

# Admissions and Enrolment Process

Master's and Dual Master's Degrees  
Academic Year 2024-2025



# 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.

- This amount will be refunded only in the event that a student is not admitted to the studies, notwithstanding the RIGHT OF WITHDRAWAL under the legally established terms.\*

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

\* RIGHT OF WITHDRAWAL Regarding the pre-registration process and the associated payment, students may exercise their legal right of withdrawal as established under the General Law on Consumer and User Defence. In view of the foregoing, applicants are entitled to a period of fourteen calendar days to withdraw and 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. Exercising the right of withdrawal does not require the submission of any specific form. Applicants can exercise this right by sending a letter addressed to the IQS Admissions Office (an email addressed to [admissions@iqs.url.edu](mailto:admissions@iqs.url.edu)), indicating the applicant's personal information 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 or by bank transfer. The right to withdraw may not be exercised if the admissions test has been taken, without prejudice to a refund if said test has not been passed.

## 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 on the online pre-registration platform by credit or debit card. 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, notwithstanding the RIGHT OF WITHDRAWAL under the legally established terms\* and does not entail an additional cost as it will be deducted from the total tuition fees once your enrolment is finalized.

- If you are a non-EU student, you will receive your visa letter once IQS has received your pre-enrolment payment.

\* RIGHT OF WITHDRAWAL Regarding the pre-enrolment process and the associated payment, students may exercise their legal right of withdrawal as established under the General Law on Consumer and User Defence. In view of the foregoing, applicants are entitled to a period of fourteen calendar days to withdraw and 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. The right of withdrawal can be exercised through the Campus platform, via the link "<https://campus.iqs.url.edu/es/formiqs/desistimiento>". 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 or by bank transfer. The right to withdraw may not be exercised in the event that enrolment has been formalized, without prejudice to the right of withdrawal that may be made with respect to it, where appropriate.

# 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.\*
- 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 direct debit form to the Accounting Department, filled out and signed by the bank account holder. [You can find it here.](#)
- 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.

\* 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)

The sum paid for tuition fees is subject to the RIGHT OF WITHDRAWAL under the legally established terms.\*

\* RIGHT OF WITHDRAWAL Regarding the enrolment process and the associated payment, students may exercise their legal right of withdrawal as established under the General Law on Consumer and User Defence. In view of the foregoing, applicants are entitled to a period of fourteen calendar days to withdraw and 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. The right of withdrawal can be exercised through the Campus platform, via the link "<https://campus.iqs.url.edu/es/formiqs/desistimiento>". 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 or by bank transfer. Exception to the right of withdrawal: Students hereby accept and expressly consent that the right of withdrawal may not be exercised once the academic year has begun, in accordance with the provisions in Article 103.1 of the General Law on Consumer and User Defence.

## Tuition fee payment methods

You can make your tuition payment by choosing one of the following options:

**1. Single payment direct debited from a Spanish bank account:** You must submit the original "SEPA" direct debit order document.

- This payment method will not be possible for bank accounts not held in Spain.
- Tuition fees are charged to the bank account within 15 days of enrolment.

**2. Single payment by POS:** Payment can be made online by credit or debit card.

**3. Instalment payments via nine direct debit orders using a Spanish bank account:** You must submit the original "SEPA" direct debit order document. This payment method will not be possible for bank accounts not held in Spain.

- A first instalment payment is due within 15 days of enrolment, for the sum of 37% of the tuition fees. Pre-enrolment fees will be deducted for first-time students.
- Eight direct debit instalment payments, between the 5th to the 10th of each month from October to May. There is a 4% surcharge on the deferred amount for this payment method.

**4. Instalment payments via four direct debit orders using a Spanish bank account:** You must submit the original "SEPA" direct debit order document. This payment method will not be possible for bank accounts not held in Spain.

- A first instalment payment is due within 15 days of enrolment, for the sum of 37% of the tuition fees. Pre-enrolment fees will be deducted for first-time students.
- Three direct debit instalment payments, between the 5th to the 10th of each month from October to December. There is a 2% surcharge on the deferred amount for this payment method.



Individuals who do not have a Spanish bank account and are making the payment from outside Spain can make the payment at: <https://iqs.flywire.com>



Find information on scholarships and grants at the following link: [www.iqs.edu/ca/admissions-masters/beques-master/](http://www.iqs.edu/ca/admissions-masters/beques-master/)

### 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

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