



Universitat
Pompeu Fabra
Barcelona

**REGISTRATION FOR
POSTGRADUATE COURSES UPF**



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Step 1 - Obtain the user to access the UPF Electronic Office (only for non-UPF Students)

First, if you are not a UPF student and therefore you do not have a username or password, **you have to register** by entering your personal information. Enter your ID document number (with letters if it is the case) without any points, hyphens or blank spaces in between. All the rest of the data fields are compulsory and must be introduced as they appear in your original ID document.

Student registration form for international students

New Registration

Student registration form | New student data validation | Summary of the registration form

i If you are currently studying at UPF or have ever studied at the UPF before, please apply through <http://secretariavirtual.upf.edu/> with your user and password
* The fields marked with * are compulsory
** You will receive a validation message

BASIC DETAILS

i Please introduce your ID number or passport.

Country of origin
Type of Document
Document number

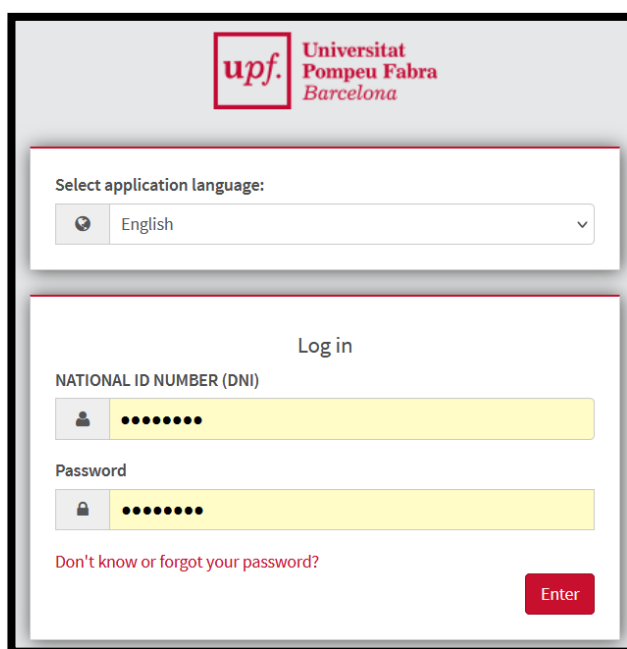
Once your data has been validated, you will receive an email, to the address provided in the registration, with the password to access the Electronic Office.

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Step 2 - Register through the UPF Electronic Office

NOTE: remember that if you are not a UPF student, first you need to complete the previous registration step (Step 1), before continuing with the following steps.

Now you have to apply for registration through the [UPF Electronic Office](#). In order to access, you need to enter your ID number (the one you provided in the previous registration step, usually your ID card or passport) and your password. **If you do not remember your password, you can use the *Don't know or forgot your password* button to retrieve it.**

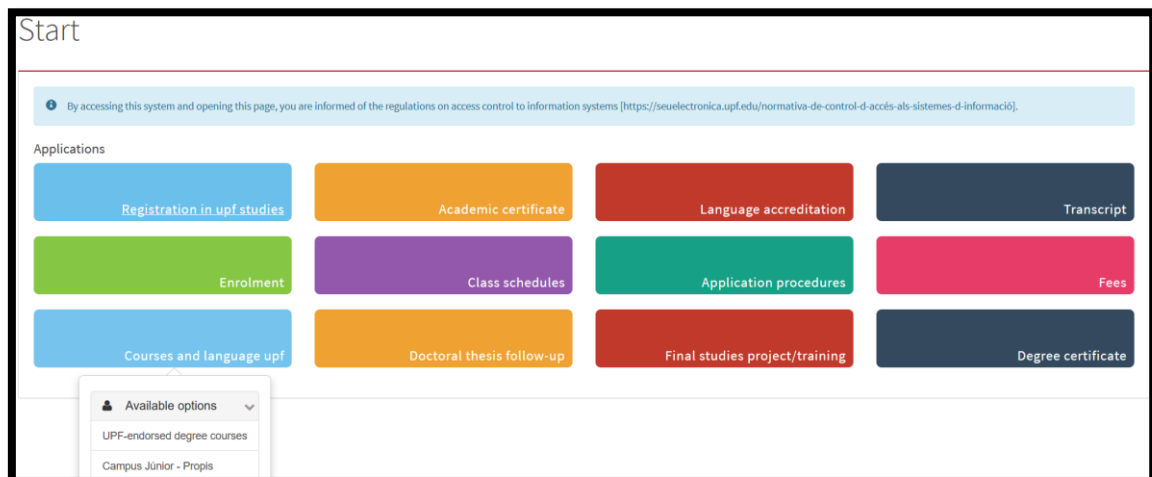


The screenshot shows the login interface of the UPF Electronic Office. At the top, the UPF logo and the text 'Universitat Pompeu Fabra Barcelona' are visible. Below this, there is a section for selecting the application language, with 'English' selected. The main section is titled 'Log in' and contains two input fields: 'NATIONAL ID NUMBER (DNI)' and 'Password'. Both fields are currently filled with dots. Below the password field, there is a link that says 'Don't know or forgot your password?'. A red 'Enter' button is located at the bottom right of the login section.

Next, from the *Start Menu* you must access to *UPF-endorsed degree courses*, which you will find within the option


Courses and language upf

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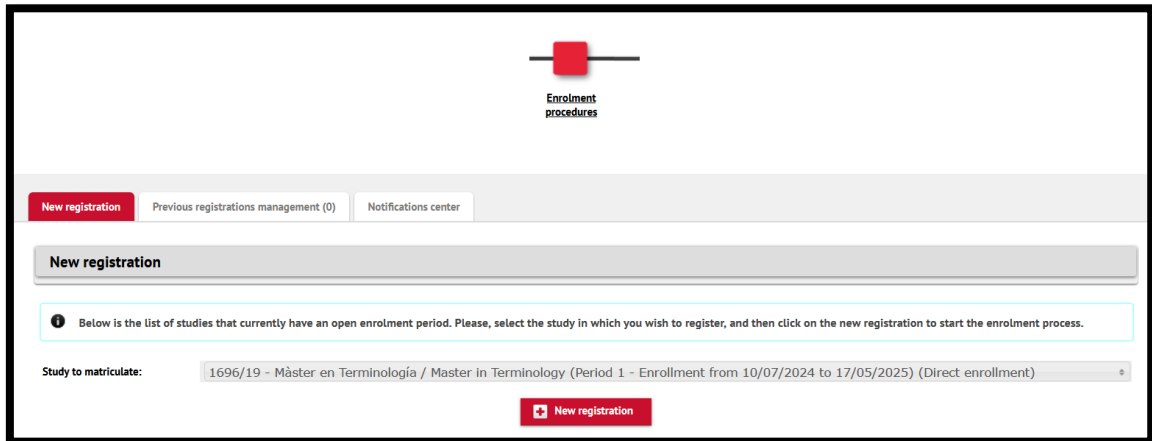


And click on *Enrolment*



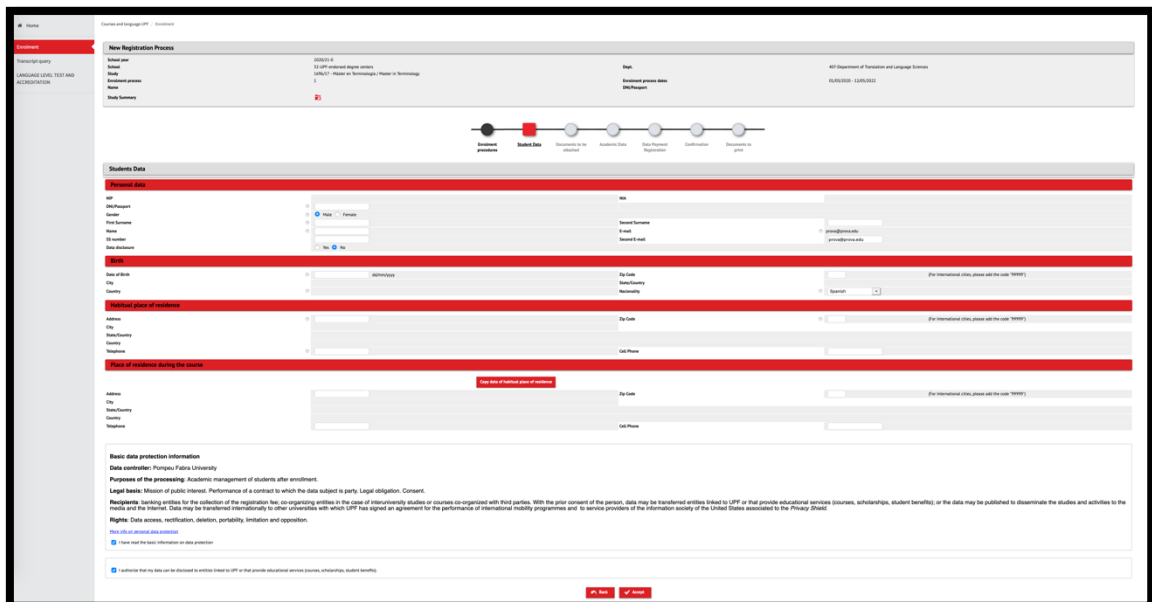
On this screen, you have to select the code of the course in which you want to enroll. Select the course **1696/19-Master in Terminology** and click on 

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Step 3 - Complete the registration to the course

Once you have selected the course **1696/19- Master in Terminology**, go to the *Student Data* section. Attention, you only have to modify the information in this screen if any of your personal data has changed or if you have not yet entered the compulsory data.



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To continue to the next section, you must read and accept the *Basic Information on Data Protection*. Then click on *Accept* and you will be able to access to the following screen.



From *Documents to be attached*, you need to attach the mandatory documentation in any format. Then, you have to click on *Accept* and you will be able to access to the next screen.

Documentation to be provided by the student

i Select the files that contain the requested documents. The name of the files will be normalized when registering in the system (removing accents and certain characters).

Optional documentation for enrolment

	Document to attach	Required Format	File attached
	DNI or Passport	Any Format	
	CV	Any Format	
	No Informada	Any Format	
	Passport photo (the file format must be JPG and must not exceed 150 kb)	Image	
	Universitary Degree	Any Format	


From *Academic Data*, select the modules you wish to register.















MY SELECTION


i There are no subjects selected for your registration

i Please, select subjects from the table of available subjects shown below to be added to your selection for enrolment

SUBJECTS AVAILABLE TO REGISTER



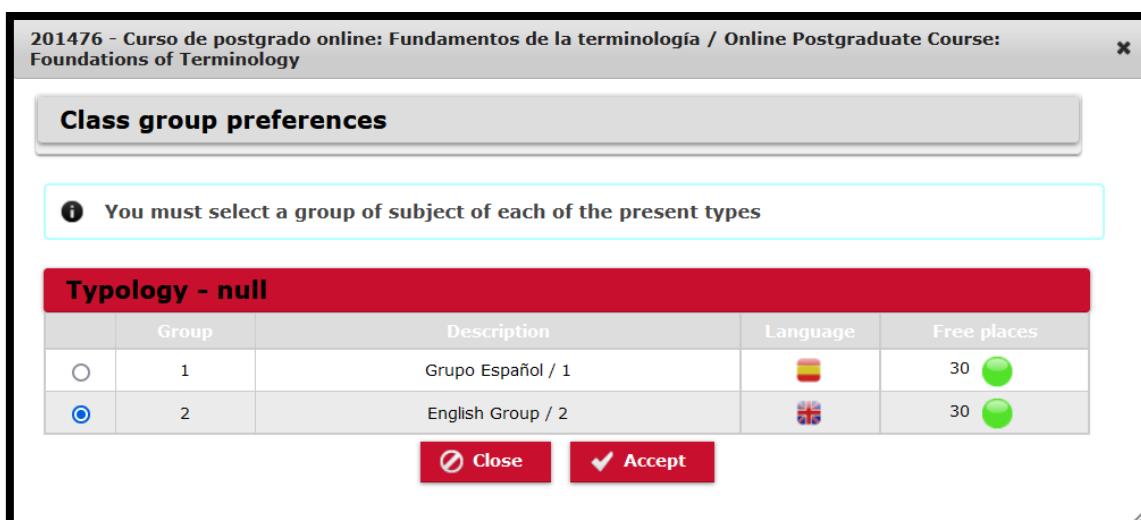
	Code	Description	Credits	Type	Course	School Year	Free places
	201476	Curso de postgrado online: Fundamentos de la terminología / Online Postgraduate Course: Foundations of Terminology	20.0	No informada	1	2024/25	
	201477	Diploma de postgrado online: Terminología y necesidades profesionales / Diploma of Postgraduate Studies: Terminology and Professional Needs	35.0	No informada	1	2024/25	
	201478	Taller I: Metodología del trabajo en terminología / Workshop I: Methodology for Terminology Work	15.0	No informada	1	2024/25	
	201479	Memoria de Máster / Final Master's Project	10.0	No informada	2	2024/25	
	201480	Taller II: Problemas en el trabajo terminológico / Workshop II: Troubleshooting in Terminology Work	5.0	No informada	2	2024/25	
	201481	Taller III: Gestión de la terminología en memorias de traducción / Workshop III: Terminology Management for Translation Memories	5.0	No informada	2	2024/25	
	201482	Taller IV: Neología / Workshop IV: Neology	5.0	No informada	2	2024/25	

1. Click on the  button to select each one of the modules you want to register.

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Please remember that if you want to register for the whole Master, you must select the 90 ECTS, which are equivalent to all the modules except one of the optional workshops (*Workshop II*, *Workshop III* and *Workshop IV*). In other words, in this case you will have to leave one of the three optional workshops unselected.

2. Select for each module the language in which you want to take the course(s) and accept.








201476 - Curso de postgrado online: Fundamentos de la terminología / Online Postgraduate Course: Foundations of Terminology

Class group preferences

i You must select a group of subject of each of the present types

Typology - null

	Group	Description	Language	Free places
<input type="radio"/>	1	Grupo Español / 1		30 
<input checked="" type="radio"/>	2	English Group / 2		30 

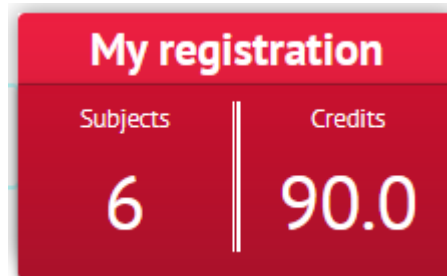
3. The selected modules will pass to *My Selection* .
4. The **Select all** option allows you to quickly select all the subjects. If, for example, you want to select all the subjects except one (for instance, if you want to register for the whole master's degree), you can remove one of the optional workshops by clicking on .

IMPORTANT!

In the upper right part of the screen, the website displays a counter indicating the number of subjects selected and the total number of credits to be enrolled to. Remember to always check the number of credits before moving on to the next section.

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NOTE: the subjects that correspond to the complete Master are 6 and the total number of credits are 90.



Subjects	Credits
6	90.0

You may have to meet some requirements defined by the course, for example, you might need to select a minimum or maximum number of subjects. If you don't meet the requirements, the application will not allow you to proceed to the next step. For this reason, you must take into account the instructions detailed in the section *Registration Procedures* on our website. If you have any doubts about this section, please contact iulaonline@upf.edu.

Once you have selected the subjects you wish to register, click on *Accept* and you will go to *Data Payment Registration*. In this screen you will find the academic fees.

IMPORTANT!

The student is responsible for choosing the rate applicable to his/her subject selection in the previous screen.

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Entry payment data

ACADEMIC FEE SELECTION TO ENROLLMENT

Find below the academic fees applicable to enrolments this course, with the price of each of them. It must be selected which of them will be paid as enrolment. If you wish to consult the details, click on the icon on the left.

Apply	Type of fee	Price
<input checked="" type="radio"/>	Full-module enrolment (75 credits)	4000,00€
<input type="radio"/>	Fee per subject	4900,00€

DISCOUNTS

You are not eligible for any discount

Apply Discount

	Discount	Amount
Full-module enrolment (75 credits)		4000,00 €
Total price:		4000,00 €

If you are eligible for any discount according to the conditions of the selected course (see section *Prices and discounts* of the website), please contact iulaonline@upf.edu before completing the registration to justify the discount. **NOTE:** If are eligible for a discount, the only payment method available will be bank transfer.

Finally, you have to select the payment method:

PAYER DATA

Please, inform the payers data of who will pay the fee selected above. You also have to inform the payment method chosen.

Type of payer: Alumno

Payer description: [input field]

DETAILS OF THE PAYMENT METHOD TO BE APPLIED

Payment method: Credit card payment

Charge reference (optional): [input field]

Additional information (optional): [input field]

Amount to charge: 4000,00 €

Payment methods:

a) **Credit card payment:** If you choose this option, once you have the information confirmed, a pop-up window will be displayed, and it will take you to the online payment platform.

b) **Transfer - Bank:** If you choose this option, once the registration is completed, the system will send you an email with the instructions to make the bank transfer. **IMPORTANT:** please note

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that this payment method may involve an extra charge by your bank.

Once you have chosen your payment method, you will be taken to the *Confirmation* section, where you will find a summary of your registration.

Confirm Registration Data	
Next, you will find an overview of the registration data. Please, verify them. Should they not be correct, you are able to go back and edit them. Once verified, press "confirm" in order to complete your registration	
School year	2020/21-0
Administrative center	12-UPF-endorsed degree centers
Name	
DNI/Passport	
NIA	
NIP	
E-mail	prova@prova.edu
Study	1696/17 - Máster en Terminología / Master in Terminology
Valid edition	01/04/2020-30/09/2022
Study type	
Origin	New student of UPF-endorsed degree centers

No I authorize the transfer of name, address and certification companies in the commercial sector and / or training for education and labor

In this section you need to check that all the information provided is correct (personal details, subjects registered, fees selected).

If any information is not correct, you can return with the *Back* button to the corresponding section for any modifications or by clicking on corresponding section on the tab bar that appears at the upper part of the screen.

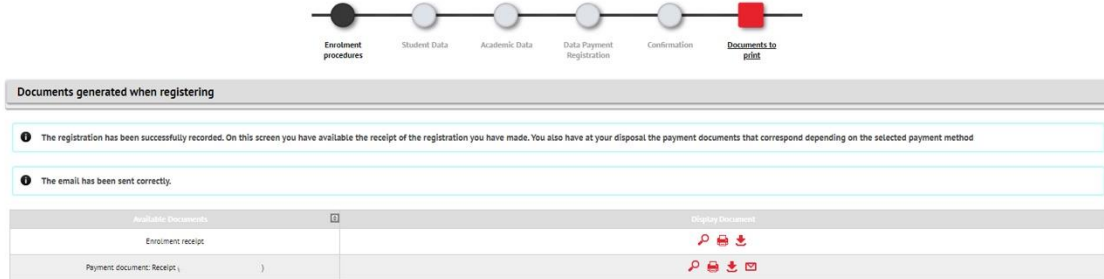


If everything is correct, confirm to save the request and make the payment through the electronic platform (if you have chosen the credit card method).







Finally, once you have completed the registration, you can download the registration receipt and the payment document from the section *Documents to print*. If you have chosen the payment

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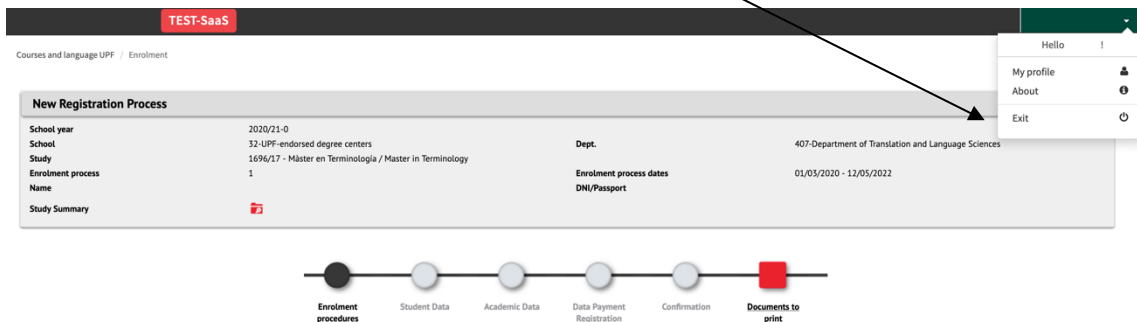
option *Bank transfer*, the document will contain the bank account to which you have to make the transfer to complete the registration.




The image shows a progress bar at the top with six steps: Enrolment procedures, Student Data, Academic Data, Data Payment Registration, Confirmation, and Documents to print. The 'Documents to print' step is highlighted in red. Below the progress bar is a section titled 'Documents generated when registering' containing two success messages: 'The registration has been successfully recorded...' and 'The email has been sent correctly.' Below these messages is a table of available documents.

Available Documents	Display Document
Enrolment receipt	  
Payment document: Receipt ()	  

Once you have downloaded or printed these documents, you can exit by clicking on the *Exit* button in your profile on the upper right part of the screen.



The image shows a user profile dropdown menu on the right side of a registration process screen. The menu includes 'Hello', 'My profile', 'About', and 'Exit'. The 'Exit' button is highlighted with a red arrow. The main content area shows the 'New Registration Process' details for a student.

New Registration Process	
School year	2020/21-0
School	32-UPF-endorsed degree centers
Study	1696/17 - Máster en Terminología / Master in Terminology
Enrolment process	1
Name	
Study Summary	
Dept.	407-Department of Translation and Language Sciences
Enrolment process dates	01/03/2020 - 12/05/2022
DNI/Passport	

Below the registration details is a progress bar with six steps: Enrolment procedures, Student Data, Academic Data, Data Payment Registration, Confirmation, and Documents to print. The 'Documents to print' step is highlighted in red.

NOTE: if you have any questions, please contact the Secretary's Office of the Faculty of Translation and Language Sciences of Pompeu Fabra University (estudis.tcl@upf.edu).