

# Instructions on How to Complete the Online Admissions Form

Welcome to the online admissions form for Esade undergraduate degree programmes. Below are detailed instructions on the different steps to complete and present your online application. Please read the entire document before starting. It should take you approximately 20 minutes to complete this form.

## 1. START THE ONLINE ADMISSIONS PROCESS

### a) Register as a new user

Go to the following page and click on *Apply now*: [www.esade.edu/online](http://www.esade.edu/online)

El enlace te llevará al Portal de Solicitudes. Haz clic en *Sign Up* para darte de alta como nuevo usuario.

Si ya dispones de usuario y contraseña de Esade, por favor accede al Portal con esas credenciales. Si no recuerdas tu contraseña de Esade, haz clic aquí.

If you already have an Esade username and password, please log in to the Portal with those credentials. If you don't remember your Esade password click [here](#).

Si no tienes usuario y contraseña de Esade, por favor accede con las credenciales del Portal. Si aún no te has registrado, haz clic en Sign Up para crear un nuevo usuario. Si no recuerdas la contraseña, haz clic en Forgot Password.

If you haven't registered yet, please click on Sign Up to create a new user. If you don't remember your password click on Forgot Password.

Any other issues, please contact us at [esadeccr@esade.edu](mailto:esadeccr@esade.edu).

Sign In

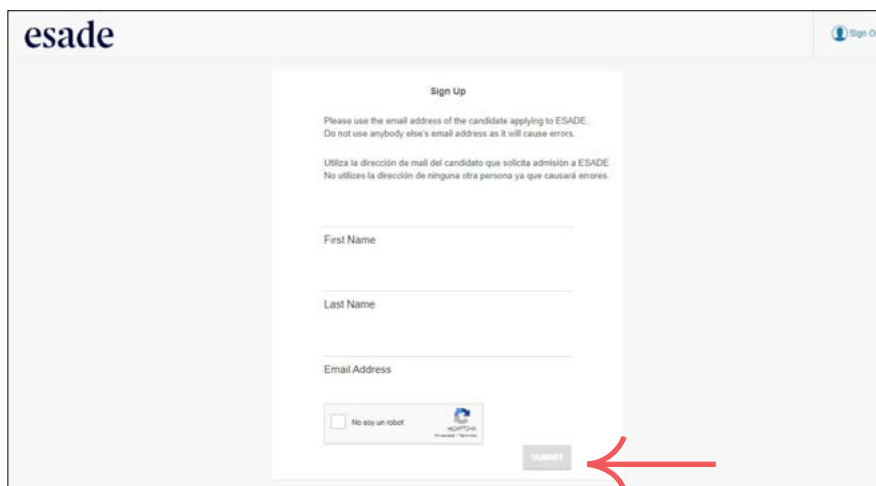
Username

Password

[SIGN IN](#)

[Sign Up](#) | [Forgot Password](#)

Introduce your name, surname(s) and e-mail address and then click on *Submit*.



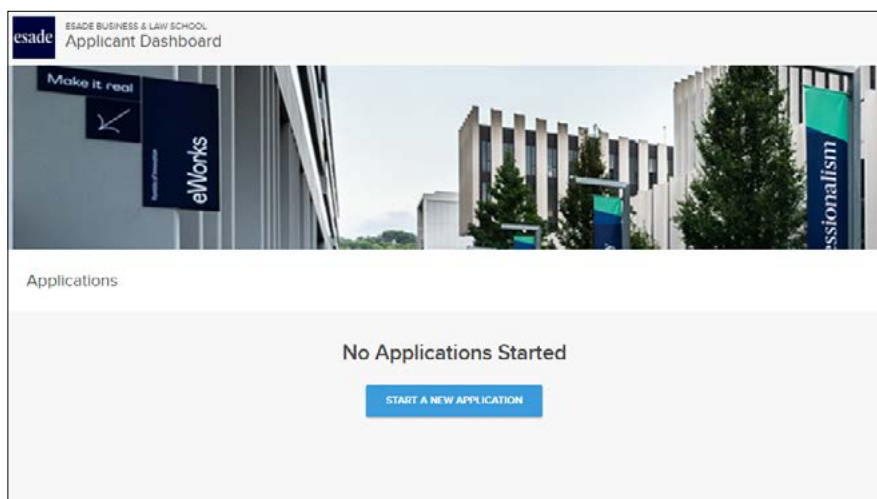
The screenshot shows the ESADe Sign Up form. It includes instructions in English and Spanish to use the candidate's email address. The form has three input fields: First Name, Last Name, and Email Address. Below these fields is a checkbox for "No soy un robot" (I am not a robot) with a CAPTCHA image. A red arrow points to the "SUBMIT" button at the bottom right of the form.

You'll receive an e-mail for you to create your password. Click on the link and introduce your password. Be sure to jot it down as you'll need to introduce it again during the admissions process.

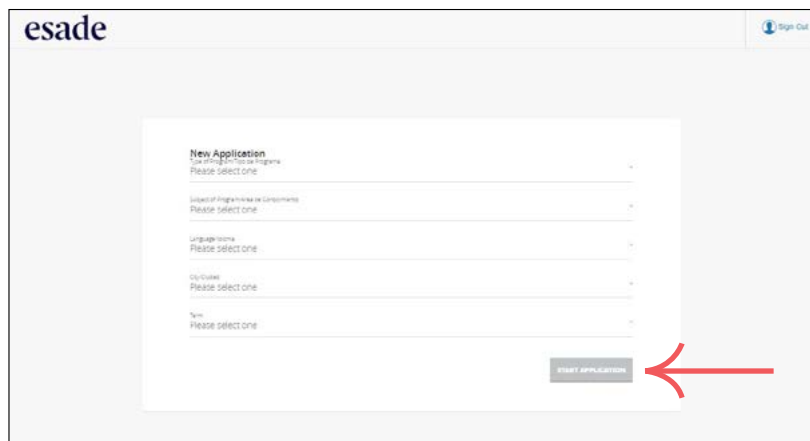


## b) Begin your application

After introducing your password, you'll be taken to the Application Portal. To begin completing your application, click on *Start a New Application*:



Fill in the following fields:



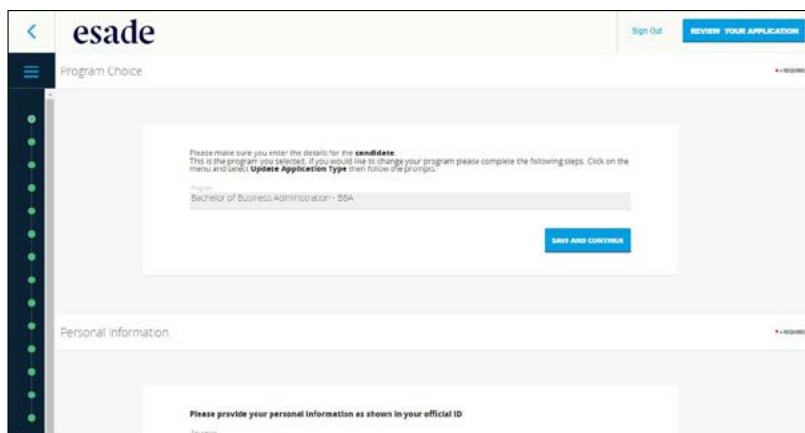
Type of programme: Select Grados/  
Undergrad

Subject of programme: Select Business  
or Law. Language: Select English.

City: Select Barcelona.

Term: Select the correct programme and  
academic year

After completing all the fields, click on *Start Application*.



## 2. COMPLETE YOUR APPLICATION

In this section you'll be asked to provide your personal and academic details. You'll also be required to upload the following documents:

- A digital passport-size photo
- A copy of your Spanish national ID card (if you're a Spanish citizen) or your passport (if you're not Spanish)
- The academic transcript for your 3rd and 4th year of secondary school and 1st year of your baccalaureate programme (or equivalent in your educational system)
- English language certificate, if available.

Bear in mind that you cannot complete your application until you have uploaded all the above items (except for the optional English language certificate).

After completing the form and uploading your documents, read the legal notice on personal data protection and click on *Save and Review Application*.

The screenshot shows the 'Documentation review' page on the esade website. The page has a header with the esade logo and a 'Sign Out' button. Below the header, there is a 'Documentation review' section with a 'Legal Statement' subsection. The 'Legal Statement' section contains 'Basic data protection information' and a 'SAVE AND REVIEW APPLICATION' button. A red arrow points to the button.

Review your application and ensure that everything is correct. When you're ready, click on *Save & Pay*.

The screenshot shows the 'Review Your Application' page on the esade website. The page has a header with the esade logo and a 'Sign Out' button. Below the header, there is a 'Review Your Application' section with a 'Legal Statement' subsection. The 'Legal Statement' section contains 'Basic data protection information' and a 'SAVE & PAY' button. A red arrow points to the button.

### 3. FINALISE AND SUBMIT YOUR APPLICATION

Payment has to be made online using a credit card:

The screenshot shows the Sabadell payment gateway. At the top, there are four steps: 1. Choose payment method, 2. Checking authorization, 3. Authorizing card, and 4. Transaction result. The 'Payment details' section on the left lists: Amount: 135,00 €, Merchant: FUNDACIO ESADE (ESPAÑA), Terminal: 2250202-1, Order: 1001296, Date: 13/11/2020 10:48, and Product description: Bachelor of Business Administration 21-22. The 'Payment by Card' section on the right has fields for Card Number, Expiry Date (mm/yy), and Security Code, with 'Cancel' and 'Accept' buttons. Below this is a section for 'Payment by UnionPay Card'. The footer mentions 'Powered by Redsys' and '© 2020 Redsys Servicio de Procesamiento S.L. - All rights reserved.'

After your payment is processed, click on *Submit your Application*.

The screenshot shows the 'esade Review Your Application' page. On the left, there is a 'Legal Statement' section with 'Basic data protection information'. On the right, a dark sidebar shows a green progress circle at 99% COMPLETE. Below this, it states 'Application fee: €135,00', '100%' completion, and '✓ Payment Received'. A red arrow points to a blue button labeled 'SUBMIT YOUR APPLICATION'.

The last step is to verify that your data are correct. Finally, sign your application (introduce your name and surname(s)).

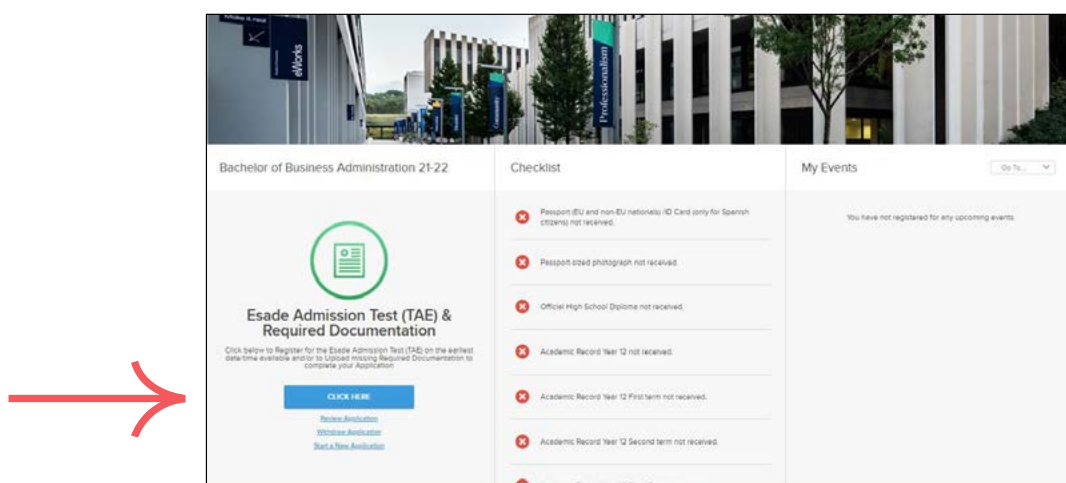
The screenshot shows the 'esade Verify & Submit' page. It prompts the user to 'Under "Electronic signature", please type your name' and 'I verify all is true and correct'. There is a checkbox for verification and a text field for the 'Electronic Signature'. At the bottom, there are two buttons: 'BACK TO APPLICATION' and 'VERIFY & SUBMIT'. A red arrow points to the 'VERIFY & SUBMIT' button.

Click on *Verify & Submit* to send us your application.

#### 4. CHECK ON THE STATUS OF YOUR APPLICATION AND PROVIDE ANY MISSING DOCUMENTATION

On the home page you can check to ensure that we have received your documentation. You can also see if any documents are still be pending. Bear in mind that this page may take a few days to update.

When you receive your first official marks for the second year of your baccalaureate programme, please go back to the Application Portal and upload the corresponding transcript. For this, click on *Submit Required Documentation*.



After providing all the required documentation and completing the admissions test, the Admissions Committee will review your application.

If you have any questions, please feel free to contact us at any time:

#### Undergraduate Admissions

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