

# IQS

## ADMISSION PROCESS AND ENROLMENT

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UNDERGRADUATE &  
DUAL UNDERGRADUATE  
PROGRAMS  
ACADEMIC YEAR  
2019-2020

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PERSONA CIÈNCIA EMPRESA  
UNIVERSITAT RAMON LLULL

# Pathways to access IQS studies /

## FOR STUDENTS COMING FROM "BACHILLERATO" (BACCALAUREATE) OR EQUIVALENT (UNED CREDENTIAL)

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### Students who have the entrance exam in a Catalan University

Students who have the entrance exam in a **Catalan University** will have to submit the document that they can download from ACCESNET with the result of the **PAU** (University Access Test).

### Students coming from educational systems of any member states of the European Union

Students coming from educational systems of any **member states of the European Union**, completed or not in Spain, or which there is an educational collaboration agreement with (including International Baccalaureate): they will have to submit the original document or certified copy of Spanish University access credential application issued by UNED.

### Students who have taken the entrance exam in a University from elsewhere in Spain or from the UNED

Students who have taken the entrance exam in any **University from elsewhere in Spain or by the UNED**, or who have been enrolled in another University: they will have to provide a copy of the result obtained in the **PAU / EBAU / EVAU** (all initials refer to the same meaning: University Access Test) and a copy of the document requesting the student's file transfer.

### Students coming from educational systems of non-member states of the European Union

Students from educational systems of **non-member states of the European Union** and without an educational collaboration agreement with Spain: they will have to submit the corresponding transcript of records giving access to the University.

## FOR STUDENTS WITH A HIGHER VOCATIONAL TRAINING CYCLES

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### Students with a higher vocational training qualifications

For those students who access the university through the course of **higher vocational training cycles**: they will have to submit the corresponding certificate of studies and showing the final qualifications giving access to the University. This certificate is named in Spanish: "Certificado de Estudios de Técnico/a Superior para el acceso a los Estudios Universitarios".

## FOR UNIVERSITY STUDENTS

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### Students with University Degree

For those students who access the studies with a **completed university degree**: certified copy of the university degree or the payment receipt of the expedition fees and Official Academic Certification including the average grade (scale 0-10).

### Students with special needs

Students with **special needs**: they will have to submit a copy of the accreditation document or certificate with the degree of disability.

### Elite and high performance sports students

**Elite and high performance sports** students: they have to submit a certificate from the sports federation accrediting your condition. Copy of the Official State Bulletin (Boletín Oficial del Estado-BOE) where the status of elite athlete is recognized.

### Credits recognition for students coming from a higher vocational training cycles and university studies

Students who have subjects that can be recognized (from other universities, with a degree, completed or not, or from higher vocational training), may request recognition of credits completed and approved by submitting to the IQS General Secretariat the following documentation:

1. **Application for the recognition of credits to the Permanent Commission of the Academic Committee**, which will be provided by the IQS General Secretariat.
2. **Official Academic Certificate**, original or certified copy.
3. **The Curriculum of the subjects approved** with the academic secretary's stamp from the university of origin. Students who come from Higher Vocational Training will only have to submit corresponding certificate of studies delivered when completing the training and giving access to the University.

Students in this situation will have to submit a copy of the recognition application at the time of enrolment.

# Steps for the Admission and Enrolment Process

To apply for admission to one of our undergraduate programs, we need a series of documents in order to assess your admission.

## 1 Online pre-registration



Create an account and login at [www.iqs.edu](http://www.iqs.edu). You need to keep and remember your username and password to be able to follow the process.

### Documentation to upload:

- Transcript of records from the first year of Baccalaureate ("Bachillerato") and the available records from the second year.
- PAU certificate if you already have it.
- If you wish to study the Undergraduate Program in Business Administration and Management integrally taught in English, you will have to provide an accreditation of your English level (minimum C1, TOEFL 80 or equivalent). If you do not have any official language certificate, you can take the IQS level test, which will take place in our facilities on June 28<sup>th</sup> and September 6<sup>th</sup> at 9.00 am. Choose the date and inform the IQS General Secretariat.

You will have to choose the admission exam date while processing the application, according to the established schedule.

During the process, you will be asked to pay € 125 for the dossier opening and processing.

The payment can be done online via credit card and this amount will be returned only when the student is not admitted by IQS.

When finalizing the seat reservation process, you will be able to print the receipt where all your personal information and the date for the admission exam will appear.

## 2 Admission test



The admission test is a psycho-technical test and it includes written exercises for assessing the English level. The test takes approximately 3 hours.

The dates to take the admission test to any **undergraduate or dual undergraduate program (except for the Undergraduate Program in Pharmacy)** are:

December 04 <sup>th</sup>	February 26 <sup>th</sup>	May 07 <sup>th</sup>	June 27 <sup>th</sup>
January 17 <sup>th</sup>	March 12 <sup>th</sup>	May 23 <sup>rd</sup>	July 09 <sup>th</sup>
January 29 <sup>th</sup>	March 28 <sup>th</sup>	June 04 <sup>th</sup>	July 16 <sup>th</sup>
February 14 <sup>th</sup>	April 02 <sup>nd</sup>	June 11 <sup>th</sup>	
February 23 <sup>rd</sup>	April 25 <sup>th</sup>	June 20 <sup>th</sup>	

All admission tests take place at **IQS at 3:30 p.m.** (except the admission test on February 23<sup>rd</sup> at 12:30 p.m.)

For students who are abroad, a personal interview via Skype will be scheduled

The dates to take the admission test for the **Undergraduate Program in Pharmacy** are:

### IQS Building:

January 23<sup>rd</sup> at 3:30 p.m.  
February 20<sup>th</sup> at 3:30 p.m.  
February 23<sup>rd</sup> at 12:30 p.m.  
March 13<sup>th</sup> at 3:30 p.m.

### BLANQUERNA Building:

January 11<sup>th</sup> at 4:00 p.m.  
March 01<sup>st</sup> at 4:00 p.m.  
April 06<sup>th</sup> at 10:00 a.m.  
June 01<sup>st</sup> at 10:30 a.m.  
July 02<sup>nd</sup> at 10.00 a.m.



It is **MANDATORY** to show your ID document or passport the day of the admission test.

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## Admission confirmation



The Admissions Committee will resolve your admission based on your previous studies and its results, and the IQS admission test. You will be informed by the IQS General Secretariat of your admission process within 15 days after you took the admission test.

In the case of being admitted, the admission will remain conditional on the fulfillment of the necessary requirements.

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## Seat reservation (pre-enrolment)



The seat reservation is mandatory and guarantees a place in the chosen studies.

Once you have been accepted, you will have to pay € 1000 in order to confirm your seat reservation. The payment has to be done by credit card in the pre-registration platform and you will have to follow the instructions indicated by the system.

The seat reservation does not represent any additional cost, since it will be deducted from the amount of the total tuition fees.

If you do not confirm the seat reservation, you can lose the entitlement of your seat in the program.

In case of being admitted to the **Undergraduate Program in Pharmacy**, the payment of the seat reservation will represent 50% of the total tuition fees.

Once the seat reservation payment is done, you will receive by email the day and time assigned during the month of July to formalize the enrolment in person at IQS.

The amount of the seat reservation is only returned if the student does not meet the access requirements for IQS studies.

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## Enrolment



The enrolment period for the students who meet the requirements is from June 26<sup>th</sup> to July 31<sup>st</sup> of 2019. The enrolment has to be done in person and by the student or, exceptionally, by a direct family member.

### Documentation to submit for the enrolment:

- Document that certifies the pathway to access the University.
- Document that certifies some special needs of the student or elite athlete.
- If you chose the direct debit payment option, you will be asked to submit the original document of the Direct debit mandate form named "SEPA" filled out and signed by the bank account holder. You will find this "SEPA" document in the admission and enrolment process section of the IQS website.

 You will not be able to register if you do not provide all the requested documentation

In the case of not being able to attend the assigned enrolment day, we will be grateful if you could contact IQS General Secretariat at Tel. (34) 93 267 20 01.

# Tuition fees and payment methods



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## Tuition fees

**Academic Year 2019 - 2020:** € 199 per credit.  
(recognized credit: € 139,30)

**UNDERGRADUATE PROGRAM:** € 11,940 (60 credits).

**DUAL UNDERGRADUATE PROGRAM:** based on the number of credits enrolled.

For the students of the Undergraduate Program in Marketing studying a year in one of the foreign universities we have a special agreement with, the price of the credit will vary.

The first year tuition fee includes for all the new students a LAPTOP with the specifications that are considered suitable for these studies and a LAB COAT for the students of the **IQS School of Engineering**. The student will not own the laptop until the first year tuition fee has not been paid.

## Payment methods

### Single payment

- Through a payment document, which is not a direct debit option payment, generated during the enrolment process and that you will be able to pay via the following options:
  - Online, ATMs or downloading the APP, it will be necessary to be a client and have the online banking services of any of the following financial entities hired: CaixaBank, Banco Santander and Banco Sabadell.
  - By credit card through the Caixabank website [www.caixabank.es](http://www.caixabank.es)
  - In person, you will have to bring the payment document with the barcode and CPR code (stands for "collection procedure code") generated during the enrollment, in any of the following financial entities: CaixaBank, Banco Santander, Banco Sabadell and Caixa d'Enginyers.

If you decide to choose the direct debit payment method, you will have to submit the **original** direct debit mandate document ("SEPA") at IQS General Secretariat. You will find the "SEPA" document in the admission and enrolment process section of the IQS website. This option of payment will not be possible for students living outside of Spain.

Once the enrolment is confirmed, any modification involving an upward modification on the remaining tuition fees will have to be paid through a single payment, as the installment payment option will not be possible.

**i** You will not be able to take this option if you do not bring the original SEPA document duly completed at the time of enrolment.

See more information on scholarships and financing on the following website:  
[www.iqs.edu/en/undergraduate/scholarships-and-funds](http://www.iqs.edu/en/undergraduate/scholarships-and-funds)

**i** For those who proceed to the payment from outside of Spain, you will have to make it through Flywire: [www.flywire.com/pay/iqsland](http://www.flywire.com/pay/iqsland)

### Installment payment

- A first payment, for a sum of the 37% of the total amount of the tuition fee in which the seat reservation is deducted.
- Nine postponed direct debit payments due on the 5th of each month. This payment method is by direct debit and has an 8% surcharge on the deferred amount.

In the case of the Undergraduate Program in Pharmacy, installment payments does not entail any surcharge on the deferred amount.

## Contact Undergraduate Programs

### Corporate Communication & Marketing

For additional information on any of the undergraduate programs:

[gradosiqs@iqs.edu](mailto:gradosiqs@iqs.edu)

Tel. (34) 932 672 020

### IQS General Secretariat

For any question related to the admission and enrolment process:

[secretaria@iqs.edu](mailto:secretaria@iqs.edu)

Tel. (34) 932 672 001

# Admission process and Enrolment

