



UNIVERSITAT RAMON LLULL



# Admissions and Enrolment Process

Bachelor's Degrees and Dual Bachelor's Degree

/// Academic Year 2024-2025

# Pathways to studying at IQS

## Secondary School Baccalaureate Students

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### Students taking the University Access Exam (PAU) at a Catalan University

You must submit the document of the score you earned on the PAU, which can be downloaded in [ACCESNET](#). If you have requested a review, the final results must be sent. If you took the PAU exam in a year prior to the current academic year, you must contact the university where you took the exam and request a certificate.

### Students taking the exam at a Spanish university outside of Catalonia or through the National Distance Education University (UNED)

You must submit the document with the score you earned on the PAU/EBAU/EVAU and proof of your request to transfer the file. If you took the PAU exam in a year prior to the current academic year, you must contact the university where you took the exam and request a certificate.

### Students from European Union member country educational systems

Students from **European Union member country**, educational systems, whether their studies were done in Spain or not, or students from countries with which there is an educational collaboration agreement (**including the international baccalaureate**) must submit the slip of their request for the credential granting them access to the Spanish university system issued by the [UNED](#).

### Students from education systems in a country that is not a member of the European Union

Students from educational systems in **countries that are not members of the European Union** and that do not have an educational collaboration agreement must submit the application slip or favourable decision for approval of their university access qualification on which the final grade is indicated. This procedure can be carried out with the Government of Catalonia's Department of Education (if you are registered under Catalonia's [Department of Education website](#)) o en el Ministerio de Educación de España.

## Students from Advanced Vocational Education

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You must submit your Certificate of Advanced Vocational Studies that grant access to university studies on which the final access grade for university studies is indicated.

### Credit recognition for students from Advanced Vocational Education Cycles

Students who have completed subjects that can be recognized for transfer credit can request credit recognition. Once admitted, you can request it through the [IQS Virtual Campus](#) ([campus.iqs.url.edu/en/node/159](http://campus.iqs.url.edu/en/node/159)).



# Pathways to studying at IQS

## University students

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### With a completed university degree

You must submit a certified copy of your university degree or the copy of the payment slip entitling you to receive the degree and your official academic transcripts showing the grade point average you earned (on scale of 0 - 10).

### With an incomplete university degree

You must submit the document of the score you earned on the PAU/EBAU/EVAU and proof of your request to transfer the file, which must be requested at your university of origin.

### Transfer credit recognition

Students who have completed subjects that can be recognized for transfer credit (with or without a degree), can request credit recognition once they are admitted to IQS after submitting their request through the [IQS Virtual Campus](https://campus.iqs.url.edu/en/node/159) ([campus.iqs.url.edu/en/node/159](https://campus.iqs.url.edu/en/node/159)).

Documents to attach:

1. Official academic certificate, with a digital signature or QR code.
2. Syllabi of the subjects you have passed, with a digital signature or QR code.
3. Curriculum.

## Special situations

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### Students with special educational needs

Once you have enrolled, you must submit the documentation that justifies your special educational needs at this link: [campus.iqs.url.edu/en/node/870](https://campus.iqs.url.edu/en/node/870), where your needs will be assessed by the Curricular Adaptation Committee.

### Elite and high-level athletes

Students who fulfil the requirements established in the URL Tutoresport programme [www.url.edu/sites/default/files/content/file/2024/05/02/36/programa\\_tutoresport\\_url\\_ang.pdf](https://www.url.edu/sites/default/files/content/file/2024/05/02/36/programa_tutoresport_url_ang.pdf) can be accommodated.

Once you have enrolled, applications must be submitted at the following link: [campus.iqs.url.edu/en/node/875](https://campus.iqs.url.edu/en/node/875)

# Steps in the Admissions and Enrolment Process

To apply for admission to our undergraduate programmes, you must submit various documents to us so we can assess your application.

# 1

## Online pre-registration

Create an account and log in at [www.iqs.edu/en/future-students/undergraduate/online-pre-registration](http://www.iqs.edu/en/future-students/undergraduate/online-pre-registration)

You must save and remember your **user name** and **password** as they will enable you to continue the process you have started.



### 1.1. Documentation to upload:

- Valid ID/Passport.
- Passport-style photograph in colour with a white background in jpg format (176x220 pixels).

### Students from the Spanish educational system:

- Grades from your 1st year secondary school baccalaureate studies and completed grades from your 2nd year
- PAU exam grades (if you already have the results).
- **If you are studying an Advanced Vocational Education Cycle (CFGs):** your updated academic transcripts.
- **If you have started an undergraduate programme at another university:** academic transcript.

### Students not from the Spanish educational system:

- Grades from your last two academic years prior to accessing university.
- Credential granting you access to the Spanish university system issued by UNEDasiss or favourable decision approving your previous studies prior to accessing university (if you have the results).

- To study the Undergraduate Programme in Business Administration and Management, International Business, Tourism and Hospitality Management and Marketing entirely in English, you must provide proof of your English level (minimum C1, TOEFL 80, or equivalent). If you do not have any official English language certification, for these undergraduate programmes, a specific English level test must be taken in person at IQS which is different from the one that appears on the online admission test.

### 1.2. Admissions test date:

You must select the date to take the admissions test when making your application, based on the established calendar.

### 1.3. Pre-registration payment:

During the process, you must pay a €125 administration and processing fee for your application. Payment can be made online by credit or debit card. 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: [grausiqs@iqs.url.edu](mailto:grausiqs@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 [gradosiqs@iqs.url.edu](mailto:gradosiqs@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

## Taking the online admissions test

The online admissions test is a psychometric test and also includes an English level test that all students must take regardless of whether they have an official English certificate.

We will send the instructions for taking the test by email the day before the test.

Admissions tests will be sent to the email address indicated in the online pre-registration, at **3:30 pm (Spanish time)** on the date you have selected.

You have **24 hours** to take the test: from 3:30 pm on the day the test begins until 3:30 pm the following day.

**The admissions test lasts approximately three hours.**

04 December	21 March	28 May	1 July
22 January	18 April	13 June	
20 February	14 May	25 June	



# 3

## Admission confirmation

The Admissions Committee will decide on your admission based on your studies, academic results, and the admissions test. The Admissions Committee will inform you on your admission by email within a period of 15 days from the date you took the admissions test (not counting holiday periods such as Christmas, Easter break, or any other holiday which could cause it to be extended beyond 15 days).

A student's admission is conditional upon meeting the academic requirements necessary for accessing undergraduate studies.



# 4

## Pre-Enrolment



The pre-enrolment payment is **mandatory** and is the step that must be taken before the enrolment period opens, during which time students must formalize their 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. Otherwise, it will be understood that the student is not interested in continuing with the process and their pre-enrolment will be cancelled.

Pre-enrolment does not entail an additional cost as the sum will be deducted from the total tuition fees when payment is made.

The payment is only refunded in the event that a student does not meet the requirements to access studies at IQS (not having passed the PAU exams, not passing studies prior to accessing university, or not having obtained their student visa, all of this duly documented), notwithstanding the RIGHT OF WITHDRAWAL under the legally established terms.\*

Pre-Enrolment sums:

- Undergraduate Programme in Pharmacy: €6,705
- Undergraduate Programme in Biomedical Sciences: €3,000
- Undergraduate Programme in International Business: €3,000
- Other Undergraduate Programmes and Dual Undergraduate Programmes: €1,000

(\*) **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.

# 5

## Enrolment



The enrolment period will open starting the last week of June. Pre-enrolment only ensures that a student can enrol in an undergraduate programme up to 15 days after the opening of the enrolment period. Otherwise, it will be understood that the student is not interested in continuing with the process.

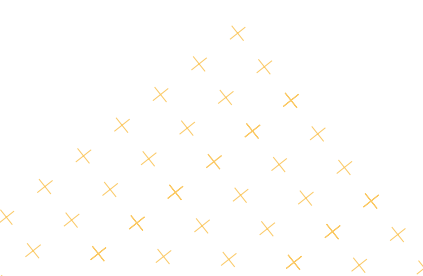
We will send you an email with the credentials and instructions to proceed with your enrolment.

During the online enrolment process, the following documentation must be uploaded:

- Document certifying your access path to university.
- Document proving your status as an elite or high-level athlete, if applicable.

- Document certifying your special educational needs and specifying the curricular adaptations you have received, if applicable.

If you make your payment by direct debit, if you have a Spanish bank account, the original of the "**SEPA**" direct debit order filled out and signed by the holder of the bank account must be submitted. You will find "SEPA" information on the IQS website in the section on the admissions and enrolment process.



# Tuition fee and payment methods

## Tuition fee



Academic Year 2024 - 2025:  
**€ 223,50 credit**  
(recognized transfer credit: € 156,45)

**UNDERGRADUATE PROGRAMME:**  
**€ 13.410 (60 credits)**

**DUAL UNDERGRADUATE PROGRAMME:**  
**depends on the number of credits in which you enrol**

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

For students of the **Bachelor's Degree in Marketing** who spend a year at one of the foreign universities with which we have special agreements in place, tuition fees will vary the year they study abroad.

This variation in tuition fees also applies to students of the **Bachelor's Degree in International Business** who apply for the dual or triple degree and spend their last year at a foreign university.

Spanish students of the **Bachelor's Degree in Tourism and Hospitality Management** can take advantage of the Tourism Reactivation Scholarship, representing a €3,000 discount from total tuition fees. This scholarship cannot be combined with other scholarships or discounts.

(\*) **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.

**Exclusively for the Bachelor's Degree in Pharmacy: Instalment payments via nine direct debit orders using a Spanish bank account:**

- A first direct debit payment is due within 15 days of enrolment, for the sum of 50% of tuition fees. For first-time students, this first payment will not be made as the pre-enrolment fees will have already been made.
- Eight direct debit instalment payments, between the 5th to the 10th of each month from October to May. Instalment payments do not entail any surcharge on the amount deferred.

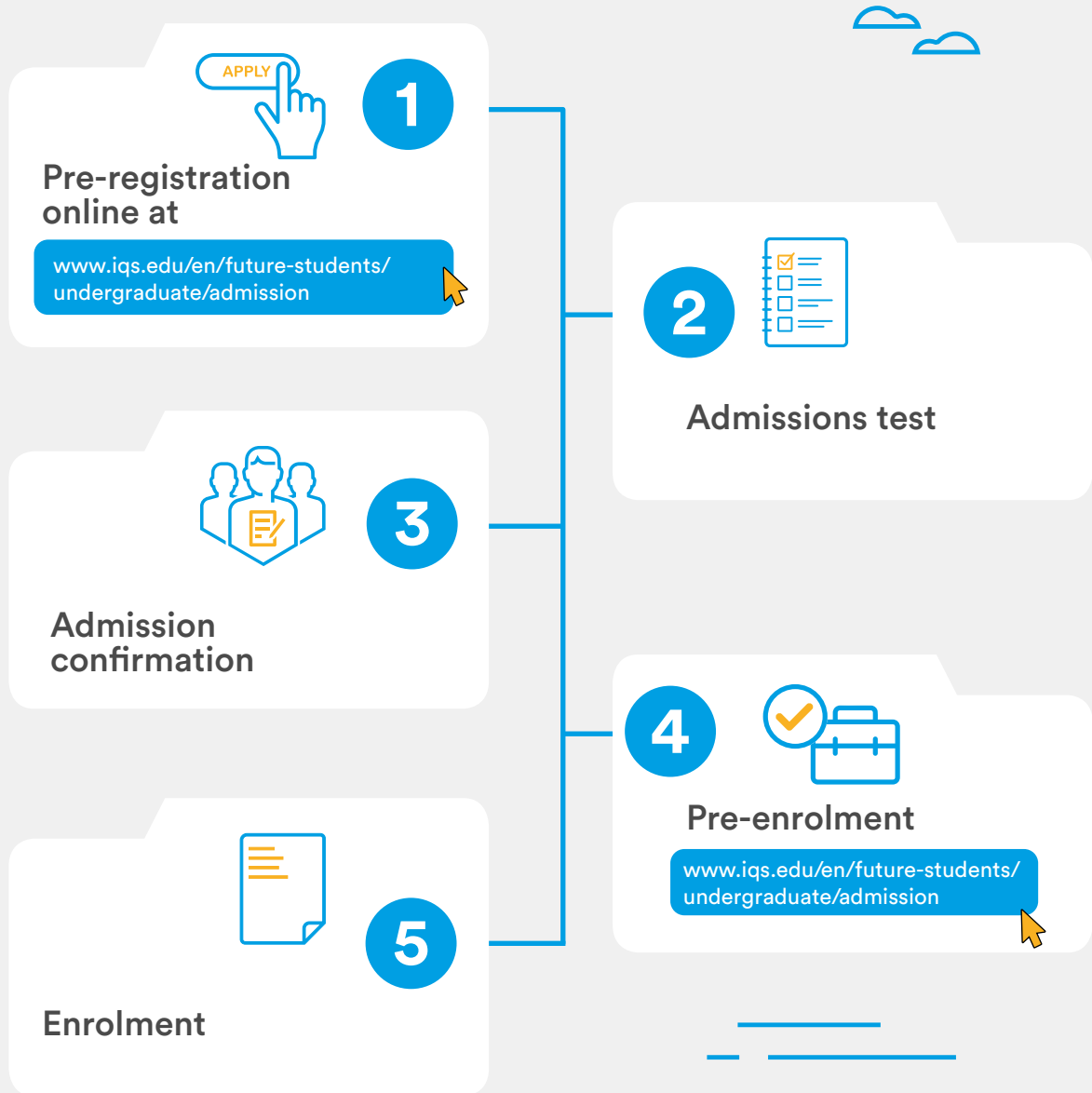


**Individuals who do not have a Spanish bank account and are making the payment from outside Spain can make the payment at [iqs.flywire.com](https://iqs.flywire.com)**



Find information on scholarships and grants at the following link:  
[www.iqs.edu/en/undergraduate/scholarships-and-funds](https://www.iqs.edu/en/undergraduate/scholarships-and-funds)

# Admissions and Enrolment Process



## Contact:

For more information about the undergraduate programmes and the admissions process:

**IQS Admissions:**  
[gradosiqs@iqs.url.edu](mailto:gradosiqs@iqs.url.edu)  
Tel.: +34 932 672 020

For questions relating to the enrolment process:

**IQS Registrar's Office:**  
[secretaria.matricula@iqs.url.edu](mailto:secretaria.matricula@iqs.url.edu)  
Tel.: +34 932 672 001