

Instructions on How to Complete the Online Admissions Form

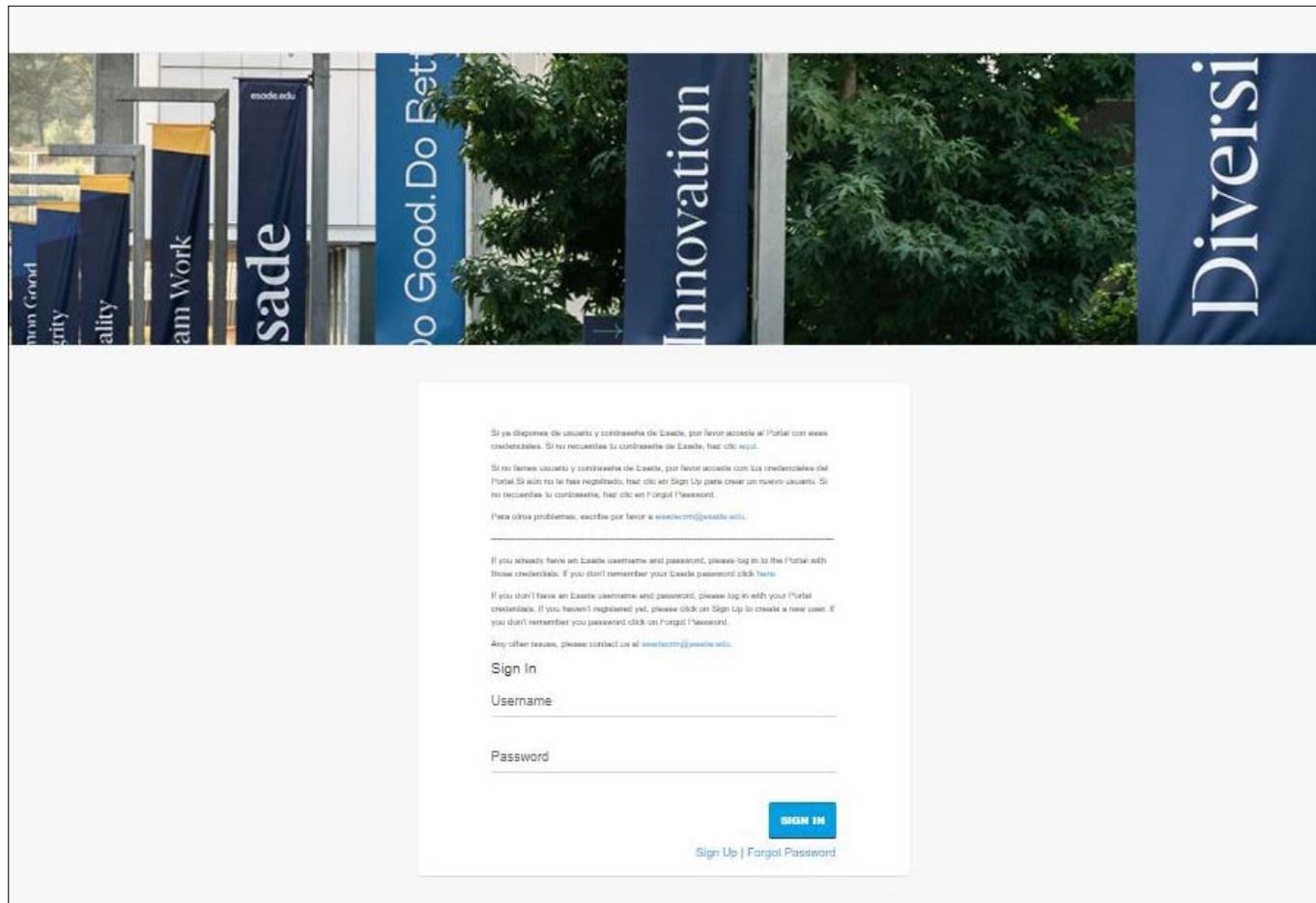
Welcome to the online admissions form for Esade undergraduate degree programmes. Below are detailed instructions on the different steps to complete and present your online application. Please read the entire document before starting. It should take you approximately 20 minutes to complete this form.

1. START THE ONLINE ADMISSIONS PROCESS

a) Register as a new user

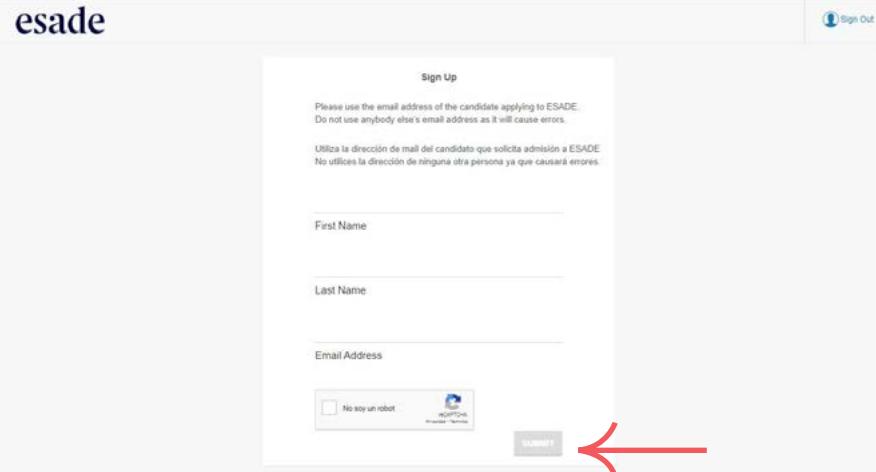
Go to the following page and click on *Apply now: www.esade.edu/online*

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



The image is a composite of two parts. The top part is a photograph of the Esade building's entrance, featuring several vertical flags with the words 'non Good', 'non Quality', 'am Work', 'esade', 'Do Good. Do Better.', 'Innovation', and 'DiverSi'. The bottom part is a screenshot of a web browser showing the 'Sign Up' page of the Esade admissions portal. The page has a dark blue header with the Esade logo and a large 'Sign Up' button. The main content area contains text in Spanish and English, asking users to log in if they have credentials or to sign up if they don't. It also includes fields for 'Username' and 'Password' and a 'SIGN IN' button.

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



esade

Sign Up

Please use the email address of the candidate applying to ESADE.
Do not use anybody else's email address as it will cause errors.

Utiliza la dirección de mail del candidato que solicita admisión a ESADE.
No utilices la dirección de ninguna otra persona ya que causará errores.

First Name

Last Name

Email Address

No soy un robot 

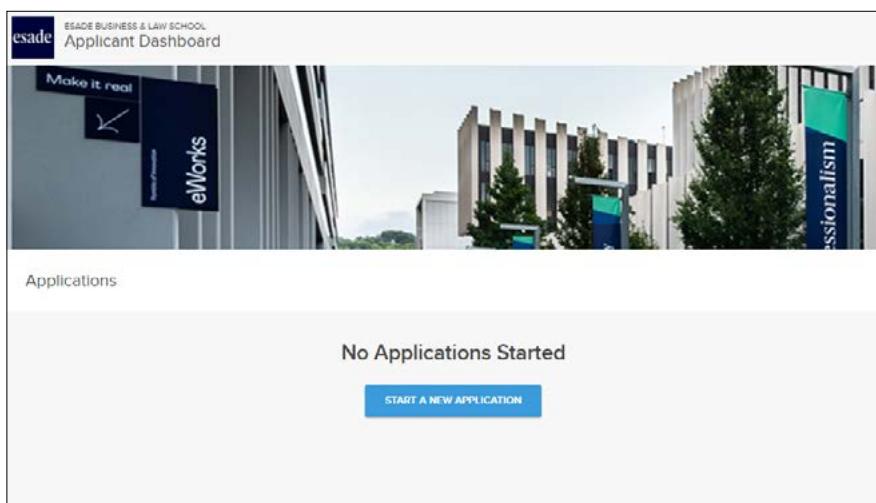
Submit

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.

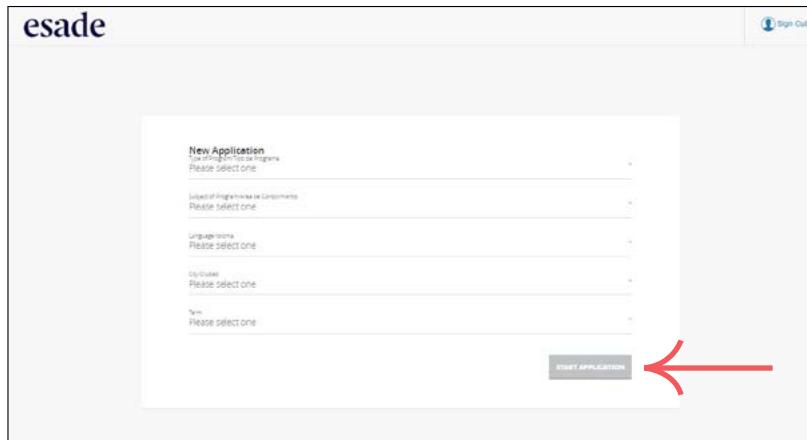


b) Begin your application

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:



The screenshot shows the 'New Application' page. It has five dropdown fields: 'Type of programme' (with 'Please select one' as the placeholder), 'Subject of programme' (with 'Please select one' as the placeholder), 'Language' (with 'Please select one' as the placeholder), 'City/State' (with 'Please select one' as the placeholder), and 'Term' (with 'Please select one' as the placeholder). At the bottom right is a 'START APPLICATION' button, which is highlighted with a red arrow.

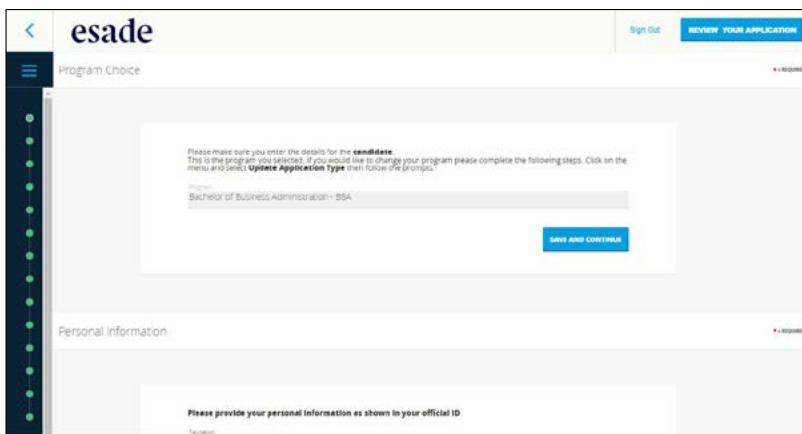
Type of programme: Select Grados/
Undergrad

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*.



The screenshot shows the 'Program Choice' page. It displays a summary of the candidate's details: 'Bachelor of Business Administration - BBA'. Below this is a 'Personal Information' section with a note: 'Please provide your personal information as shown in your official ID document'. At the bottom right is a 'SAVE AND CONTINUE' button.

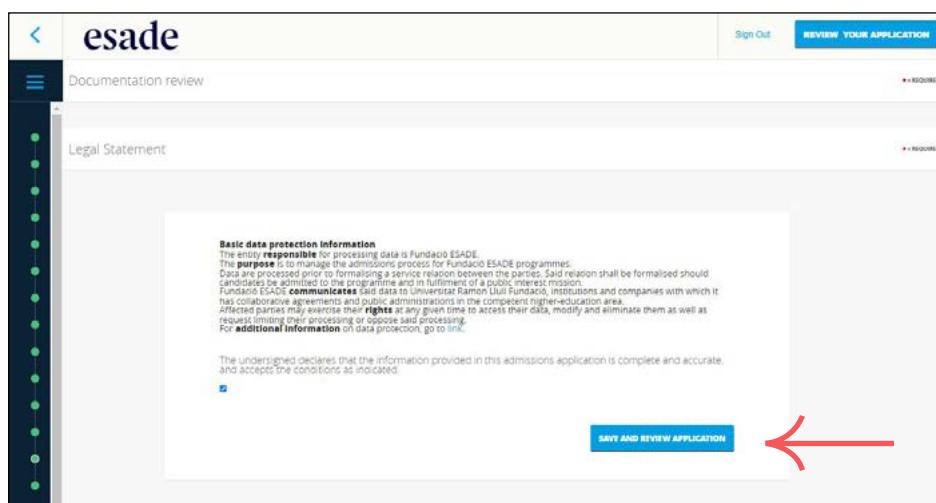
2. COMPLETE YOUR APPLICATION

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

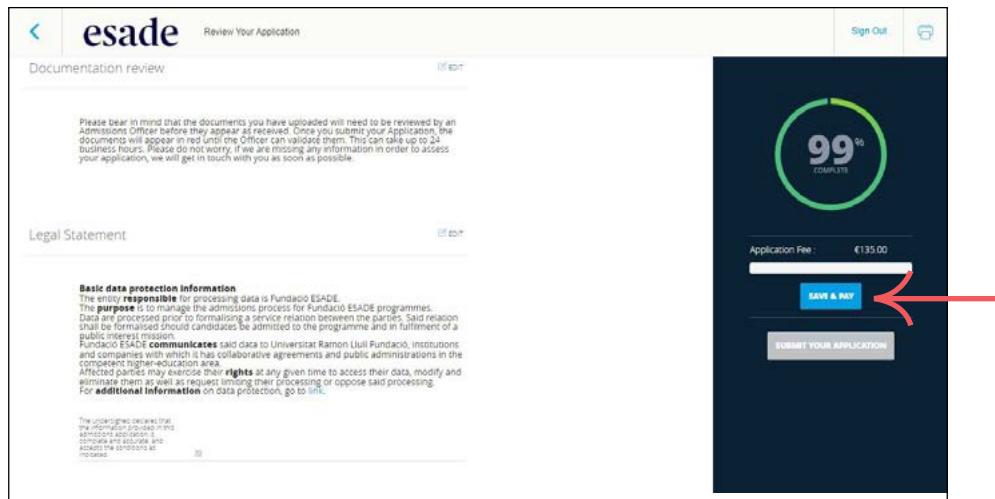
- A digital passport-size photo
- A copy of your Spanish national ID card (if you're a Spanish citizen) or your passport (if you're not Spanish)
- The academic transcript for your 3rd and 4th year of secondary school and 1st year of your baccalaureate programme (or equivalent in your educational system)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

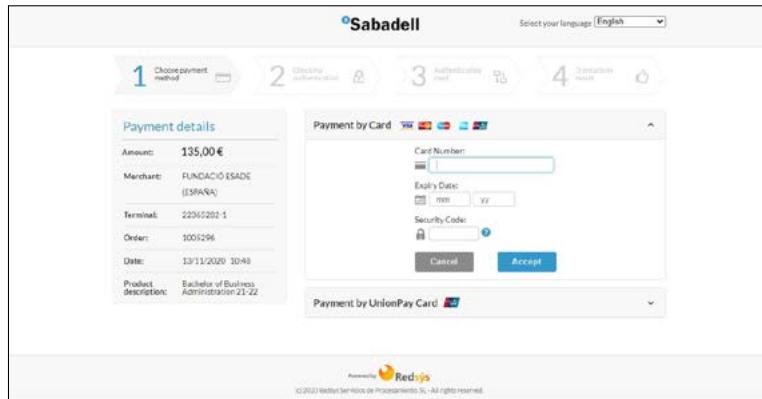


Review your application and ensure that everything is correct. When you're ready, click on *Save & Pay*.

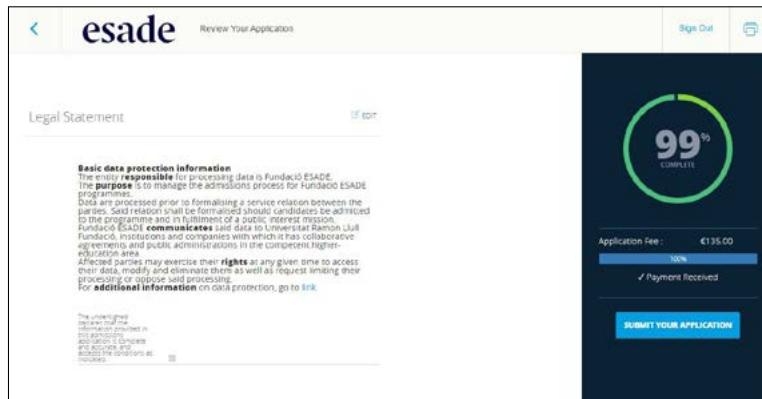


3. FINALISE AND SUBMIT YOUR APPLICATION

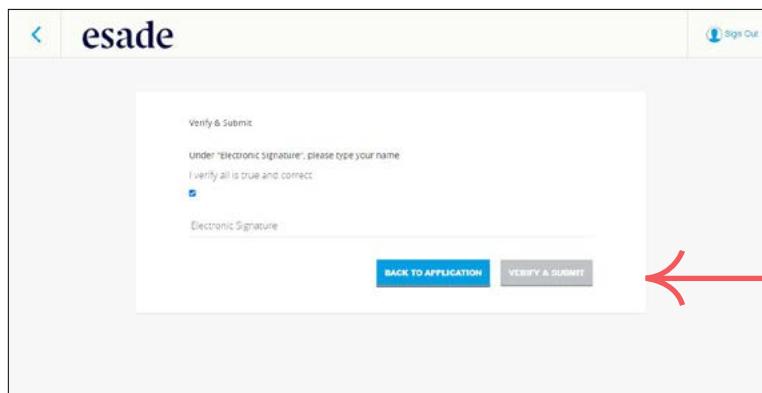
Payment has to be made online using a credit card:



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



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

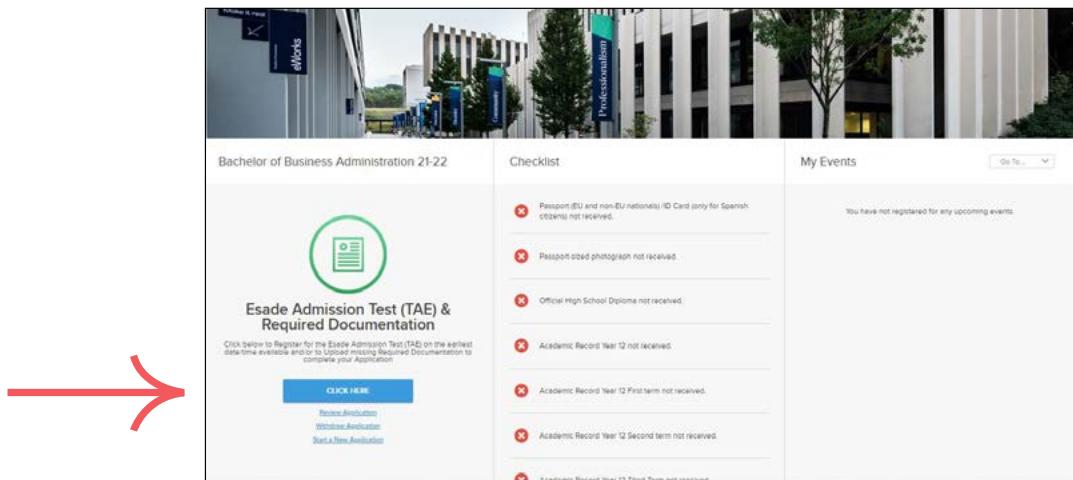


Click on *Verify & Submit* to send us your application.

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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