and Interpreting will send you the copy of the new enrolment to your e-mail.
- If some of the changes cannot be made (or only some can be made), the Gestió Acadèmica of Translation and Interpreting will send an electronic notification to your e-mail. You must access this notification to see which changes have been made in your enrolment.

Please remind that, any time you wish, you can check the state of the subjects enrolled in the UAB entering your transcript of records:

<https://sia.uab.es/> > Access your academic record (English version)

or

<https://sia.uab.es/> > Consulta del expediente académico y de calificaciones (Spanish version)