

Instructions to pay the Application Fee for the MSc in Institutions and Political Economy

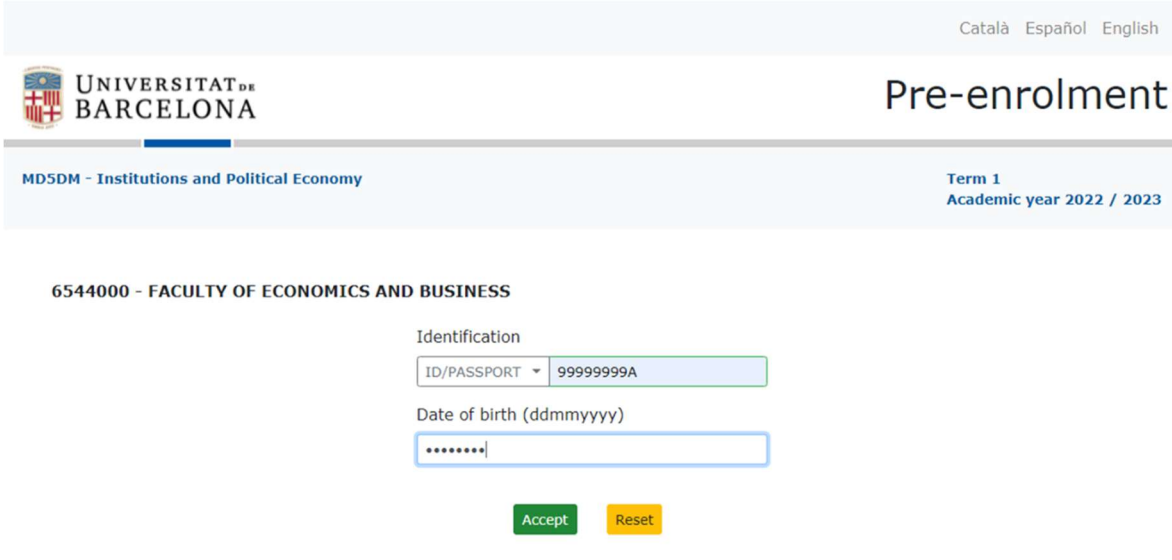
Application to MIPE is conducted through the Master's own [Application Form](#). Additionally, candidates must fill the official Pre-enrolment Form of the University of Barcelona, upload some documents and pay an Application Fee.

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 University of Barcelona. At the top right, there are language options: 'Català', 'Español', and 'English'. The University of Barcelona logo and name are on the left. The course is 'MD5DM - Institutions and Political Economy' for 'Term 1 Academic year 2022 / 2023'. Below this, it says '6544000 - FACULTY OF ECONOMICS AND BUSINESS'. The 'Identification' section has a dropdown menu set to 'ID/PASSPORT' with the value '99999999A' entered. The 'Date of birth (ddmmyyyy)' field is empty, showing a masked input with seven dots. At the bottom are 'Accept' and 'Reset' buttons.


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 must register 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


MD5DM - 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

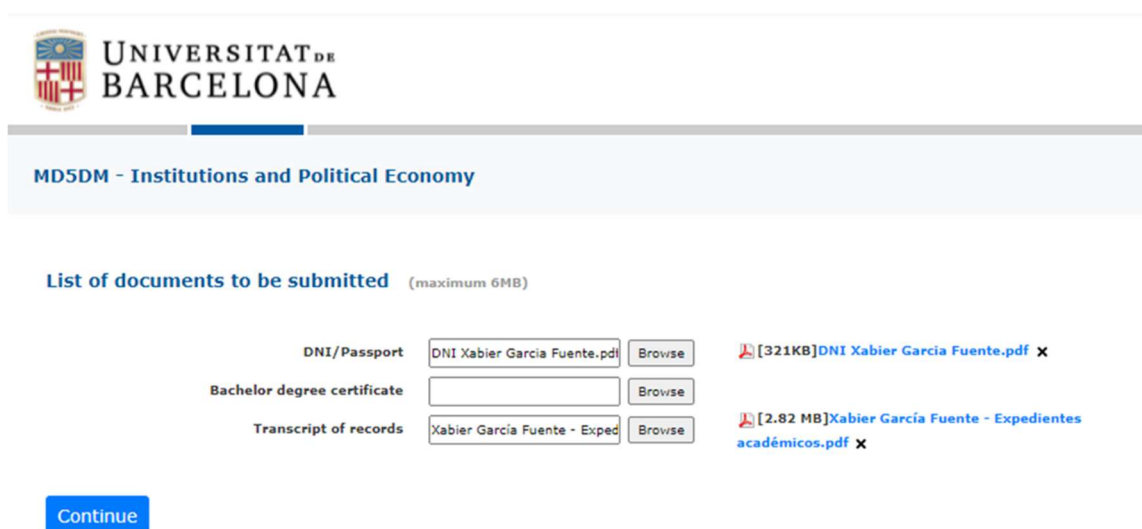
There are two steps left to complete the pre-enrolment: uploading the required documents and paying the application fee. These tasks can be done in any order.

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's degree certificate (only if the candidate has finished her Bachelor's 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 pre-enrolment form for the Universitat de Barcelona. At the top is the university's logo and name. Below it, the course 'MD5DM - Institutions and Political Economy' is listed. A section titled 'List of documents to be submitted (maximum 6MB)' contains three rows of upload fields. The first row is for 'DNI/Passport' with a file named 'DNI Xabier Garcia Fuente.pdf' (321KB) already uploaded. The second row is for 'Bachelor degree certificate' with an empty field. The third row is for 'Transcript of records' with a file named 'Xabier Garcia Fuente - Expedientes académicos.pdf' (2.82 MB) already uploaded. A 'Continue' button is located at the bottom left of the form area.

Document Type	File Name	Size	Status
DNI/Passport	DNI Xabier Garcia Fuente.pdf	321KB	Uploaded
Bachelor degree certificate			Pending
Transcript of records	Xabier Garcia Fuente - Expedientes académicos.pdf	2.82 MB	Uploaded

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).

If you have any trouble accessing the payment gateway, please try the following:

1* Select the option on the left ("Payment by receipt").

2* Afterwards, select the Caixabank option that allows card payments for non-clients.

The screenshot displays the Comercia Global Payments payment gateway. At the top, there is a logo and a language selector set to 'English'. Below this is a four-step progress bar: 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', a table lists transaction information: Amount (30,21 €), Merchant (UB (ESPAÑA)), Terminal (343341681-2), Order (202210000204), Date (26/01/2022 10:56), and Product description (UB Postgrades preregistering). On the right, the 'Payment by Card' section shows input fields for Card Number, Expiry Date (mm/yy), and CVV, with 'Cancel' and 'Accept' buttons. Below this, a 'Payment by UnionPay Card' option is visible. The footer indicates the gateway is powered by Redsys.

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

Payment by Card VISA Mastercard UnionPay

Card Number
Expiry Date
CVV

Cancel Accept

Payment by UnionPay Card

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