



# Admissions and Enrolment Process

/// Master's and Dual Master's Degrees  
Academic Year 2025-2026

# 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/masters-admissions/](http://www.iqs.edu/en/masters-admissions/)

### 1. REGISTER

Go to [www.iqs.edu/en/masters-admissions/](http://www.iqs.edu/en/masters-admissions/) 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 have studied outside the EU you will need to have your degree and academic transcript apostilled and legalised for the enrolment phase.**
- 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

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: [admisiones@iqs.url.edu](mailto:admisiones@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 [admisiones@iqs.url.edu](mailto:admisiones@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.
- ✎ 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

- ✎ Once the enrolment period has opened, and if you have completed the previous steps, we will send you an email with the credentials and instructions to continue with your enrolment.
- ✎ 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 make your payment by direct debit, if you have a Spanish bank account, you must submit the original copy of the "SEPA" direct debit order which you can download during the enrolment procedure.
- English level certificate.



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.



## ✓ Language requirements

In order to enrol in an IQS master's degree, you must provide proof of a B2 or equivalent English level. For master's degrees taught in Spanish, this is optional. 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.

If you are an IQS student, you do not need to submit your English level certification.

### 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
Duolingo	125





## Tuition fee and payment methods



### Tuition fee

- ✎ The price per credit varies between €217 and €261.
- ✎ For more information about the tuition fees for your master's degree, please contact [admisiones@iqs.url.edu](mailto:admisiones@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

Single payment\* direct debited from a Spanish bank account: You must submit the original "SEPA" direct debit order, which you can download during the enrolment procedure.

- This payment method is only possible with bank accounts held in Spain.
- Tuition fees are charged to the bank account within 15 days of enrolment. Pre-enrolment fees will be deducted for first-time students.

## 2. SINGLE PAYMENT BY POS

Payment can be made online by credit or debit card.

## 3. INSTALMENT PAYMENTS

Instalment payments via nine direct debit orders using a Spanish bank account: You must submit the original "SEPA" direct debit order, which you can download during the enrolment procedure.

- This payment method is only possible with bank accounts 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

Instalment payments via four direct debit orders using a Spanish bank account: You must submit the original "SEPA" direct debit order, which you can download during the enrolment procedure.

- This payment method is only possible with bank accounts 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/es/admissions-masters/beques-master/](http://www.iqs.edu/es/admissions-masters/beques-master/)

# Admissions and Enrolment Process



## CONTACT:

For more information about  
the bachelor's degrees and  
the admissions process:

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

For questions  
relating to the  
enrolment process:

**IQS Student Services Office:**  
[oea@iqs.url.edu](mailto:oea@iqs.url.edu)  
Tel.: +34 932 672 001

# IQS University Programmes

## Degrees

### SCHOOL OF MANAGEMENT

#### Bachelor's Degree

- Business Administration and Management  
(progressively from Spanish to English)
- Business Administration and Management  
(entirely in English)
- Marketing  
(progressively from Spanish to English)
- Marketing  
(entirely in English)
- International Business  
(progresivo hacia el inglés)
- International Business  
(entirely in English)
- Tourism and Hospitality Management  
(entirely in English)

#### Dual Bachelor's Degrees

- Marketing + Dual International Degrees
- International Business  
+ Dual and Triple International Degrees

#### Graduate Programmes

- International Marketing in a Digital Environment  
/ International Marketing & Sales Management  
(entirely in English)
- Auditing and Management Control
- Wealth and Financial Management
- Industrial Business Management  
(entirely in English)
- Circular Economy  
(entirely in English)
- Neuromarketing\*
- Applied International Development\*  
(entirely in English)
- Accounting, Data Analytics and ESG Reporting\*

#### PhDs

- Business and Territorial Competitiveness,  
Innovation and Sustainability (CETIS)

### SCHOOL OF ENGINEERING

#### Bachelor's Degree

- Chemistry
- Chemical Engineering
- Industrial Engineering
- Biotechnology
- Biomedical Sciences
- Pharmacy

#### Dual Bachelor's Degrees

- Chemistry + Business Administration
- Chemical Engineering + Business Administration
- Industrial Engineering + Business Administration
- Biotechnology + Business Administration
- Chemistry + Chemical Engineering

#### Graduate Programmes

- Analytical Chemistry
- Pharmaceutical Chemistry  
(íntegramente en inglés)
- Chemical Engineering  
(íntegramente en inglés)
- Ciencia e Ingeniería de Materiales
- Industrial Engineering
- Bioengineering  
(íntegramente en inglés)
- Biopharmaceutical Business\*  
(íntegramente en inglés)
- Circular Economy  
(íntegramente en inglés)
- Cosmetics and Perfumery\*

#### Dual Graduate Programmes

- IQS School of Engineering Masters + Master's  
Degree in Industrial Business Management
- Master's Degree in Chemical Engineering  
+ Master's Degree in Industrial Engineering

#### PhDs

- Bioengineering
- Chemistry and Chemical Engineering

2025-2026

\* URL specific degree

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admissions@iqs.url.edu

[www.iqs.edu](http://www.iqs.edu)



Estudis d'Enginyeria Química i  
d'Enginyeria Industrial acreditats  
per la Engineering Accreditation  
Commission of ABET



Tots els estudis de IQS School of  
Management estan acreditats per  
la AACSB (Association to Advance  
Collegiate Schools of Business, USA)

