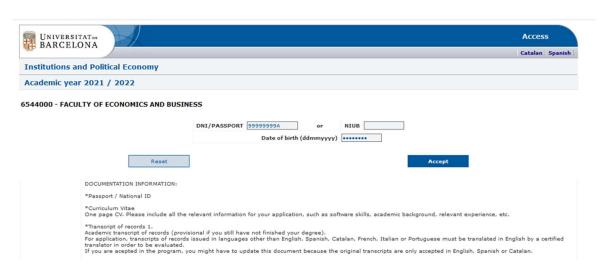
# <u>Application to the Master in Institutions and Political Economy</u> **2021-22:** A short guide

Application to MIPE is conducted through the official Pre-enrolment Form of University of Barcelona for all its postgraduate programs. If you have any doubts about the application process can contact us at <a href="mailto:master.mipe@ub.edu">master.mipe@ub.edu</a>.

## 1. Register/enter ID and date of birth

The Pre-enrolment Form for MIPE can be found <a href="here">here</a> (by clicking in the orange box).

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



#### 2. Personal and academic information

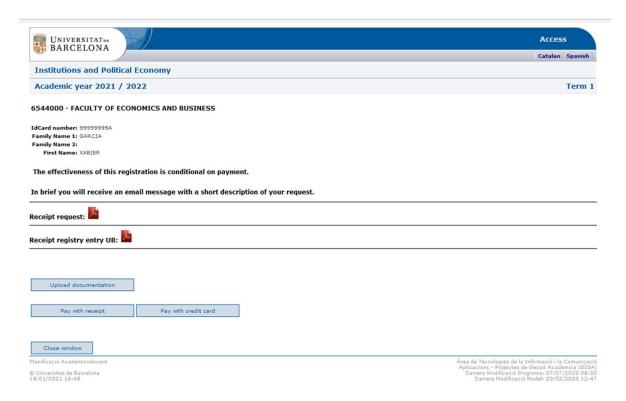
After accepting the privacy policy, the applicant has to introduce her personal and academic information. Once the information is introduced, the applicant can review and confirm it in the next screen.

In the education section, the available degrees are listed in Catalan only, so if the applicant cannot find one that fits her degree she must select "ALTRES" 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*.

In Other data, MIPE students will need to register in 60 credits/year.

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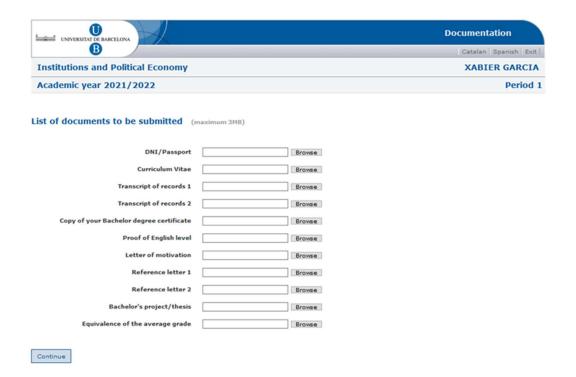
Once the applicant confirms that her data is correct, the application is already in the system (see the image below).



There are two steps left for the application to be complete and sent to MIPE's Admissions Committee: (i) uploading the required documents, and (ii) paying the application fee.

# 3. Upload the required documentation

In the screen to upload documentation there are 11 windows, but they are not all compulsory. It is not necessary to upload documents in all the available fields for the application to be valid.

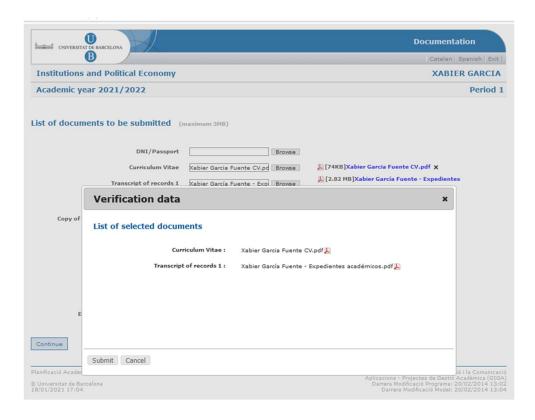


The documentation to upload is as follows (\* means the document is compulsory for evaluating the application):

- Copy of passport / national ID (\*).
- Curriculum Vitae (\*). A one-page CV that includes all the relevant information for the application, such as software skills, academic background, relevant experience, etc.
- Transcript of records 1 (\*). Academic transcript of records (provisional if the applicant has still not finished her degree).
  - In the application process, MIPE's Admissions Committee accepts transcripts of records issued in English, Spanish, Catalan, French, Italian and Portuguese. If it is not in one of these languages, that applicant can translate it to English.
  - Afterwards, at enrolment, only official transcripts in English,
     Spanish or Catalan are accepted, so if the applicant is admitted to
     MIPE she might need to have the transcript translated to Spanish
     by a certified translator.
- Transcript of records 2. *Optional*. Academic transcripts of records from other degrees.

- Copy of Bachelor degree certificate. *It must be attached only if/when the applicant has finished her Bachelor degree.*
- Proof of English level. Applicants are exempt from providing an English certificate if they are native speakers or hold a university degree taught in English.
- Letter of motivation (\*). Description of the applicant's background, motivation to pursue the MIPE, academic interests, research and teaching experience, professional goals, etc. Maximum length: 2-3 pages.
- Reference letter 1 (\*). A letter from a scholar in support of the application
- Reference letter 2. *Optional*.
- Bachelor's project/thesis. Optional. If the applicant is currently working on her Bachelor's project -or if it is not in English, Spanish, Catalan, French, Italian or Portuguese- she can upload an extended English abstract.
- Equivalence of the average grade. *Optional*. Applicants with previous studies outside of Spain can provide this document following the instructions <a href="here">here</a>.

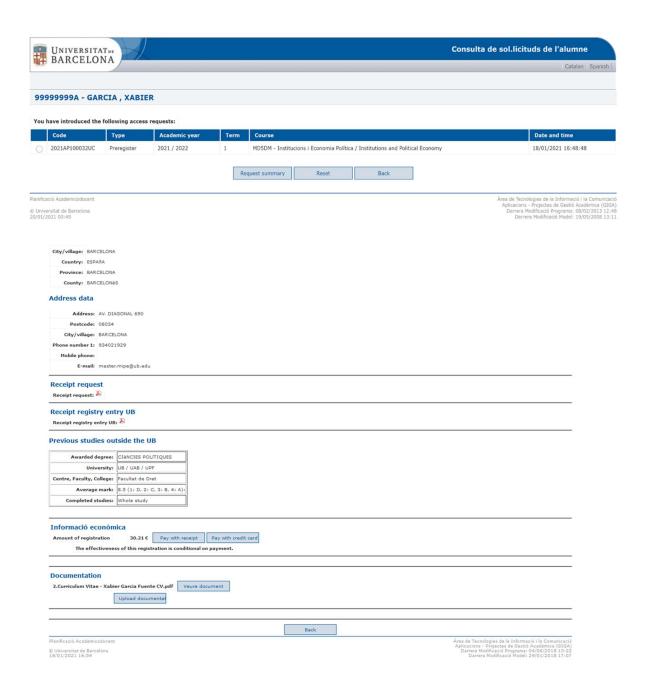
The applicant does not need to upload all the documents in one session: the documentation is kept in the Pre-enrolment Form and the applicant can add or update documents following the same procedure.



After selecting the documents, the applicant must submit them to be saved in her application.

Once documents are submitted, the applicant is "kicked-out" of the session. To continue with the application, the applicant can reintroduce her passport/ID number and birth date and then choose *Request summary* (see the images below). Alternatively, the applicant can re-enter the Pre-enrolment Form as described in the first section of this guide.





## 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 applicant to a payment gateway that accepts the great majority of credit cards (see the image below).

