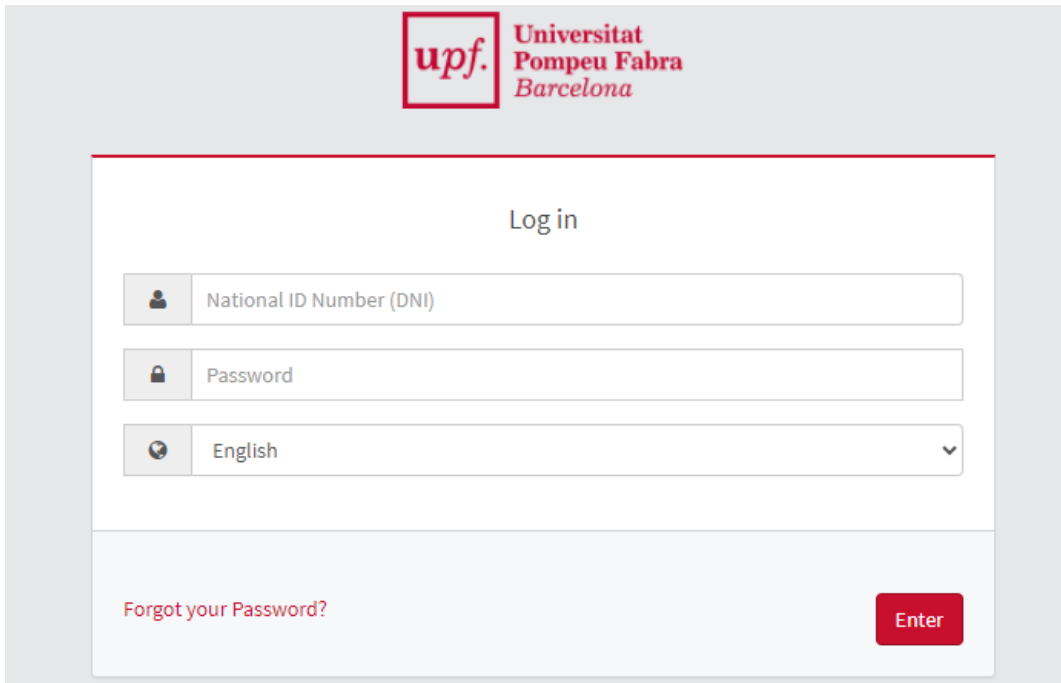


Registration guide to payment of the reservation place

1. Log in to the Online office: <https://secretariavirtual.upf.edu>

You must have a credit/debit card ready for payment.



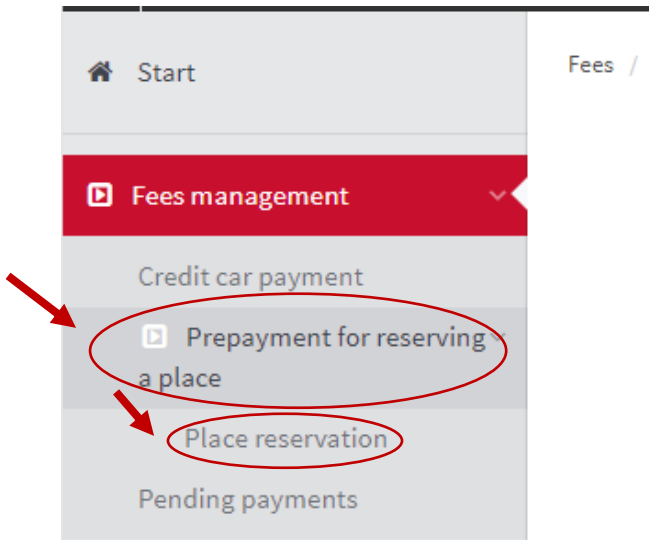
You must log in with your DNI (including the letter), NIE or passport number, without spaces, dashes or full stops (if you have entered the letter and you get “**Identification incorrect**”, enter it again without the letter).

Password: If you do not remember your password, click on “**Forgot your Password?**”, and you will receive an email to reset it.

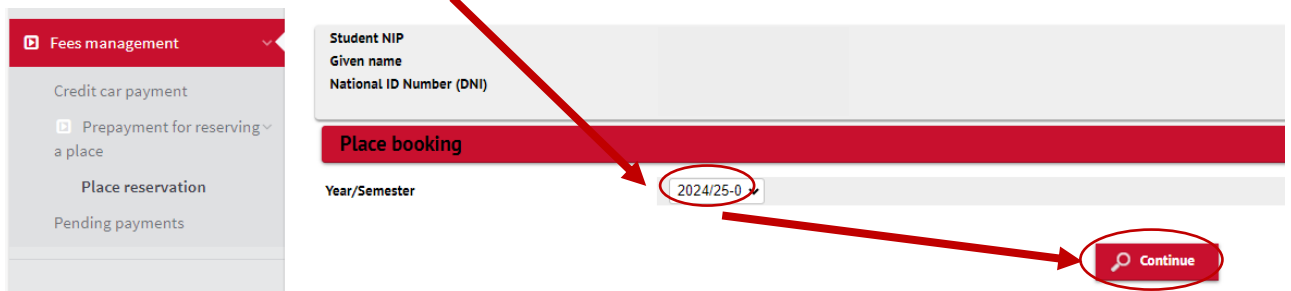
2. Click on “fees”



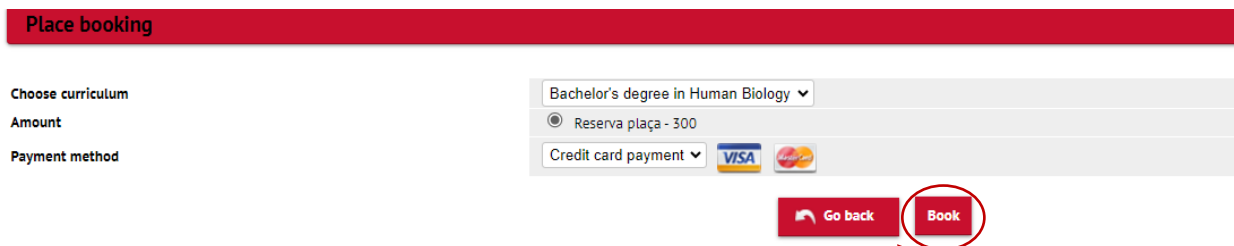
3. Select “Prepayment for reserving a place” click then ”Place reservation”



4. Indicate the preferred academic year and then click “Continue”



5. Select the studies and the amount of 300€ of the reservation fee.



➤ Click “Book”

If you are a beneficiary of a bonus of the following personal situations and you have presented the documentation that proves it, **do not formalize the payment by virtual secretary and contact the secretary of the studies** to make the payment corresponding to the bonus:

- Students members of a special category large family
- Students with a disability of 33% or more
- Students victims of gender-based violence
- Students victims of acts of terrorism

On the next screen:

Selected payment information

Centre	336 - Faculty of Medicine and Life Sciences
Academic activity	RPG -
Programme type	5 - Grado
Amount to be paid	300 €

I have read and accept the terms and conditions of online payment use
You can check the terms and conditions of the online payment through our website: [termes i condicions del pagament on-line](#)




 

- Click “I have read...” and “Accept”.






6. Enter credit card information and click “Pay” after.

Getnet By Santander English

1 Choose payment method  2 Checking authentication  3 Authenticating card  4 Transaction result 

Payment details

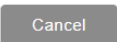
Amount	300,00 €
Merchant:	
Terminal:	
Order:	
Date:	





Payment by Card      

Card Number:

Expiry Date:
 mm yy

CVV:
 ?

- 7. On the next screen, click “Send”.


Select the authentication response:

Successful Authentication
 Deny Authentication
 Authentication cancelled by the holder

Send


8. On the next screen, click **“Continue”**.

Payment details	
Amount	300,00 €
Merchant:	
Terminal:	
Order reference number:	
Date:	

 **AUTHORIZED OPERATION WITH CODE: 097302**

Card Number: *****3839

Merchant Url: <https://www.upf.edu>

 **CONTINUE**

➤ You will obtain proof of payment for the place reservation and you can send it to yourself by email by clicking **“Send by e-mail”** :

Go back **Send by e-mail**

COMPROBANTE DE PAGO

El Sr./ La Sra. [redacted], ha realizado un pago de 300,00 EUR en concepto de del Bachelor's degree in Human Biology para el curso académico 2024/25-0. Los datos identificativos del pago son los siguientes:

Identificación del pago: [redacted]
Código de autorización: [redacted]
Fecha y hora: [redacted]

NOTA

1. Cuando formalices la matrícula, este pago será descontado del importe final de la matrícula del curso académico 2024/25-0.
2. La admisión definitiva al estudio está sujeta a la verificación de la documentación presentada.