



## **International Admission Process**

Before starting the admission process, please do read thoroughly the following instructions:

The Abat Oliba CEU University carries out an admission process in which the candidate's skills and aptitudes are evaluated in relation with their chosen degree. The following are the steps required to request admission:

### **1. ENROLMENT APPLICATION**

You can process your place application in the Future Student Portal. This portal will ask you the following:

- Your personal and academic data.
- Select a date and a time to carry out the access test to our University (Skype)

Send the accrediting documentation:

- A passport copy.
- Copy of the Graduated qualification title
- Accrediting certification of the university studies taken on the university of origin
- Curriculum Vitae
- Admission form specific to each programme
- Sworn translation of the official qualifications

All the required documentation can be sent via:

Email: send the scanned documents to [masters@uao.es](mailto:masters@uao.es)

Fax: 93 254 09 12

By letter: sending the documentation to the Master's and Postgraduate's Degree Department to the address of our University.

C/ Bellesguard, 30. 08022 Barcelona

### **2. ADMISSION INTERVIEW**

The Admission Commission evaluates the applications and, as a part of the process, has a personal interview with the candidates, in which is analysed their potential development in the programme. This test can be performed on-site or via Skype.

**Selection criteria:**

- Transcript records
- Professional experience
- Other studies related to this master's degree



- Personal interview
- Personal questionnaire

The University communicates the results of the Admission with an e-mail.

### **3. PLACE RESERVATION**

If your admission has been favourable, you will be able to make a place reservation at the Abat Oliba CEU University.

The Place Reservation guarantees a place in our University while you finish your current studies and you obtain all the requirements needed to fulfil the enrolment process.

The international place reservation costs from €500 to €1,500 (depending on the programme), which are deducted from the total cost of the course.

You will be able to make the payment for the place reservation via online at the Future Student Portal, with a credit card.

The admission to the programme is only valid for the academic year in which the candidate requests it.

### **4. CONFIRMATION / COMMUNICATION OF THE DEFINITIVE ADMISSION**

If your admission has been favourable, you will be able to make a place reservation at the Abat Oliba CEU University.

The Place Reservation guarantees a place in our University while you finish your current studies and you obtain all the requirements needed to fulfil the enrolment process.

The international place reservation costs from €500 to €1,500 (depending on the programme), which are deducted from the total cost of the course.

You will be able to make the payment for the place reservation via online at the Future Student Portal, with a credit card.

The admission to the programme is only valid for the academic year in which the candidate requests it.

International Welcome Service

The Abat Oliba CEU University puts at your disposal the following reception services:



*Universitat  
Abat Oliba CEU*

- Personal identification documentation: we will help you manage all the personal identification documentation required to live in Spain: NIE, visa, registration of residency in a town, etc.
- Management of the required documentation for the enrolment: we will manage all the international academic documentation, either if it is a UNED credential or a standardisation of the pre-university or university qualification of the country of origin
- Accommodation management: help and support in the search for accommodation in Barcelona, be it in student housing or in flats or student shared flats
- Public healthcare system card: we will sign you up on the medical centre (CAP) where you belong depending on where you live
- Personal paperwork: we will advise you on the hiring of a cellphone company, transport cards, and the opening of bank accounts, as well as on the processing of your Youth Card for those under 25, which gives you discounts on transport, libraries, cinemas and leisure activities
- Help and management for the application for official scholarships: Equitat - Agaur, General Scholarship and any other kind of grant at a national level

## **CONTACT**

If you wish to receive more information about our International Welcome Service, you can contact the Master's and Postgraduate's Degree Department at: [masters@uao.es](mailto:masters@uao.es)