



MATRICULATION -REGISTRATION- Academic year 2017-2018

GUIDE FOR INTERNATIONAL STUDENTS

“Matriculation” is when you officially register at University and pay your fees (except for Exchange programmes). In order to undertake a programme of study, YOU MUST NECESSARILY FOLLOW THE GUIDELINES BELOW.

After matriculation, you will have full access to all University networked systems and facilities that support your learning. In addition, you have access to the libraries, the University e-mail system and UBU’s student website.

1. Enrolment deadline: 6th to 15th September 2017 (both included)

2. Enrolment form:

Download the enrolment form available at <https://www.ubu.es/servicio-de-relaciones-internacionales/informacion-estudiantes-extranjeros/matricula-estudiantes-extranjeros> and fill it in with the courses of your choice

Forward the document to relin3@ubu.es .

3. Collect your official enrolment form at the International Office:

The International Office staff will notify you when you can collect your enrolment form. You will then have to submit the following documents:

- Copy of the European Health Card or Private medical insurance.

4. Pay the fees at local bank:

Registration for courses at UBU is free of charge for all Erasmus students. This also applies to other international students nominated for student exchange whenever a tuition-waiver program has been agreed upon with their home university.

Visiting Students can make fees payable at one of the following banks:

Caixa/ Caja3/ Banco Santander/ Caja Rural

5. Submit back to the international office proof of payment once it has been duly stamped at the bank.

6. Modification of your registered courses.

International students are allowed to modify their course choice.

Deadline for registration changes: **22nd September 2017.**