

[Instructions to pay the Application Fee for the MSc in Institutions and Political Economy: 2022-23](#)

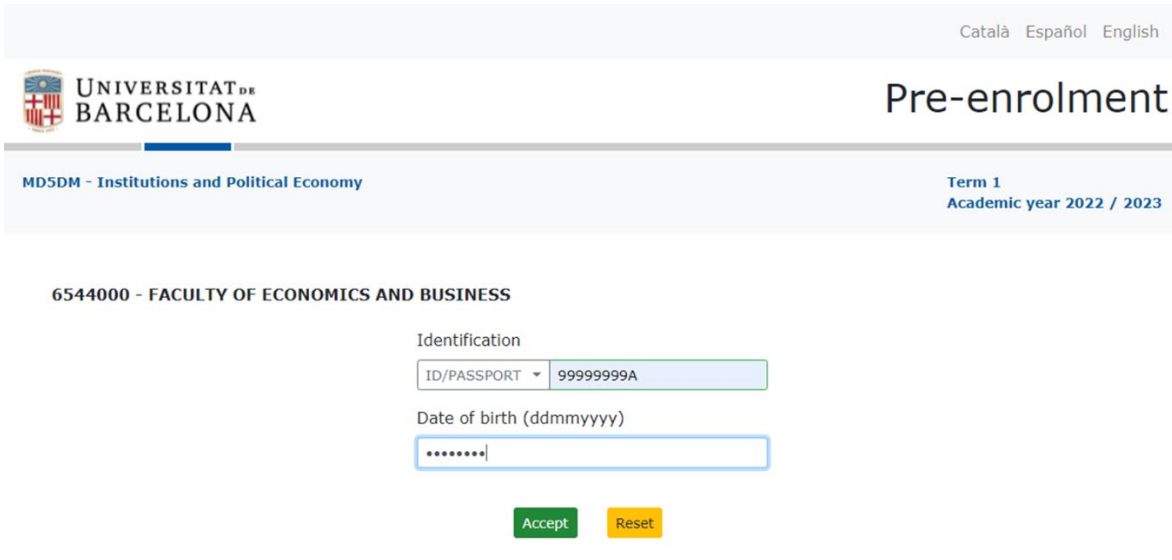
Application to MIPE is conducted through the Master's own [Application Form](#). Additionally, candidates must fill the official Pre-enrolment Form of the University of Barcelona, upload some documents and pay an Application Fee.

This document provides instructions to fill the official Pre-enrolment Form. If you have any doubts about the application process, you can contact us at master.mipe@ub.edu.

1. Register/enter ID and date of birth

The Pre-enrolment Form is [here](#). Select English in the top-right corner to change the language.

In the first screen, the candidate needs to introduce her ID/Passport number (all alphanumerical combinations are accepted) and her date of birth. **These two fields will allow the candidate to access her application in the future.**



The screenshot shows the 'Pre-enrolment' form for the 'MD5DM - Institutions and Political Economy' program, Term 1, Academic year 2022 / 2023. The form is for the Faculty of Economics and Business (6544000). It includes a language selector (Català, Español, English) and the University of Barcelona logo. The form fields are: 'Identification' (ID/PASSPORT dropdown with value 99999999A) and 'Date of birth (ddmmyyyy)' (text input with masked characters). There are 'Accept' and 'Reset' buttons at the bottom.


2. Personal and academic information

After accepting the privacy policy, the candidate has to introduce her personal and academic information. Once the information is introduced, the candidate can review and confirm it in the next screen.

In the education section, the available degrees are listed in Catalan only, so if the candidate cannot find one that fits her degree she must select “Altres estudis” and write it down in the box below (*Degree name*). In *Completed studies*, if the degree is completed, select *Whole study*; otherwise, select *Not completed*.

Previous studies outside the UB	
Awarded degree (*):	Altres estudis ▼ <small>(if your degree is not included in the drop list above, select 'ALTRES' and fill the next text box with its name.)</small>
Degree name:	BACHELOR'S DEGREE IN POLITICAL SCIENCE
Country where degree was coursed:	SPAIN ▼
Spanish University:	BARCELONA ▼
Name of the foreign University:	
Centre, Faculty, College:	FACULTAD DE DERECHO
Average mark (between 1 and 10):	8,5
Completed studies:	<input type="radio"/> First Cycle <input checked="" type="radio"/> Whole study <input type="radio"/> Not completed

Finally, in *Other data*, full-time MIPE students will need to register in 60 credits per year. Once the candidate confirms that her data is correct, the application is already in the system (see the image below).



UNIVERSITAT DE
BARCELONA

Pre-enrolment

MDSDM - Institutions and Political Economy

Term 1
Academic year 2022 / 2023

6544000 - FACULTY OF ECONOMICS AND BUSINESS

IdCard number:99999998A
Family Name 1:GARCIA
Family Name 2:FUENTE
First Name:XABIER

The effectiveness of this registration is conditional on payment.

In brief you will receive an email message with a short description of your request.

Receipt request: 📄

Receipt registry entry UB: 📄

[Upload documentation](#)

[Payment by receipt](#)

[Pay with credit card](#)

There are two steps left to complete the pre-enrolment: uploading the required documents and paying the application fee. These tasks can be done in any order.

3. Upload the required documentation

The documentation to upload is as follows:

- Copy of passport / national ID.
- Academic transcript of records (provisional if the candidate has still not finished her degree).
- Bachelor degree certificate (only if the candidate has finished her Bachelor degree).

The candidate does not need to upload all the documents in one session: the documentation is kept in the Pre-enrolment Form and the candidate can add or update documents following the same procedure.



The screenshot shows the University of Barcelona pre-enrolment form for the course "MD5DM - Institutions and Political Economy". It features a section titled "List of documents to be submitted" with a maximum size of 6MB. The form includes three rows for document uploads: "DNI/Passport" with a file named "DNI Xavier Garcia Fuente.pdf" (321KB) and a "Browse" button; "Bachelor degree certificate" with an empty input field and a "Browse" button; and "Transcript of records" with a file named "Xabier Garcia Fuente - Exped" (2.82 MB) and a "Browse" button. A "Continue" button is located at the bottom left of the form area.

Once documents are submitted, the candidate is “kicked-out” of the session. To continue with the application, the candidate can re-enter by typing the code she will have received in a confirmation e-mail, and then selecting “Request summary” in the following screen. Alternatively, the candidate can access the Pre-enrolment Form as described in the first section of this guide.

Allows you to query information about requests made over the Internet.

Login as reference number

Reference number: [Accept](#)[Reset](#)

Login as NIUB

NIUB(*) Date of birth (ddmmyyyy)(*) [Accept](#)[Reset](#)

Previous studies outside the UB

Awarded degree:	BACHELOR'S DEGREE IN POLITICAL SCIENCE
University country:	SPAIN
University:	BARCELONA
Centre, Faculty, College:	FACULTAD DE DERECHO
Average mark (between 1 and 10):	8.5
Completed studies:	Whole study

Economic information

Amount of registration:	30.21 €
Payment by receipt	Pay with credit card

The effectiveness of this registration is conditional on payment.

Documentation

1.DNI/Passport - DNI Xabier Garcia Fuente.pdf	See document
3.Transcript of records - Xabier García Fuente - Expedientes académicos.pdf	See document
Upload documentation	

[Back](#)

4. Pay the application fee

The effectiveness of the application is conditional on the payment of the application fee (30.21 €) established by the regulation on postgraduate studies in Catalunya.

The payment of the application fee can be carried out from either of the summary screens portrayed at the end of sections 2 and 3 of this guide, by selecting *Pay with credit card*. This will take the candidate to a payment gateway that accepts the great majority of credit cards (see the image below).

The screenshot shows the Comercia Global Payments payment gateway interface. At the top, there is a logo for Comercia Global Payments and a language selection dropdown set to English. Below this is a progress bar with four steps: 1. Choose payment method, 2. Checking authentication, 3. Authenticating card, and 4. Transaction result. The main content area is divided into two sections. On the left, under 'Payment details', there is a table with the following information:

Amount	30,21 €
Merchant	UB (ESPAÑA)
Terminal	343341681-2
Order	202210000204
Date	26/01/2022 10:56
Product description	UB Postgrades preregistering

Below the table are logos for VISA and Mastercard ID Check. On the right, under 'Payment by Card', there are input fields for Card Number, Expiry Date (mm yy), and CVV. There are 'Cancel' and 'Accept' buttons. Below this is a section for 'Payment by UnionPay Card'. At the bottom of the page, it says 'Powered by Redsys' and 'Redsys Servicios de Procesamiento. SL - All rights reserved.'