

**Enrolment**

**UB PERMANENT EDUCATION COURSES**

**Academic year 2025-2026**

**ENROLMENT PROCEDURE**

The enrolment procedure for UB-specific postgraduate programmes and university extension courses is completed at the Secretary's Office for Students and Teaching Staff of the coordinating faculty or school. Applicants must submit the completed enrolment form along with all required supporting documentation.

For detailed information about the coordinating faculty or university school, as well as pre-enrolment and enrolment procedures, please refer to [the individual course guides](#).

The enrolment pack includes the enrolment form, which is also available for download from the website.

Please read these instructions carefully before completing the enrolment form.

**Instructions for Completing the Enrolment Form**

**Personal Details**

- Please complete all fields in capital letters.

**Insurance**

- Indicate whether you wish to take out the standard academic insurance policy. If you choose not to do so, you must sign the corresponding waiver. Please note that in this case, you will not be covered in the event of an accident, injury or illness. Some courses may require mandatory insurance coverage.

**UB Solidarity Foundation**

- If you wish to contribute to the cooperation and aid activities of the UB Solidarity Foundation, please check the corresponding box on the enrolment form.

**Academic details**

- These will be filled out by the course secretary.

## DOCUMENTS TO BE SUBMITTED WITH THE ENROLMENT FORM

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Please submit the following documents:

- DNI, Passport or National ID card (for EU citizens).
- Degree/Diploma Certificate used for admission or the corresponding provisional certificate.
- **For students with foreign degrees** that have not been validated by the Spanish Ministry of Science, Innovation, and Universities, specific authorization from the rector, or their appointed representative, is required for admission. The authorization, issued in writing by the rector, should be submitted along with the degree certificate or provisional certificate.

If you require this authorization, please contact the course coordinator, who will assist with your request.

If your degree has already been validated by the Ministry of Science, Innovation and Universities, please submit the original document along with the enrolment form.

For more information on accessing postgraduate study with foreign degrees, consult the [university website](#).

## ENROLMENT FEE

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The enrolment fee covers tuition and other academic services:

- Tuition Fee: the tuition fees for UB-specific master's degrees and postgraduate courses are set by the Board of Trustees. Fees for each course are listed in the specific information.
- Specific Services and Learning Support include:
  - Maintenance of the Virtual Campus.
  - Internet access and the UB network on all campuses and at all UB sites (from workstations and via Wi-Fi).
  - Commercial and open-access teaching software.
  - Full text teaching materials in electronic format.
  - Assignment of an institutional email account (ub.edu) and 1 TB in OneDrive with free Office 365.
- Voluntary Insurance Policy.
- UB Solidarity Foundation Donation.

"UB Alumni" members are entitled to a 10% reduction in the enrolment fees, up to a maximum of 200 € per enrolment and academic year. To take advantage of this benefit, you must be registered for the Alumni UB Premium membership at the time of enrolment and present the membership certificate issued by Alumni UB.

For further information, please visit [alumni.ub.edu](http://alumni.ub.edu) or contact Alumni UB by email at [alumniub@ub.edu](mailto:alumniub@ub.edu) or by phone at 934 020 222.

## PAYMENT

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The enrolment fee must be paid in full at one of the UB's partner banks, using the details provided on the payment slip received from the course secretary.

The UB has agreements with the following banks:

- CaixaBank
- BBVA
- Banco de Santander

The available payment options are:

- Payment at ATMs (using CPR payment code or barcode) at the offices of a collaborating bank.
- Payment via electronic banking:
  - [CaixaBank](#) (this portal also permits non-account holders to make credit/debit-card payments).
  - [BBVA](#).
  - [Banco Santander](#).

Make sure to keep copies of all payment receipts, or ensure that you can obtain them from the bank where the payment was made.

For information on financing options with UB's banking partners, please visit the [university website](#).

## GRANTS AND FINANCIAL AID

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As these are UB-specific courses, most public funding options are not available. However, prospective students should consult the information on [grants and financial aid](#) (Catalan version only) for UB postgraduate courses.

Additionally, information on grants and financial aid offered for specific postgraduate courses or by external companies and institutions to cover enrolment fees or specific services can be obtained from the course coordinators.

## VOLUNTARY INSURANCE POLICIES

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The University of Barcelona offers optional accident insurance coverage for students. Students who opt for the policy will be covered in case of an accident on university premises or at companies/institutions where they are carrying out a placement (as long as there is no professional relationship between the student and

the company/institution).

The policy covers:

- Medical assistance in the event of an accident.
- Total permanent disability.
- Partial permanent disability.
- Death.
- Other circumstances (such as loss of classes, parental death, etc.).
- Coverage for travel abroad.

**Additional details regarding the policy benefits are available on the [UB website](#) (Catalan version only).**

Insurance coverage can be arranged at the Secretary's Office for Students and Teaching Staff after completing the enrolment procedure. Certain programs may require additional insurance coverage.

Students who choose not to take out the policy at the time of enrolment may do so at a later date via the [website](#), which gives detailed information on the coverage offered and other available policies.

#### **ADDITIONAL INFORMATION**

Ferrer & Ojeda  
Tamarit, 155-159  
08015 Barcelona  
Tel: 93 444 54 99  
E-mail: [ub@ferrerojeda.com](mailto:ub@ferrerojeda.com)

## **UB SPORTS**

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Students wishing to subscribe to UB Sports can obtain further information at:

UB Sports  
Av. Diagonal, 695-701  
08028 Barcelona  
Tel.: +34 934 039 370  
[www.ub.edu/esports](http://www.ub.edu/esports)

## ENROLMENT INFORMATION IN CATALAN/ENROLMENT INFORMATION IN SPANISH

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This information can be consulted in Catalan at the following website:

- Enrolment Instructions (Catalan): [ub.edu/acad/postgrau/matricula/dossier.pdf](http://ub.edu/acad/postgrau/matricula/dossier.pdf)
- Enrolment Form (Catalan): [ub.edu/acad/postgrau/matricula/impres.pdf](http://ub.edu/acad/postgrau/matricula/impres.pdf)

This information can be consulted in Spanish at the following website:

- Enrolment Instructions (Spanish): [ub.edu/acad/postgrau/matricula/dossier\\_es.pdf](http://ub.edu/acad/postgrau/matricula/dossier_es.pdf)
- Enrolment Form (Spanish): [ub.edu/acad/postgrau/matricula/impreso.pdf](http://ub.edu/acad/postgrau/matricula/impreso.pdf)