

INFORMATION ABOUT THE CHANGES OF THE ORIGINAL ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2022/2023

PERIOD TO CHANGE YOUR ENROLMENT: from 13rd to 24th February 2023

If you are interested in changing your original enrolment in the Faculty of Translation and Interpreting, you must consider that:

- You can drop subjects previously enrolled and you can add new subjects. These subjects can belong to the Faculty of Translation and Interpreting or to other faculties of the Campus.
 - In case that the subjects belong to the **Faculty of Translation and Interpreting or any other faculty of the campus which don't use the pre-enrolment application** (except of the Faculty of Communication), you must fill in the following [e-form](#).
 - In case that the subjects belong to the **Faculty of Communication**, you must fill the request form. Please, contact with intercanvis.comunicacio@uab.cat.
 - In case that these subjects belong to **Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities (Faculty of Philosophy and Letters) and Faculty of Psychology**, you have must have made a pre-enrolment **from 20rd to 24th February 2023** using the pre-enrolment application:
[Access to the pre-enrolment application](#)
If you wish to attend subjects offered by the Faculty of Economics and Business and the Faculty of Political Sciences and Sociology, you will have to upload a certificate stating your level of Spanish and English. In order to check the level required, please see the pre-enrolment application instructions.
 - Once you have made your selection, print the document generated by the application in order to show that you have been accepted in the subject. Afterwards, you must fill in the following [e-form](#).
- You can hand in a maximum of **THREE** change of enrolment forms.
- Before handing in the form, you must be sure about the changes you are asking.

PROCEDURE

1. Print the change of the enrolment request form (pages 3-4).

2. Fill it with the following information:
 - Personal data
 - Code, name and group of the subjects that you want to drop and/or add.
 - Explain the reasons of these changes.
 - Write the date and sign the form.
 - In case you are asking to add a subject of the Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities and Faculty of Psychology, you have to attach the document generated by the application, which proves that you have pre-enrolled the subjects.

3. Send it to Intercanvis.fti@uab.cat from **13rd to 24th February 2023**.

RESOLUTION

The Gestió Acadèmica of Translation and Interpreting takes 10 days in order to check the changes that you have asked.

Once the petition has been checked:

- If all the changes have been accepted, the Gestió Acadèmica of Translation and Interpreting will change your enrolment. Immediately, the Gestió Acadèmica of Translation and Interpreting will send you the copy of the new enrolment to your e-mail.
- If some of the changes cannot be made (or any of them can be made), the Gestió Acadèmica of Translation and Interpreting will send an electronic notification to your e-mail. You must access this notification in order to see which changes have been made in your enrolment.

Please remind that, any time you wish, you can check the state of the subjects enrolled in the UAB entering your transcript of records:

<https://sia.uab.es/> > Access your academic record (English version)

or

<https://sia.uab.es/> > Consulta del expediente académico y de calificaciones (Spanish version)