



**UNIVERSITY COLLEGE OF
HOSPITALITY MANAGEMENT
AND CULINARY ARTS**
HOTEL SCHOOL SANT POL DE MAR

Affiliated to:



www.santpol.edu.es

Master in Hospitality Management 2019-2020

Admission Form and Enrollment

International Student



**HOTEL SCHOOL
SANT POL DE MAR**
HOSPITALITY MANAGEMENT
AND CULINARY ARTS



Instructions:

In order to be admitted on the programmes of the University school of Hospitality Management of Sant Pol (EUHT StPOL), as a future student, you must present this form duly completed along with the required documentation. These documents may be handed in to the school in person or be sent by post, courier or electronic mail to admissions@santpol.edu.es :

Admissions Department
EUHT StPOL
Ctra. N-II Km. 664
08395 Sant Pol de Mar, Barcelona, Spain
Tel. 902021925 / International Call: +34 937602240
Whatsapp: +34 635594464
Email admissions@santpol.edu.es

In order to perform the admission application process, the candidate must complete the following points:

1. Admission Application Form
2. Documentation to be attached to the Admission Application Form

Candidates will be given a receipt for all documentation received and the Admissions Department will advise them on the admission process at all times.

TO EASE THE MANAGEMENT OF YOUR APPLICATION, WE APPRECIATE IF ALL DOCUMENTS ARE DELIVERED AT THE SAME TIME.

1) Admission Application Form 2019-2020: (Complete all of the fields by hand and in capitals)

Induction Module Yes No (choose an option ONLY if Induction is not compulsory as agreed
by admission officer during the admission interview)

Concentration: Hotel Management Food & Beverage and Restaurant Management

Personal Details

Name: _____ Surname/s: _____

Date and place of birth: _____ Man Woman

ID/Passport: _____ Nationality: _____

Student Contact Details

Address: Street name: _____ No. _____ Flat _____

Town/City: _____ Province: _____ Country: _____ Postcode: _____

Landline tel.: _____ Cell phone: _____

E-mail: _____

Security Contact Details (relative/colleague) (Compulsory):

Name: _____ Surname/s: _____

Relationship: _____ Telephone no.: _____

E-mail: _____

Previous studies

Finished studies / Qualification	Duration	Year of graduation	University	Country
Studies in course	Year started	Expected end	University	Country

The undersigned hereby certifies the truth of the details given above and accepts the conditions and regulations of internal use stipulated by EUHT StPOL and accepts each and every condition exposed in this document.

Signed in _____ on _____, 201__ **Signature:**

I hereby declare that I have fully read and understood the clauses (3) and (4-a), about legalization and optional academic fees

Signature:

LEGAL NOTICE:

In compliance with articles 5 and 11 of the Spanish LOPD, we hereby inform you that your personal data will be included in our files for the effects of maintaining and developing the activities of EUHT StPOL, and may be passed on to all public bodies that might legally correspond and to the bank institutions with which we work for the payment and/or receipt of monetary amounts when this might proceed due to the needs of the service (page7).

However, EUHT StPOL guarantees the holder of the data the exercise of all rights of access, rectification, cancellation and opposition to the data concerning them, by writing to the following address: EUHT StPOL Ctra. N-II s/n km664 08395 Sant Pol de Mar (Barcelona) FAO Marketing and communication department.

The holder of the data is informed of the communication and treatment of said data under due conditions of security and professional secrecy for the period which might be necessary for the purpose for which they are collected, treated and granted.

2) Documentation to attach

(Please note that all documents have to be clearly visible)

- Duly completed and signed admission application form.
- Passport in force.
- Passport photo in digital format (only .jpg).
- Certified degree-diploma and personal academic certification, if necessary, official and validated translation, certifying the studies done giving access to the Master in Hospitality Management. ¹ (page 5)
- Photocopy of international medical-health insurance. ²(page 7)
- Receipt of payment of admission fees. ³(page 8)
- CV according to professional standards.
- European Diploma Supplement

Only if applying for the Official Master:

- Document with the grade point average equivalence of your foreign marks into the Spanish system from the “Ministerio de Educación Cultura y Deporte” (<http://bit.ly/2xHFBbd>)
- Minimum B1 level or equivalent English Language Certificate (IELTS, TOEFL, Cambridge). Not required if English is the mother language or IB Diploma holders or English taught Bachelor students in English speaking countries.
- Motivation Letter

The candidate must have had an interview with a member of the Board of Directors, which will previously be arranged with the Admissions Department. The interview may be in attendance or by telephone/Skype.

3) EXPLANATION

(1) Foreign students must provide a degree-diploma and personal academic certification validated according to the instructions below (original or notarised copy):

Candidates with admissible studies completed at a foreign institute of higher education that have not been approved by Spanish officials

1. Copy of valid residence document or passport.
2. Copy of university certificate or degree fee payment receipt (if you have more than one, you may include them all).
3. Copy of your personal academic transcript for the completed university degree (preferably with an average mark out of 10).
4. European Diploma Supplement OR certificate issued by the home university that allows admission to postgraduate studies.

LEGALISATION OF DOCUMENTS ISSUED ABROAD

(For further information and advice, contact the embassy or consulate in Spain)

OFFICIAL TRANSLATION

All documents issued in a foreign language (unless issued in English language by the home institution) must be accompanied by a translation into Spanish, which may be done by:

- Any diplomatic or consular representation of the Spanish State abroad.
- Diplomatic or consular representation in Spain of the applicant's country or the country of origin of the document.
- A sworn translator duly authorised and registered in Spain.

FORMS OF LEGALISATION

For documents issued in member states of the EUROPEAN UNION or signees of the Agreement on the European Economic Space, no kind of legalisation is required.

Austria	Greece	Norway
Belgium	Hungary	Poland
Bulgaria	Iceland	Portugal
Croatia	Ireland	Romania
Cyprus	Italy	Slovakia
Czech Republic	Latvia	Slovenia
Denmark	Liechtenstein	Spain
Estonia	Lithuania	Sweden
Finland	Luxembourg	Switzerland (through bilateral agreement with the EU)
France	Malta	United Kingdom
Germany	Netherlands	

COUNTRIES HAVING SIGNED THE HAGUE CONVENTION of 5 October 1961.

Only the apostille stamp of the competent authorities is required in legalising documents from these countries.

Albania	Denmark	Liechtenstein	Saint Kitts and Nevis
Andorra	Dominica	Lithuania	Samoa
Antigua and Barbuda	Dominican Republic	Luxembourg	San Marino
Argentina	Ecuador	Macao	Santo Tomé y Príncipe
Armenia	El Salvador	Macedonia	Serbia
Australia	Estonia	Malawi	Seychelles
Austria	Fiji	Malta	Slovakia
Azerbaijan	Finland	Marshall Islands	Slovenia
Bahamas	France	Maurice Island	South Africa
Bahrain	Georgia	México	St. Lucia
Barbados	Germany	Moldova	St. Vincent and Grenadines
Belarus	Greece	Monaco	Suriname
Belgium	Grenada	Mongolia	Swaziland
Belize	Guatemala	Montenegro	Sweden
Bolivia	Honduras	Morocco	Switzerland
Bosnia-Herzegovina	Hong Kong	Namibia	Tajikistan
Botswana	Hungary	Netherlands	Tonga
Brazil	Iceland	New Zealand	Trinidad and Tobago
Brunei	India	Nicaragua	Tunisia
Bulgaria	Ireland	Niue Island	Turkey
Burundi	Israel	Norway	Ukraine
Cape Verde	Italy	Oman	United Kingdom
Chile	Japan	Panamá	Uruguay
Colombia	Kazakhstan	Paraguay	U.S.A.
Cook Islands	Korea (Republic of)	Perú	Uzbekistan
Costa Rica	Kyrgyzstan	Poland	Vanuatu
Croatia	Latvia	Portugal	Venezuela
Cyprus	Lesotho	Romania	
Czech Republic	Liberia	Russia	

COUNTRIES THAT HAVE SIGNED THE ANDRÉS BELLO AGREEMENT

The documents will have to receive diplomatic legalisation in:

- The Ministry of Education in the country of origin for qualifications and certificates and the corresponding ministry for certificates of birth and nationality.
- The Ministry of Foreign Affairs of the country where these documents have been issued.
- The Spanish diplomatic or consular representation in the country of origin.

REMAINING COUNTRIES

The documents will receive diplomatic legalisation in:

- The Ministry of Education in the country of origin.
- The Ministry of Foreign Affairs of the country where these documents have been issued.
- The Spanish diplomatic or consular representation in the country of origin.

(2) Photocopy of the social security card or personal private medical-health insurance.

a) Students from countries of the European Union:

Photocopy of the private medical-health card valid for Spain or a photocopy of the European Health Insurance Card (EHIC) valid for use in Spain.

b) Students from countries with an agreement with Spain concerning social security:

Photocopy of the private medical-health card for Spain or photocopy of the social security card of your country, validated for use in Spain.

Countries with an agreement:

Andorra	Dominican Republic	Philippines
Argentina	Ecuador	Russia
Australia	Japan	Tunisia
Brazil	Korea (Republic of)	Ukraine
Canada	Mexico	United States
Cape Verde	Morocco	Uruguay
Chile	Paraguay	Venezuela
Colombia	Perú	

Enquire at the social security offices in the country of origin in order to validate the social security health card.

c) Students from remaining countries:

These must be in possession of private medical insurance valid for Spain during the time of their studies and practice in EUHT StPOL. This insurance must show the following:

- Name of the student
- Name of the insurance company
- Policy number
- Validity (in the case of insurance renewal, the renewal receipt must be presented at the secretary's office)
- NB: The contract insurance must be the same as that given in the Spanish consulate for obtaining study visas.
- NB: It is recommendable to confirm how the insurance works in the event of accident or illness with the insurance company.

(3) Receipt of payment of the admission fees.

Academic amount: €16,815

Admission fees

Payment of the €2,700 of the admission fees. This amount must be paid at the office of the school secretary or by bank transfer.

Rest of the amount

The students must pay the remainder (€14,115) before September 1st.

For transfers made from abroad:

Creditor Name: ESTUR S.L.

Banco de Sabadell, S.A.

Office: 0102- Carrer de l'Església 215 – 08370 Calella (Spain)

IBAN ES86 0081 0102 8100 0104 4107

BIC/SWIFT: BSABESBB

(57 A: BSABESB1102)

Reference: (Student's name) MHM

NB: If any bank transfer amount is returned, the bank expenses will be charged to the student.

4) Other amounts

a) Academic fees (optional)

In addition to the included master diploma (título propio) awarded by EUHT StPOL and University of Girona, every student who accomplishes the academic requirements can opt to receive the Official Master's Degree in Tourism Management and Planning (título oficial): concentration in Hospitality Management, awarded by University of Girona. The amount of the academic taxes is €1,400 for UE students and €1,900 for non-UE students and will be paid to EUHT StPOL according to the chosen form of payment.

For those students who apply to the Official Master, in order to issue the Official Master Diploma, University of Girona requires the payment of an additional fee according to the "Decreto de Precios Públicos" (Decree of Public Prices of Public Universities). This payment will be done at the Secretary of the Faculty of Tourism of the UdG.

Please note that Fees may be subject to changes each year and last year the fee was 220€

b) Residence and full board

The school has a residence for students with food services. There is also the possibility of contracting food services without residence.

If you are interested, ask the Admissions Department to obtain the residence form (admisiones@santpol.edu.es).

c) Sending of letter of acceptance for student visa

In order to ensure correct receipt of the letter of acceptance for students to get their visas, the letter will be sent to the following countries by courier (UPS), and must be paid for by the candidate along with the admission fees:

Europe: €65

Russia: €110

Remaining countries: €75

NB: Cases of justified relinquishing

When a candidate relinquishes their studies at EUHT StPOL once any amount has been paid for any item (e.g.: admission, enrolment, accommodation and maintenance), the amount paid will only be returned in the following cases:

1. When a candidate asks to leave EUHT StPOL, they will only be entitled to be refunded the amounts paid, less a 15% deduction, when they should report their intention in writing at least 90 days before the beginning of the school year.
2. When a candidate is not admitted for opportune reasons in the opinion of the Board of Directors, they will be refunded 100% of the amounts paid.
3. When a candidate certifies causes considered by the Board of Directors as “force majeure” they will be refunded the amounts paid less a 15% deduction.

In no case will any amount be refunded once the course has started or later than 90 days before it starts.

No amount paid will be refunded in the event of compulsory abandonment due to disciplinary action.

In any case of refund, the candidate will cover all corresponding bank costs.

5) Calendar of payments for the 2019-2020 academic year

	BEFORE SEP-2019	OCT- 2019	NOV- 2019
Enrolment : <u>Before Sept – 2019</u>	X		
Sending of visa letter (only foreigners) (Before Sept-2019)	X		
Tuition Fees: <u>Single payment Before Sept- 2019</u>	X		