



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

Affiliated to:



www.santpol.edu.es

Master in Culinary Arts and Kitchen 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 From other countries: +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)

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 _____, 20__

Signature:

I hereby declare that I have fully read and understood the clauses (3) and (4-b), 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 (page 7).

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 Culinary Arts & Kitchen Management. ¹ (page 5 & 6)
- Photocopy of personal private medical-health insurance. ²(page 7)
- Receipt of payment of admission fees. ³(page 8)
- CV according to professional standards.
- Diploma Supplement
- Motivation Letter

The candidate must have had an interview with a member of the Board of Directors, which will previously be arranged by 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 (notarised copy):

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 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-
France	Malta	(Through bilateral agreement with the EU)
Germany	Netherlands	United Kingdom

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	Bulgaria	Georgia	Liberia
Andorra	Burundi	Germany	Liechtenstein
Antigua and Barbuda	Cape Verde	Greece	Lithuania
Argentina	Chile	Grenada	Luxembourg
Armenia	Colombia	Guatemala	Macao
Australia	Cook Islands	Honduras	Macedonia
Austria	Costa Rica	Hong Kong	Malawi
Azerbaijan	Croatia	Hungary	Malta
Bahamas	Cyprus	Iceland	Marshall Islands
Bahrain	Czech Republic	India	Maurice Island
Barbados	Denmark	Ireland	México
Belarus	Dominica	Israel	Moldova
Belgium	Dominican Republic	Italy	Monaco
Belize	Ecuador	Japan	Mongolia
Bolivia	El Salvador	Kazakhstan	Montenegro
Bosnia-Herzegovina	Estonia	Korea (Republic of)	Morocco
Botswana	Fiji	Kyrgyzstan	Namibia
Brazil	Finland	Latvia	Netherlands
Brunei	France	Lesotho	New Zealand

Nicaragua	Russia	St. Lucia	Turkey
Niue Island	Saint Kitts and Nevis	St. Vincent and Grenadines	Ukraine
Norway	Samoa	Suriname	United Kingdom
Oman	San Marino	Swaziland	Uruguay
Panamá	Santo Tomé y Príncipe	Sweden	U.S.A.
Paraguay	Serbia	Switzerland	Uzbekistan
Perú	Seychelles	Tajikistan	Vanuatu
Poland	Slovakia	Tonga	Venezuela
Portugal	Slovenia	Trinidad and Tobago	
Romania	South Africa	Tunisia	

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)	United States
Canada	Morocco	Ukraine
Cape Verde	Mexico	Uruguay
Chile	Paraguay	Venezuela
Colombia	Peru	

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.
- 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: €14,865

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 (€12,165) before 1 September.

For transfers made from abroad:

Creditor Name: ESTUR S.L.

BBVA (Banco Bilbao Vizcaya Argentaria)

Office: 1008 – Carrer Mallorca 419 – 08013 Barcelona (Spain)

IBAN ES03 0182 1008 7401 0150 7140

BIC/SWIFT: BBVAESMM

Reference: (Student's name) MCAKM

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

4. Other amounts

a) Uniform and equipment

The students from the Master of Culinary Arts and Kitchen Management will need the following pieces of clothes and utensiles the first day of the class:

These pieces of clothes must be bought on SE DIFERENT Shop in Calella:

(c/ Sant Joan nº56 Tel: (+34) 93 766 1626 and sediferent@gmail.com):

Kitchen Jacket	2
Kitchen Trousers	2
Kitchen Shoes	1
Chef's Hat	2

The amount of the kit will be approximately €250 (VAT included) and has to be paid on the shop.
(Includes personal ID on the clothes by the School).

NOTA:

- In case of special size: please communicate with the Shop with sufficient prior notice.
- The shop will need at least one week to prepare the order.

List of utensils to be collected at the school the first day of class:

Knife set case, €47	1
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It's compulsory to have a knife set (3 knives and a peeler). In case the student does not have one, the school will provide at the following amount to be paid on the first day of classes: **€94 (47€ knife set, 47€ knife set case).**

You can buy the set at EUHT StPOL's online shop. Exclusive link for this program <https://bit.ly/2DsZqNc>

You will be able to pick up your set at Academic Secretary – providing us with your payment receipt – the first day of class.

b) Academic fees

In addition to the included Master diploma awarded by EUHT StPol, it is mandatory that the student choose between two options for University of Girona Diplomas, depending on the student academic profile.

- University Diploma of Specialisation in Culinary Arts awarded by University of Girona.
- Master's Degree in Culinary Arts (Título Propio) awarded by University of Girona. Only for those students who accomplish the academic requirements.

The UdG academic fees for this diploma (900 €) are already included in the tuition, but any scholarship or financial aid will not be applied to or have any effect on this amount.

Furthermore, the University of Girona will require a payment of 185 € per copy in order to issue the diploma, if required.

c) 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 at the Admissions Department for the residence form (admissions@santpol.edu.es).

c) Laundry service for uniforms

The hotel-school has an optional laundry service for the school clothing. The cost of this service for the whole course is 190 euros. **School residents already have this service included in the price.**

This service can be acquired through the following link <http://bit.ly/2gqEmnv>

d) 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

The school will be in charge of sending the student the required certificates to apply for the student visa in the Spanish Embassy/consulate.

It is responsibility of the student to provide the embassy/consulate with the other required documents and to apply for the student visa and, upon arrival in Spain, to provide proof of accommodation in order to confirm residence permit (students will be instructed accordingly on the process upon arrival).

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 60 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 : Before Sept – 2019	X		
Sending of visa letter (only foreigners) (Before Sept-2019)	X		
Tuition Fees: Single payment Before Sept- 2019	X		
Uniform (payment in the shop)		X	
Utensils (online payment)	X		
UdG Academic fees			X