

# IQS

## ADMISSIONS AND ENROLMENT PROCESS

---

**MASTER'S AND DUAL MASTER'S DEGREES**  
Academic Year 2024-2025



PERSONA CIENCIA EMPRESA  
UNIVERSITAT RAMON LLULL

# Steps in the Admissions and Enrolment Process

To apply for admission to our master's degree programmes, you must submit various documents to us so we can properly assess your application.

## 1

### Online pre-registration

Pre-registration is done online through our website [www.iqs.edu/en/future-students/graduate/admission](http://www.iqs.edu/en/future-students/graduate/admission)



1. Go to [www.iqs.edu/en/future-students/graduate/admission](http://www.iqs.edu/en/future-students/graduate/admission) and register. Once you have completed your registration, the system will assign you a user name then you must create a password. You can check the status of your application at any time with this login information.

If you are an IQS student, you must pre-register directly from your SIGMA portal. Enter your user name and password and go to official studies/pre-registration.

#### 2. Documentation to upload

- Your undergraduate degree, if you have finished your studies. If you studied outside the European Union, your degree must be apostilled and legalized for the enrolment step.
- Your most up-to-date academic transcripts, with your grade point average on a scale of 0-10.
- 1 passport-style photograph in colour with a white background in jpg format (176x220 pixels).
- Photocopy of valid ID card on both sides **or passport bio-data page**

- Document certifying your English level as required in your programme of choice (see the Language requirements section in point number 5).

- If you completed undergraduate studies outside the European Union that grant you access to graduate-level studies, you must provide a certificate issued by your home university confirming that the degree you earned enables you to access master's degree studies in the country where your undergraduate degree was earned. You can download the certificate template [here](#).

3. **Payment** of 100 euros by credit or debit card to open and process your application.

- It is only refunded in the event of non-admission.
- If you make the payment from outside of Spain, you must do so through Flywire: [www.flywire.com/pay/iqsland](http://www.flywire.com/pay/iqsland)

If you have any additional questions, please contact: [secretaria.matricula@iqs.url.edu](mailto:secretaria.matricula@iqs.url.edu)

## 2

### Interview and admissions confirmation

- The coordinator will contact you to hold an interview.
- Subsequently, IQS will notify you by email on the decision regarding your admission.



# 3

## Pre-enrolment

- Once admitted, you have a period of 2 weeks to make your pre-registration payment. You must make a pre-enrolment payment of €1,000 (€ 3,000 for the Master in Global Entrepreneurial Management).
- The pre-enrolment payment is non-refundable and does not entail an additional cost as it will be deducted from the total tuition fees once your enrolment is finalized.<sup>1</sup>
- If you make the payment from outside of Spain, you must do so through Flywire: [www.flywire.com/pay/iqsland](http://www.flywire.com/pay/iqsland).
- If you are a non-EU student, you will receive your visa letter once IQS has received your pre-enrolment payment.



# 4

## Enrolment

- When the enrolment period is open, and if you have completed the above steps, you will receive from the Registrar's Office an email with the credentials and instructions you need in order to enrol.
- Using your credentials, start your session on the SIGMA academic management application and formalise your enrolment indicating the payment method.



# 5

## Submitting required official documentation

You must submit the following original documentation to the General Secretariat as everything you should have submitted to date will have been in electronic format. You must submit:

- Certified photocopy of the degree granting you access to the studies or payment slip for the degree issuance fees.<sup>2</sup>
- Official original academic transcripts.
- A certificate issued by your home university confirming that the degree you earned enables you to access master's degree studies in the country where you earned your undergraduate degree.
- If you decide to pay by direct debit, you must submit the original "SEPA" order and direct debit form to the Administration Department, filled out and signed by the bank account holder. [You can find it here](#). This option is not available for students who do not hold a Spanish bank account or students enrolling in the Master in Global Entrepreneurial Management (MGEM).
- English level certificate.

### Language requirements

In order to enrol in an IQS master's degree, you must provide proof of a B2 or equivalent English level. It is optional for the Master's Degree in Auditing and Management Control. If you do not have any official certification, you can take the IQS level test, which does not entail any additional cost and which certifies your English level so you can take the master's degree. However, students enrolling in the Master in Global Entrepreneurial Management (MGEM) must submit their official English level certification, whether TOEFL 80 certification or equivalent.

If you are an IQS student, you do not need to submit your English level certification (unless you plan to enrol in the MGEM).

### Relevant B2 English level equivalences

Cambridge	First Certificate in English (FCE)
TOEFL	61-79
IELTS	5.0/5.5/6.0
Trinity Grades	7,8,9



Your enrolment will remain in "conditional enrolment" status until we receive all the original documentation. You must submit all required documentation during the first month of classes.

<sup>1</sup> RIGHT OF WITHDRAWAL during the Admissions and Enrolment process: With regards to all the procedures indicated above and the payments associated with them, applicants may exercise their legal right of withdrawal as established in the Spanish General Law on Consumer and User Defence. In view of the foregoing, applicants are entitled to a period of fourteen calendar days following the date of payment for any procedure, are not required to justify their decision, shall not face any penalties or fees of any kind, and shall be entitled to a full refund of any sums paid for any reason. Exercising the right of withdrawal does not require the submission of any specific form. However, the IQS Registrar's Office has a form that can be provided upon request. Applicants can exercise this right by sending a letter addressed to the IQS Registrar's Office (an email addressed to [secretaria.matricula@iqs.edu](mailto:secretaria.matricula@iqs.edu)), indicating the applicant's personal data, the data making it possible to identify the process with respect to which the right of withdrawal is being exercised, and the decision to exercise it. Exercising the right of withdrawal within the established period means that IQS will refund any sums received within a period of fourteen calendar days from the date on which the withdrawal was communicated, by the same payment method used by the applicant to make the corresponding payment or by bank transfer.

<sup>2</sup> Students who have not completed their undergraduate degree and met the conditions established by Spanish Royal Decree 822/2021 that grant access to graduate studies with conditional enrolment with the Final Degree Project and a maximum of 9 ECTS pending must submit the certificate of their studies up to the credits completed.

# Tuition fee and payment methods

## Tuition fee



The price per credit varies between €212 and €254,50 (except for the Master in Global Entrepreneurial Management as it is taught at three different universities).

For more information about the tuition fees for your master's degree, please contact [admissions@iqs.url.edu](mailto:admissions@iqs.url.edu)

## Payment methods

### Spanish students

#### Single payment:

Paid by a sole payment via a Spanish bank account.

#### Payment in instalments:

Paid by direct debit instalments via a Spanish bank account:

- An initial payment **upon enrolment**, for a sum of 37% of the total amount of the tuition, from which the pre-enrolment fee will be deducted.
- Subsequent payments via direct debit, with a financing charge for the deferred amount.

In both cases you must submit the original document of the "SEPA".

### International students and MGEM students

#### Single payment:

**Payments made from within Spain:** See the single payment conditions applicable to Spanish students specified in the first column of this section.

 **Individuals making payments outside of Spain must do so through Flywire:**  
[www.flywire.com/pay/iqsland](http://www.flywire.com/pay/iqsland)

### Master's Degree contacts

#### IQS Admissions

For more information about the programmes and the admissions process:  
[admissions@iqs.url.edu](mailto:admissions@iqs.url.edu) | Tel.: +34 932 672 020

#### IQS General Secretariat

For questions on the enrolment process:  
[secretaria.matricula@iqs.url.edu](mailto:secretaria.matricula@iqs.url.edu) | Tel.: +34 932 672 001

# Admissions and Enrolment Process

