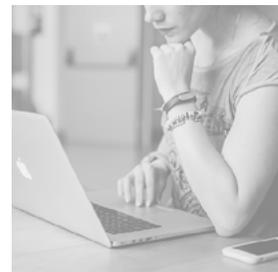
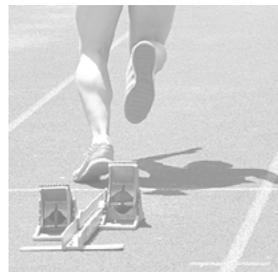
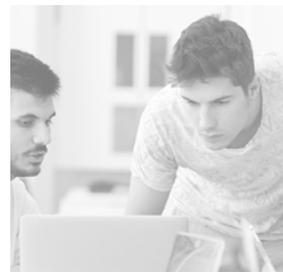


Enrollment Portal

First-time enrollment

Bachelor's and Professional Master's Degrees

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 and reserve your spot in the groups and subjects of your choice.

Enrollment Portal UEV [here](#).
Enrollment Portal UEC [here](#).

Ve más allá.

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



What will you need?

2020-2021 academic year enrollment

July 20 to September 14.

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.

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
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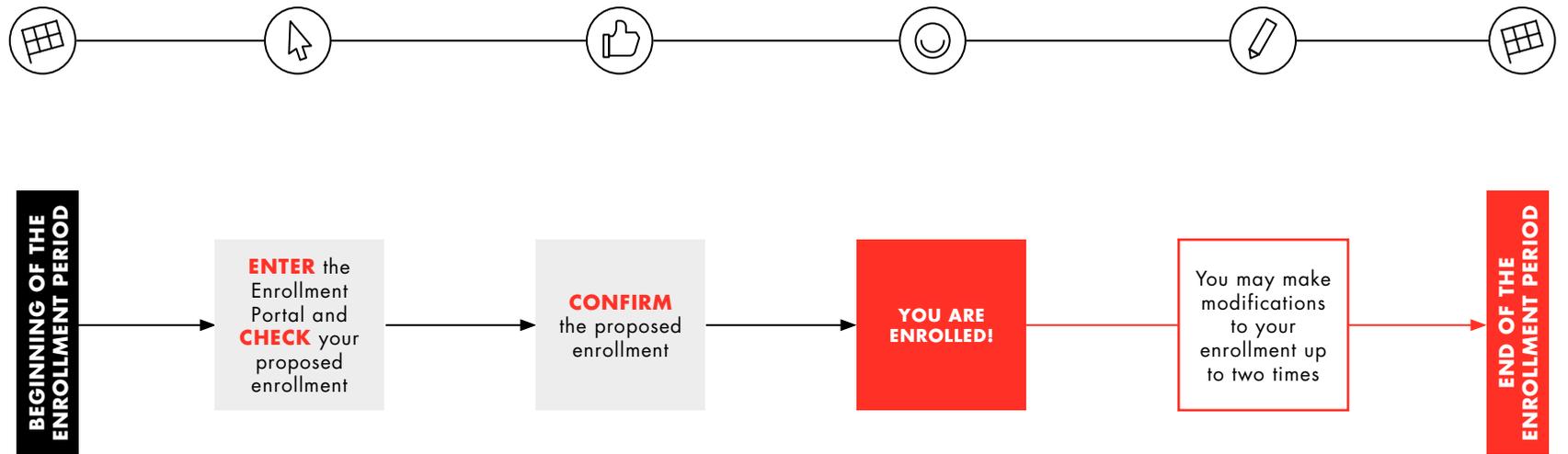
Admissions

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



REMEMBER

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



The Keys to Enrollment

First-Year Students

When you log in to the Enrollment Portal for the first time, you'll need to confirm the details about the Degree Program in which you'd like to enroll. Then, 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.

If you'd like to make a change, you'll be able to add or drop subjects from the initial proposal. Provided spots are available in the requested subjects, the system will approve them automatically.

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

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.

The Keys to Enrollment

(*) Only select the subjects that are shown as recognized on your Credit Recognition/Validation Report.

If you select subjects that have not been recognized in your Report, you cannot enroll in them, they will be not be recognized in your transcript, and you cannot complete your studies until you have enrolled in them and passed them.

If you leave out some of the subjects listed in your Report, the system will require you to enroll in them, and you will have to take and pass a subject that has already been recognized.

Subjects not yet passed that were conditionally recognized should be considered recognized subjects. Please select them on the drop-down list. If you do not pass them at your old university, you can modify your enrollment during the amendment period and enroll in them.

Transfer Students

Before enrolling, you should request [here](#) a Credit Validation and Recognition Analysis from Universidad Europea.

When you log in to the Enrollment Portal for the first time, you'll need to confirm the details about the Degree Program in which you'd like to enroll. Then, you'll see a drop-down list with the subjects in your Curriculum.

Select the subjects recognized in your Credit Validation and Recognition Analysis (*).

The Portal will identify these subjects as recognized and will provide a personalized enrollment proposal with the remaining subjects not recognized upon enrollment.

If you'd like to make a change, you'll be able to add or drop subjects from the initial proposal. Provided

spots are available in the requested subjects, the system will approve them automatically.

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.



Enrollment Amendments

First term

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

September 21
to October 4, 2020.

Online bachelor's and professional master's degrees

October 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.

20/21 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.

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.



Enrollment Amendments

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 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.**

REMEMBER

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.

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

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) – Only for Universidad Europea de Valencia.

Students in the Bachelor's Degree in Dentistry (English) in 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 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 official enrollment.

Contact the Admissions department for more information.





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. The university may open a new application period for new students from September 1 to 20 depending on the budget available each academic year.

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.

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.

2020-21 Academic calendar

Universidad Europea de Valencia

Academic Calendar
2020 / 2021
[Campus-based studies](#)

Academic Calendar
2020 / 2021
[Online studies](#)

Universidad Europea de Canarias

Academic Calendar
2020 / 2021
[Campus-based studies](#)

Academic Calendar
2020 / 2021
[Online studies](#)





Enrollment Portal

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