

SPANISH AS A FOREIGN LANGUAGE

ENROLMENT FOR THE ACADEMIC YEAR 2018-19

Comprising 4 hours and a half tuition per week throughout the 2018-19 academic year.

1. **How** to enrol: on-line at
<http://www.hezkuntza.ejgv.euskadi.eus/escuelas-oficiales-idiomas> → *Matrícula Oficial*
→ *Solicitud de matrícula* → *Solicitudes de Matrícula*
2. **When:** from 1st to 19th September 2018 (19th September until 1pm, only) .
3. **Required documents** for:
 - **Applicants from the EU, Norway, Iceland, Liechtenstein and Switzerland:**
Type in your Passport or ID number. Please, produce **the original document and hand in a photocopy of it** at the school Office.
 - **Applicants from other countries:**
When registering, please type in your **NIE** number (Número de Identificación de Extranjeros) AND your **TIE** number, too (Tarjeta de Identidad de Extranjeros).
 - **Undocumented applicants**, welcome. Please, [see the IMPORTANT NOTICE below](#)
4. **Lists of admitted students**
A list of the students admitted will be posted on line at
www.eoidonostiaheo.hezkuntza.net or on the school notice board.
 - Temporary listing of admitted students: 21st September 2018.
 - CLAIMS: 21st and 25th September 2018 (25th September until 2pm, only)
 - Final listing of admitted students: 27th September 2018.
5. **Fees:** On-line payment: from 27th September to 1st October 2018 at
<http://www.hezkuntza.ejgv.euskadi.eus/escuelas-oficiales-idiomas> → *Matrícula Oficial*
→ *Solicitud de matrícula* → *Solicitudes de Matrícula*
6. **List Checks and queries**
 - Temporary listing of non-admitted students due to failure of payment: 3rd October 2018, from 10am.
 - Claims: 3rd to 4th October 2018
 - Final listing of non-admitted students due to failure of payment: 5th October 2018, from 10.00am.
7. **Late enrolment:** from 19th September to 4th October 2018
8. **Beginning of course:** Monday 1st October 2018

IMPORTANT NOTICE

Any students are welcome to enrol even if they don't have all the documents listed above, and regardless of their nationality, provided that they apply within the established enrolment period of 1 to 19 September 2018,

- they should contact the Spanish Department, by email (espanol@eoidonheo.org); or, otherwise, they may also go to the school office (Conserjería),
 - indicating the **level** and **time** they are interested in,
 - and quoting the following personal details:
 - **full name**
 - **nationality**
 - **passport number**
 - **telephone**
- After that, on 27-28 September, from 10am to 1pm, they should **get back in touch** with the Spanish Department (by phone, or email, or going there) to check if they have been allotted a place. **This second step is obligatory to be able to enrol.**