



# APPLICATION PROCEDURE for Exchange Students

Faculty of Economics and Business, 2024/2025

Congratulations for being selected by your home university to study at the Faculty of Economics and Business of the University of Barcelona! To be accepted at our Faculty, you will need to check all the information about the following aspects (which you will find detailed later on at this document):

- ✓ Application procedure and Language Requirements.
- ✓ Mandatory Insurance for Health, Accidents and Repatriation.

## Application Deadlines for submitting the application:

*First Semester or Annual Students: June 15th*

*Second Semester Students: November 15th*

**On the next page you will find all of the information about the application procedure.  
Please read everything carefully.**

# APPLICATION PROCEDURE

## Step 1

**Fill in the application form for admission at the UB:** Students must fill in the Application form for Admission 2024-2025 from March on. If the student fills in the application earlier, it will not be considered and will be automatically removed from our database.

The link for the application form is the following one:

[http://www4.giga.ub.edu/acad/estada/sol\\_alumne/identificacio\\_2024.php?lang=3](http://www4.giga.ub.edu/acad/estada/sol_alumne/identificacio_2024.php?lang=3)

Students have to fill in all the fields (in capital letters with no accents or letters not contemplated in the English keyboard), as well as the fields regarding the subjects that they intend to study at the UB. **The election is ONLY for indicative purposes.** The final subjects will be chosen one month before the start of the semester.

The field "UB Centre" has to be filled in with: FACULTY OF ECONOMICS AND BUSINESS.

## Step 2

**Send the following scanned documents by e-mail before the established deadlines:**

- ✓ A copy of the Application Form fully completed and signed by the student and his/her tutor, as well as duly stamped, with a photo of the student glued on the front page.
- ✓ One of the following two certificates:
  - Official certificate attesting adequate knowledge of Catalan or Spanish with a minimum level of B1 (except for students from Hispanic countries).
  - Official certificate attesting adequate knowledge of English with a minimum level of B2. (except for students coming from the United States of America, United Kingdom, Ireland, Australia, New Zealand and English-speaking areas of Canada).

For more information about certificates accepted, please check the next page.

**The documents have to be sent by e-mail to [incoming.fee@ub.edu](mailto:incoming.fee@ub.edu).**

The deadlines for sending all the required documents to the mail listed above are the following ones:

<b>First Semester or Annual Applications</b>	June 15th
<b>Second Semester Applications</b>	November 15th

Once we receive all the required documentation, we will send the acceptance letter to the student's e-mail address. If the student needs to apply for a VISA, we will send the acceptance letter by post as well.



# LANGUAGE REQUIREMENTS

The language certificate has to be submitted together with the application form. If the certificate is not provided with the application form, the application will be rejected. Remember that the deadlines to submit your application are **15<sup>th</sup> of June for first semester or annual applications** and **15<sup>th</sup> of November for second semester applications**.

Students coming under an Exchange program between their home University and the University of Barcelona must give proof of **one of the following languages\***:

## English B2 Level

Students should submit one of the following as proof of **English proficiency**:

- IELTS score of at least 5.5 on average.
- TOEFL scores of at least 80 (Internet-based).
- University of Cambridge Certificates (FCE, CAE or CPE).

Certificates from the home institution stating the students have a B2 in English will also be accepted.

Students who have followed the previous years of their Bachelor Degree with English as the sole language of instruction are exempt of sending an English certificate, but they have to give proof their Bachelor Degree is fully taught in English.

## Spanish B1 Level

Students should submit one of the following as proof of **Spanish proficiency**:

- DELE score, minimum of B1.
- CELU score, minimum of B1.

Certificates from the home institution stating the students have a B1 in Spanish will also be accepted.

Students who have followed the previous years of their Bachelor Degree with Spanish as the sole language of instruction are exempt of sending a Spanish certificate, but they have to give proof their Bachelor Degree is fully taught in Spanish.

Students who have attended high school in Spain and taken the courses in Spanish are exempt of sending a Spanish certificate, but they have to give proof they attended high school in Spain.

## Catalan B1 Level

Students should submit one of the following as proof of **Catalan proficiency**:

- Institut Ramon Llull Certificate, minimum of B1.

Certificates from the home institution stating the students have a B1 in Catalan will also be accepted.

Students who have followed the previous years of their Bachelor Degree with Catalan as language of instruction are exempt of sending a Catalan certificate, but they have to give proof their Bachelor Degree is taught in Catalan.

Students who have attended high school in Spain and taken the courses in Catalan are exempt of sending a Catalan certificate, but they have to give proof they attended high school in Spain.

\*Please notice that if you are a student coming from a university from an Hispanic country, United States of America, United Kingdom, Ireland, Australia, New Zealand and English-speaking areas of Canada, you don't need to present any language certificate.

**If students fail to prove the mentioned level of language when submitting the application forms their exchange period at our institution will not be approved.**



# **MANDATORY INSURANCE** for Health, Accidents and Repatriation

Before your arrival to the Faculty of Economics and Business it is mandatory for you to complete the pre-check in online. To do so, you will be asked to prove you have **Health, Accidents and Repatriation Insurances**. You will have to be covered for the full semester period in which you will be studying at our Faculty.

You will receive further details about it around June, but it will be helpful for you to read this information now to know what Insurances you will be requested. Additionally, we will send you information about where you can easily buy these insurances in case that you are not covered for some of them, and you need to get one.

## Health Insurance

You will need to give proof of Health Insurance covering you for all the semester period you will be at our Faculty.

### HEALTH CERTIFICATES THAT WILL BE ACCEPTED:

**Students from countries that are members of the European Economic Area** (European Union countries, Iceland, Liechtenstein and Norway) and who are entitled to Social Security benefit in their own country should present their **European health insurance card**. The form for this card is issued by your country's public health authorities and entitles you to medical care in Spain.

**Students from countries outside the European Economic Area** should establish whether there is a medical agreement between the social security system in their country and in Spain (this is the case for some Latin American countries). If there is one, you should request the relevant document from the health authorities in your country. This document will entitle you to medical care in Spain.

## Accidents Insurance

You will need to give proof of Accidents Insurance covering you for all the semester period you will be at our Faculty.

## Repatriation Insurance

You will need to give prove of Repatriation (transportation of mortal remains) Insurance covering you for all the semester period you will be at our Faculty.

You have to present proof of a valid insurance when doing the pre-check in. **If you fail to do so, you will not be able to complete the check in and thus, you will NOT get enrolled at our institution as an exchange student until you present a valid health, accidents and repatriation insurance.**

**The Insurance documents will have to be in Spanish, Catalan or English.** You have to make sure that in the text of the insurance it can clearly be seen that you are covered for health, accidents and repatriation.



## OTHER INFORMATION

The information for next academic year 2024/2025 is not available yet, but you can use this information from 2023/2024 as a guidance.

### Course Offer

Exchange students coming to our faculty can take courses of any of the degrees we offer: Business Management, International Business, Economy, Sociology and Statistics. They will have to carefully check the schedules of each of the courses because they may overlap and check also the language of instruction of the course.

You can find all the information about the course offer for incoming students at the following links (use them as orientation, you will receive the final information about course offer together with all the other information about course enrollment):

[Course offer](#)

Students can take also courses from other faculties and affiliated centers of the University of Barcelona, up to the 49% of credits they are taking at the University of Barcelona. You can check the other Faculties at the [following link](#).

### Enrollment to Courses

**The election of courses you do in your application is ONLY for indicative purposes.** The final subjects will be chosen online one month before the start of the semester. Some of the courses are very demanded, which means that it can be very difficult to find a place for some courses. However, the course offer is wide, and you will be able to find alternatives, you need to have flexibility with the course selection. You will receive more information about courses later on.

### Course Load

We do not require a minimum amount of credits that students need to take at our institution. The normal amount of credits for a full-time student is of 30 ECTS in a semester.

### Academic Calendar

The academic calendar for the academic course 2024/2025 is the [following one](#).

### Accommodation

Check [this link](#) to find tips and resources for finding accommodation in Barcelona.

For more information, please visit [our website!](#) 😊

## We are waiting for you in Barcelona!

