

NECESSARY INFORMATION FOR THE ENROLMENT IN THE SPANISH COURSES

1. In order to enrol, it is absolutely necessary to be a member of the UAM community (student or member of staff at the UAM).
2. The fees for the Spanish courses are:
 - a. Full fee: 120 euros
 - b. Subsidised fee: 60 euros for students from exchange programmes who are registered in the International Relations and Mobility Office (Plaza Mayor del Campus de Cantoblanco). The subsidised fee is **only applicable for one course**. Should students wish to take another Spanish course they will pay the full fee.
 - c. Reduced fee: 40 euros (UAM staff and some grant holders)
3. As the reduced fees are not applicable to all contracts or grants, students should come to the Secretary's office of the Servicio de Idiomas with a copy of their contract or grant in order to verify whether the reduced fee is applicable.
4. Students who cannot show they are eligible to do the course with a subsidised or reduced fee, must pay the full fee.
5. It is compulsory for students to take the language placement test on the dates published. Otherwise, they will not be admitted to the courses.
6. There are a limited number of places available. Classes will have a maximum of 30 students and priority will be given on a "first come, first served" basis.
7. The dates for registration for the level tests, enrolment, time tables, etc... can be found in "Area de descargas".
8. It is very important to read "Normativa y tasas".
9. Students who pass the course will receive an attendance certificate in order to be able to request 4 ECTS in their University of origin.

Steps for registering for the placement test and afterwards for enrolment:

1. On the date indicated in "area de descargas", the registration period for the Spanish placement test (SIGMA) will be opened. The student must have "usuario" and password (if you are a student this will be the same one as you have used on the "Application Form", given to you by the UAM). It is very important to indicate your e-mail address correctly, as this will be used to communicate the results of the test and also the date of enrolment. For the online registration see:
https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_mat_idiomas.html
2. If you are a member of the UAM community and you do not have a "password" for the SIGMA application, you should come to the Secretary's office of the Servicio de Idiomas with a copy of your contract or grant in order to obtain the password. This should be done at least five days before the end of the registration period for the placement test.
3. For the online **enrolment** you must use the same "usuario" and password used for the online registration for the placement test. The online enrolment is done through the **SIGMA** application programme **from 9:30 to 16:00** on the established days (see "area de descargas"). Outside the enrolment period, the application programme will not be available. A computer room with staff from the Servicio de Idiomas will be available for students who need help with the enrolment (see "area de descargas"). For the online enrolment see:
https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_mat_idiomas.html
4. Before the registering/enrolment be sure that your computer fulfils the necessary characteristics (See "area de descargas" Navegadores). You must have a printer connected to your computer.

e-mail: servicio.idiomas@uam.es

IMPORTANT: The SIGMA banner for registration/enrolment can be found on the main page of the Servicio de Idiomas website (blue banner).