

QUICK GUIDE TO LANGUAGE ACCREDITATION (CIS)

The CIS app is an integrated and automated system through which students at UPF can perform all formalities and procedures that require language proficiency accreditation:

1. Language accreditation for calls for mobility applications
2. Academic recognition in credits for language learning during undergraduate studies (RAC)
3. Incorporation of credits into a minor in plurilingualism

Important:

- If the certificate is valid, it may automatically be used for **calls for mobility applications**, without the need for further action.
- Furthermore, the final page contains two boxes which may also be used to request RAC credit recognition and/or the incorporation of credits into a minor in plurilingualism.
- In the case of **RAC credit recognition**, you must have earned the certificate while studying at UPF; if you earned the certificate prior to your time at UPF, it may be used for mobility, but not credit recognition.

To apply, you must first log into the **Language Certificate Accreditation** app via the [Virtual Secretary](#) and add a certificate. To find the certificate, you must indicate the language (English, German, French...), level (A1, B2, C1...) or the issuing institution. Select the certificate / language / level that corresponds to your language proficiency document, then indicate the date on which you earned the certificate (where applicable) and attach the language certificate in PDF format.

Remember that, in order to save your application, it is **compulsory** to attach a document. If you do not attach a document accrediting the certificate, the app will not let you save the changes.

The final page of the procedure contains two boxes that may also be used to request RAC credit recognition and/or the incorporation of credits into a minor in plurilingualism.

Until the secretary's office from your programme revises your application, the status of the certificate will be **Pending Validation**. Once the information and attached documents have been verified, you will receive an e-mail notifying you that the status of your application has changed.

Remember that if the certificate is valid, it may automatically be used for **calls for mobility applications**, without the need for further action.

If the certificate **is not valid**, you will receive another e-mail indicating why your request has been rejected. Once the details flagged as incorrect are amended or another document is attached, the status of your application will automatically switch to “Pending Validation” upon saving the changes.

You may obtain a language proficiency document from UPF Languages that lists all official certificates, level tests and courses taken at UPF Languages.

To download the certificate, click on the **Print as PDF** option that automatically appears once you have selected the relevant language certificates.

Only validated certificates will appear in the language proficiency document.

PROVISIONAL / INTERNATIONAL BACCALAUREATE TRANSCRIPTS

If you would like to attach a **provisional transcript for any language**, you must first indicate the language and level (e.g. English + B2). To make the search easier, enter the word “**provisional**” in the language certificate field, and all provisional certificates registered in the system for the indicated language and level will appear.

The same procedure should be followed to accredit **Batxibac, European baccalaureate or international baccalaureate transcripts (equivalent to a B2)**, indicating the language and level and searching for “**baccalaureate**”.

Important: Provisional and international baccalaureate transcripts are only valid for calls for international mobility applications.

Cercar certificat ×

Idioma:

Nivell idioma:

Institució:

Certificat d'idioma:

Mostra registres Filtrar:

Id de certificat	Tipus de puntuació	Idioma	Institució	Nivell Equivalent
1421		Anglès	Institució acreditada	B2

Mostrant de 1 a 1 de 1 registres Anterior **1** Següent