

GENERAL INSTRUCTIONS FOR PRE-ENROLMENT 2024- 2025 COURSE

PRELIMINARY INFORMATION

The EOI Secretary's office will remain open to the public from 9:30 to 13:00

Please remember that if you are interested in accessing a course higher than A1, you must:

- possess certain academic requirements or
- take an Initial Placement Test (PIC). You will find the tests in the “academic requirements” section in each of the previous links.

Those who should apply for enrollment are:

- Those who wish to access EOI Málaga studies for the first time.
- Official students of the school who have interrupted their studies & wish to resume them
- Official students of the school who wish to change their modality (e.g. in-person to online)
- Students coming from:
 - another Official School of Languages,
 - the Distance Learning Institute of Andalusia,
 - or *That's English* courses and wish to join any modality.
- External students who wish to continue their studies in the official education system.
- Students whose request for enrollment cancellation has been approved in the current academic year and wish to resume their studies.
- Students enrolled in the distance learning modality in 2023/24, who wish to enroll again in the same modality in 2024/25.

The following are the modalities you can choose to apply:

- In-person
- Hybrid learning (in-person + online)
- CAL (Language Update Courses for Teachers)
- Distance Learning
- C.A.P.E. (Update, Improvement, and Specialization Courses)

You can only submit:

- one single application
- in one language, course, mode, and session among those offered

This process is only an application for a place, NOT THE ACTUAL enrollment.

You'll know if you're admitted on the scheduled date on June 25.

Then you will receive instructions for enrolment.

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ADMISSION CRITERIA

If we are unable to offer enough places for all applications, priority will be given in the following cases:

- **5%** of places are reserved for people **with an officially recognized minimum disability of 33%**.
- **Group 1:** People with:
 - a Secondary Education qualification,
 - who have been registered for at least 6 months in the Andalusian Employment Offices
- **Group 2:** People with a Secondary Education qualification who currently have a work contract.
- **Group 3:** People with a Secondary Education degree enrolled in official studies.
- **Group 4:** People:
 - with a Secondary Education qualification registered for less than 6 months in the Andalusian Employment Offices
 - a University degree or equivalent
 - a Post-compulsory Education Certificate or equivalent
 - a High School Certificate or equivalent

In the cases of people with the same degree, the best academic record prevails.

With the same degree and the same record, the lowest per capita income of the family unit prevails.

- **Group 5:** Other applicants:
 - people without any qualifications
 - high school students
 - retired people
 - other cases

These applicants are ordered by the lowest per capita income of the family unit.

In all Groups (1, 2, 3, 4 and 5), if the tie is maintained, it will be resolved by draw.

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IMPORTANT INFORMATION:

- On the copy, you should add “It is faithful to the original”, with ID, date and signature.
- Individuals who, at the time of applying for a spot, do not possess at least the certificate of completion of Compulsory Secondary Education (*ESO*), or its equivalent, will automatically be assigned to Group 5 as described in the ‘Admission criteria’.
- Applicants must check the box in the application form for each document provided.

Accreditation of UNEMPLOYED status:

1. A person will be considered unemployed when:
 - a. he or she is not engaged in any paid activity, either freelancing or working for others,
 - b. and is registered as a job seeker with the Andalusian Employment Service (*SAE*).
2. The applicant must provide the corresponding certificate issued by the *SAE*:
 - a. explicitly stating the initial date of job demand and
 - b. confirming the continuation of the same situation at the time of issuance.

Accreditation of WORKING status:

1. A person is considered to be working when he or she is self-employed or employed by others.
2. This person must hand in:
 - a photocopy of the certificate of being registered with the Social Security,
 - a copy of the employment contract or tax license.

Accreditation of OFFICIAL STUDIES IN ANDALUSIA:

1. A person will be considered enrolled in official studies in the Andalusian educational system when enrolled in a school located in Andalusia offering courses leading to an official certificate.
2. Applicants must provide a certification issued by the Secretary of the school, institution or university in which they are enrolled or, failing that, a photocopy of the registration certificate.

ACADEMIC QUALIFICATIONS

1. Only the qualification corresponding to the highest level completed will be considered.
2. Applicants with a univ. degree must provide a copy of it or of paying the fees for issuing it.
3. Applicants with a Compulsory / Post-compulsory Secondary Ed. diploma, must provide a copy of it.
4. Applicants must check the corresponding box in the application form.

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ACADEMIC RECORD

- 1. The academic record of an applicant is based on** the average score of the marks obtained in each of the subjects in the degree or diploma presented for access to this school.
- 2. Applicants who have a university degree must provide a copy of the degree**, if it includes the average score, **or a certificate that shows that average score** or the marks obtained in each subject.
- 3. Applicants who provide the diploma for cases b) or c)** as described above must provide a copy of it, if it includes the average score, or a school certificate showing it or the marks for each subject.
- 3. When it is necessary to calculate the average score**, it will be done using the arithmetic average of the marks obtained in each of the subjects of the different courses, after transforming, when necessary, the qualitative grade into a quantitative score.

ANNUAL INCOME OF THE FAMILY UNIT

- 1. The family unit to consider will be the one to which the student belonged as of Dec 31, 2023.**
- 2. The annual income will be obtained by aggregating the income of each of the members of the family unit** who obtain income of any nature corresponding to the fiscal year referred to in the previous section. The annual per capita income of the family unit will be obtained by dividing the annual income of the family unit by the number of members that comprise it.
- 3. With prior authorization from the interested party, the tax information required for the accreditation of the annual income of the family unit will be provided** directly by the Tax Administration.
- 4. In the event that the Tax Administration does not have the tax information required for the accreditation of the family annual income, the applicant must provide a certification of income, a responsible declaration or a similar document.**
- 5. Applicants must complete section 3.5. where the number of family members will be recorded.**

DISABILITY

- 1. Places for disabled students can only be accessed** when the applicant has a degree of disability equal to or greater than 33%.
- 2. The applicant must provide the corresponding official certificate of the degree of disability** issued by the Junta de Andalucía or other Public Administrations.