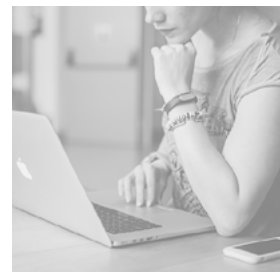
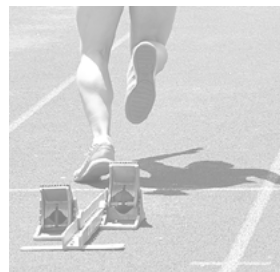
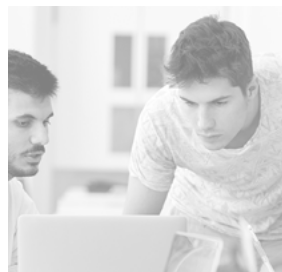


Enrollment Portal

Enrollment Guide

2020-2021 Academic Year



**Universidad
Europea**

Index



Dear student,

The time has come to enroll for next year.

This year, there is a new Enrollment Portal where you can simply and easily complete your enrollment and reserve your spot in the groups and subjects of your choice.

The enrollment procedure this year is different from previous years, so we encourage you to carefully read this manual with all the basics on how to enroll.

Enrollment Portal UEV [here](#).

Enrollment Portal UEC [here](#).

Thank you for entrusting us with your education.

*Vicerrectorado de Estudiantes
Vlce-rector Office for Student Affairs*



What will you need?

Transcript and password to log in to the Enrollment Portal

You can request your password [here](#)
or at Student Affairs (via email by
attaching a scanned copy of your
government-issued ID to
010@universidadeuropea.es).

Valid email address

You'll receive all communications
on the status of your enrollment at
your student email address and any
personal account you have registered
in the system.

Updated information

It is important for you to check that
your personal and contact information
is correct. You can review and modify
your information [here](#).

See the privacy policy at:
[here](#).

Place Reservation

In order to officially enroll you must
have paid the University Place
Reservation fee.



We're here to help

Universidad Europea de Valencia

Chat

For queries about the enrollment process:
[click here](#).

Phone assistance

961043880
Monday to Friday from 9:00 am to 6:00 pm and Saturdays from 9:00 am to 2:00 pm.
July and August: Monday to Friday from 9:00 am to 3:00 pm.

In-person assistance

Due to the current health crisis, in-person assistance is currently not available on any of our campuses.

Academic guidance

You can contact your Academic Coordinator and ask them to help you design your specialization plan.

Universidad Europea de Canarias

Chat

For queries about the enrollment process:
[click here](#).

Phone assistance

922 985 006 - 922 985 021
Monday to Friday from 9:00 am to 6:00 pm.
July and August: Monday to Friday from 9:00 am to 3:00 pm.

In-person assistance

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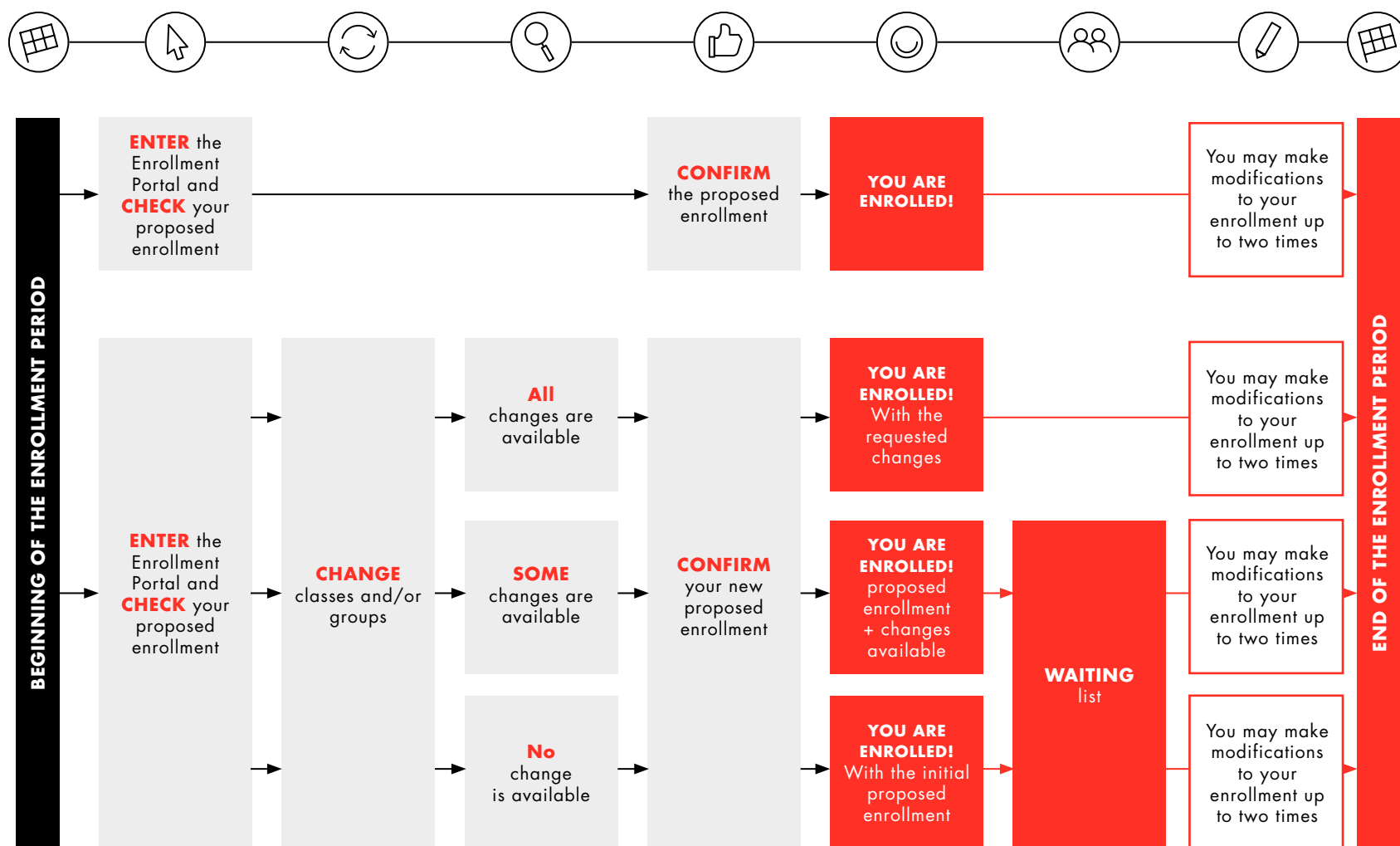
Academic guidance

You can contact your Academic Coordinator and ask them to help you design your specialization plan.

REMEMBER

You can only officially enroll on the ENROLLMENT PORTAL. Enrollment requests received through other channels will NOT be accepted (e.g., via general inquiries or email).

The Keys to Enrollment





The Keys to Enrollment

To begin the enrollment process you need to:

- Be up to date on all payments.
- Have paid the University Place Reservation fee.
- Have received all grades from previous subjects (*).

If you fulfill all of these requirements, five days prior to the start of the enrollment period, we will send you a notification to log in to the Enrollment Portal and take a look at your personalized proposed enrollment, which you may accept or change.

If you do not fulfill one or more of the above-mentioned requirements, you must wait until you've fulfilled them all to log in to the Enrollment Portal and officially enroll for next year.

Once you have officially enrolled, you may make modifications to your enrollment up to two times from the time when you finalized your enrollment until the end of the amendment period.

Your enrollment must comply with the University's general regulations and the specific regulations of your Degree Program. Otherwise, the University reserves the right to cancel or modify it.

In order to start the Academic Year off right, and in the interest of all students, only students who have completed their enrollment will be allowed to enter the classroom.

REMEMBER

The system will always offer the best possible option based on the groups and schedules available at the time.

The sooner you complete your enrollment, the better the groups and schedules you'll have to choose from.

(*) Extraordinarily, as a result of the COVID-19 crisis, you may begin the enrollment process for the 2020-2021 academic year even if you still have a subject pending grading, provided the University has extended the teaching of the ungraded subject beyond the end of the current academic year.



Enrollment Amendments

The amendment period is open throughout the enrollment period and extends a few days into the new academic year. There is another enrollment amendment period for the second semester.

First term

Campus-based bachelor's degrees

July 23 to October 4, 2020.

Online bachelor's degrees

July 23 to October 14, 2020.

Campus-based professional master's degrees

August 1 to October 4, 2020.

Online professional master's degrees

August 1 to October 14, 2020.

Second term (for the second semester)

Campus-based bachelor's and professional master's degrees

January 25 to February 5, 2021.

Online bachelor's and professional master's degrees

February 17 to February 28, 2021.

2020-2021 academic year enrollment amendment periods

Enrollment Amendments

During the enrollment amendment period, you can:

- Withdraw from classes you previously enrolled in.
- Add classes you did not previously enroll in.
- Change the group in which you previously enrolled for a subject.

Once your enrollment is complete, **you can amend it yourself** on the Enrollment Portal **up to two times**.

In each amendment enrollment period you'll be able to request any of the changes you deem necessary, provided the following conditions are fulfilled:

- You previously completed your enrollment and confirmed it on the Student Portal.
- The amendments requested obey the sections of the [Universidad Europea Regulations for Bachelor's and Professional Master's Degrees](#) related to enrollment and the maximum and minimum number of credits required for enrollment.

- The amendments requested fulfill
- all the specific requirements set out in the Bachelor's or Professional Master's Degree Program Report for the degree you are enrolled in.

Any amendments you request will be automatically approved on the Enrollment Portal when the request is made, provided spots are available.

In the event that any of your requests cannot be approved because the group you want is not available, your enrollment will remain complete and you will be put on the wait list for amendments not approved at that time. The Enrollment Portal will make the requested amendment when a spot opens up and allows for the requested change.



If any of the amendments requested could not be carried out before the end of the enrollment amendment period, your enrollment will not include those changes and the initial proposal for those groups/subjects will be maintained.

If you'd like to make changes to something already amended or pending amendment, you'll be able to do so at any time on the Enrollment Portal. **You do not have to wait for the system to approve all the amendments you requested in order to make further changes, provided you do not make more than two amendment requests.**

Enrollment Amendments

REMEMBER

When you log in to the Enrollment Portal for the first time, the system will generate an enrollment proposal for you with the best available options. You may accept it or make changes before completing your enrollment. **These changes are not considered amendments, because your enrollment has not yet been completed.**

Enrollment must be completed in order to request an amendment.

The enrollment proposal generated by the system will be saved for a maximum of seven days from the time it was generated. If the enrollment is not finalized within that period, a new proposal will be generated based on the new groups and schedules available. It may therefore differ from the previously generated enrollment.

If, in an exceptional case, students withdraw from a course after the enrollment amendment deadline, they may have to pay the full course fee.

To enroll, all your payments must be up to date.

Changing the number of ECTS credits in which you are enrolled, either by increasing or decreasing them, entails a change in the amount to be paid. The corresponding adjustment of payments will be paid in full in the bill following the amendment.

More useful information

End of studies

If you would like to request a completion of studies in December, you can do so during the online enrollment process, but keep in mind that you must make the annual payment. If you need to change your payment method, you can request to do so when requesting the December exam period on the Student Portal.

See the criteria and deadlines to request completion of studies in December.

Universidad Europea de Valencia [here](#).
Universidad Europea de Canarias [here](#).



More useful information

Managing Diversity Unit

If you have any specific educational needs, please contact the Managing Diversity Unit (UAD). The Managing Diversity Unit will stand with you throughout your university experience to offer you equality in all learning opportunities.

Curricular languages

Throughout your studies, you will have to take the Language subject or subjects in a language other than that of the degree program (if you Curriculum offers this option). In all degree programs, the Language course will be adapted to the specific needs of each Program.

You will not have to achieve an initial minimum level to enroll in the Language course or courses in a language other than the degree program language.

It is your responsibility to have the language level recommended to enroll in the subject to make the most of it. You can take a self-assessment to confirm your level through these links:

English self-assessment:

[Click here](#)

Spanish self-assessment:

[Click here](#)



EXCEPTIONS

Bachelor's Degree in Dentistry (English).

Students in the Bachelor's Degree in Dentistry (English) at Universidad Europea de Valencia must have a B2 level in Spanish to enroll in the clinical practice subjects.

The University reserves the right to withdraw students from clinical practice subjects if they are found to lack the required level of Spanish to complete them.

More useful information

Extracurricular languages platform

The University offers a free online language learning platform, in addition to the Language subjects in your Curriculum.

Registration on this platform is done outside of the Enrollment Period and replaces the previous extracurricular courses.

The platform has a 24/7 online format, giving you greater flexibility when deciding where and when to continue training in your chosen language.

We give you the opportunity to study some of the 24 languages offered on the online platform. You will be able to choose one of these languages for free, provided the selected language is part of your Degree

Program's Curriculum, and as many other languages as you wish for an additional fee.

Before you choose a language other than the one in your Curriculum, we recommend that you have at least a level B1 in the chosen language of your degree program (English/Spanish).

Once the official enrollment period has ended, you will receive notification indicating what to do to register on the extracurricular languages platform. To access at no extra cost, you must sign up during the registration period we indicate.





More useful information

University Activities

If your Curriculum includes this subject and you'd like to add it to your enrollment, you must have already accumulated a minimum of 4 ECTS credits in extracurricular activities on your transcript. To pass it, you must complete the remaining extracurricular credits in the same academic year as enrollment, until you reach a total of 6 ECTS credits.

Graduation Project

All Bachelor's Degree Programs are completed with a Graduation Project. You will be able to enroll in the Graduation Project course(s) if you have also enrolled in all the credits necessary to complete your degree program.

Scholarships, Grants and Financial Aid

We offer a number of different types of scholarships for you to select the one that best suits your circumstances.

REMEMBER

All of the scholarships and grants awarded by the University are subject to current tax legislation. You can learn more on the website of each of our universities or by contacting our Scholarships and Grants Unit using the [Valencia and Canary Islands](#) email addresses.



Scholarships, Grants and Financial Aid

Official Scholarships (Ministry and Autonomous Communities)

These scholarships can be applied for on the corresponding official websites.

The application deadlines are published in the call for applications.

Before applying, you should check that you meet all the requirements to receive the scholarship.

Scholarship applications and the required documentation for each case will be the sole responsibility of the student, and the University is exempt from any obligation or requirement due to the student's failure to perform the necessary procedures.

Universidad Europea Scholarships and Grants

These include new awards and renewals

Applications are accepted from June 15 to July 16.

Remember, if you are receiving a scholarship that requires you to be enrolled in the full academic year, you may not amend your enrollment in a way that reduces the number of credits you are enrolled in.

If you have done so, the scholarships and grants unit will give you 10 days to amend your enrollment, or the scholarship will be withdrawn, effective from the beginning of the academic year.

REMEMBER

Exceptionally, as a result of the COVID-19 crisis, special scholarship and grant application and awarding conditions have been created for the 2020-2021 school year. You can read the terms and conditions on each university's website.



Scholarships, Grants and Financial Aid

Discounts

You may receive discounts for:

- Academic Performance.
- Sports Grants.
- Simultaneous studies.
- Second enrolled family member.
- Being an alumnus.
- Specific agreements.

If you are entitled to a discount as a result of belonging to a group with whom the University has an agreement, beginning the second year, the University has the right to request accreditation annually, from both the student and the group or institution, confirming that you remain affiliated with said entity and that you continue to meet the requirements for which you were granted said discount.

The deadline to apply for the discount will be within the two months following enrollment. If this does not coincide with the beginning of the academic year of the enrollment, it will be within the first two months of tuition billing for the academic year in which you are currently enrolled. After this time, no discounts will be applied.

How do I pay my tuition?

Tuition payment

Flexible payment

Find out about the different payment options and choose the one that best suits your needs.
Keep in mind that tuition fees are calculated by multiplying the number of credits/ECTS in which the student is enrolled by the price per credit/ECTS corresponding to each degree program.



How do I pay my tuition?

Payment methods

■ Direct debit

You can request direct debit from the bank account of your choice. To do this, you must have a bank account within the SEPA (Single Euro Payment Area) that allows for payments by direct debit. The SEPA includes the member states of the European Union, plus Iceland, Liechtenstein, Monaco, Norway, San Marino, and Switzerland. Universidad Europea de Madrid will debit the account indicated by the student on the 1st day of each month, according to the payment method chosen.

■ Online payment with a credit card

You can use this payment method if you are an international student from outside the SEPA enrolling in an online degree program or if you have chosen the annual payment method and not the direct debit method.

■ Payment with online bank transfer

You can pay the full year by bank transfer on our website.

■ Cash payment

You can download and print the payment order and take it to the corresponding bank to make the payment.

REMEMBER

For the cash payment and online payment options you must go to the [link](#) make a payment section.

How do I pay my tuition?

Payment Methods

■ Annual Payment

A single fee for your entire tuition, with two payment methods to choose from:

- Direct debit from a bank account within the SEPA, or The university will invoice your account on the 1st day of the month in which the term starts.
- Not directly debited payment (Cash, credit card, online bank transfer). Payment must be made:
 - If you completed your enrollment before September 1, you must also make your payment before that date.
 - If you completed your enrollment on or after September 1, you must make your payment within 5 days of completing said enrollment.

■ Monthly payment

Equal monthly payments. Direct debit payment method.

- Payment will be made in equal monthly installments. The number of installments will be calculated according to the start and end date of your tuition. If you enroll in non-consecutive courses, your monthly billing will be processed according to your course load. The university will bill your account on the 1st day of each month of the term.

■ Monthly installments

Equal monthly payments. Possibility to defer your monthly payments until August. Direct debit payment method.

- You must select the direct debit payment method.
- The number of months is calculated from the start of your first course until August.
- This payment method cannot be selected by:
 - Final year students.
 - Undergraduate students on non-continuous courses.
 - Students not enrolled on the second semester.
 - Students enrolled in degree programs with a fixed periodicity.
 - Students not paying by direct debit.

How do I pay my tuition?

Place Reservation Fee

Dates for paying the university place reservation fee

■ July 1

For undergraduate students with credits pending enrollment for the upcoming academic year and whose final course was completed in June.

■ August 1

For all other students and for students who, having been fully enrolled in the previous academic year, did not pass some ECTS credits in the second exam period.

Terminating studies

In the event that you do not wish to continue your studies at the University, you must communicate your decision in writing to Student Services via general inquiries before June 20, in order to avoid being charged the University Place Reservation Fee.

The place reservation fee will not be refunded if you fail to report that you are not continuing or leaving within that term, or if you do so after the established deadline.

REMEMBER

The University Place Reservation Fee applies to all students and must be paid every year by direct debit from your designated bank account.

If you are an international student enrolled in an online degree program and you do not have a bank account in the SEPA, you must make the payment by card or online transfer.

2020-21 Academic calendar

Universidad Europea de Valencia

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[Campus-based studies](#)

Academic calendar
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Universidad Europea de Canarias

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Enrollment Portal

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