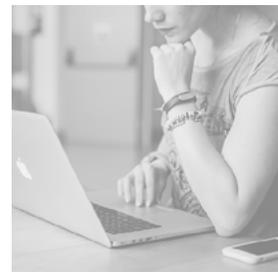
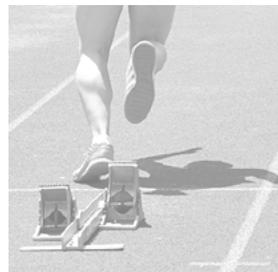


# Enrollment Portal

---

Enrolling for your graduate degree  
2020-2021 academic year



**Universidad  
Europea**

# Index

---

---

---

---

---

---





**Dear student,**

Thank you for entrusting Universidad Europea with your higher education.

In this guide, you'll find all the information you need to formalize your enrollment and take the next step in your educational journey.

Log in to the **Universidad Europea Enrollment Portal** and you'll be able to simply and easily complete your enrollment.

Enrollment Portal UEV [here](#).

Enrollment Portal UEC [here](#).

*Ve más allá.*

*Vicerrectorado de Estudiantes  
Vice-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](mailto: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.

### Admissions

You can contact your Advisor with any  
questions about the enrollment process.

## 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

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.

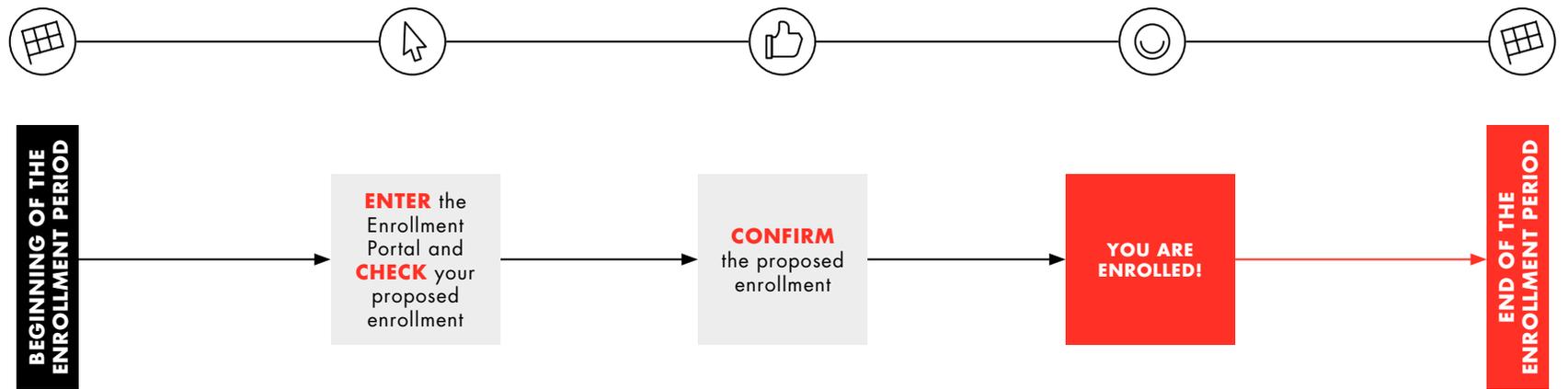
### Admissions

You can contact your Advisor with any  
questions about the enrollment process.

### 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

When you log in to the Enrollment Portal for the first time, you'll see a personalized proposed enrollment. Review it and if it looks good to you, all you need to do is accept it to be enrolled.

Before exiting the Portal, remember to always CONFIRM your enrollment at the end of the process so that it is formalized and you are enrolled. This is when your enrollment confirmation document will be generated.

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

In order to officially enroll you must have paid the University Place Reservation fee and be registered for a Degree Program.

# 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.

## **Extracurricular language courses**

The University offers reinforcement language courses in both English and Spanish. Registration for these courses entails a fee and is separate from your graduate degree enrollment. Contact the Admissions department for more information.



# Discounts and Financial Aid

## Discounts

You may receive discounts for:

- 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, 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.

If direct debit is not an option for you, you can choose from the following options if you are an international student from a country outside the SEPA enrolling in an online degree program or if you have chosen the annual payment method without direct debit.

To make the payment, you'll simply need to log in [here](#), go to the **Make a Payment** section, and select one of the following options:

- **Online payment with a credit card.** Immediate payment.

- **Cash payment.** You can download and print the payment order and take it to the corresponding bank to make the payment. 24 hours after payment.
- **Payment by Online Bank Transfer:** multi-currency payment methods. Usually takes two to five days.

### 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.



# Enrollment Portal

Enrollment Guide ————— 2020-2021 Academic Year