Registration guide for admission to UPF with university studies started

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

You must have the files of the documents set out in the call for applications prepared and a credit/debit card to make the payment.
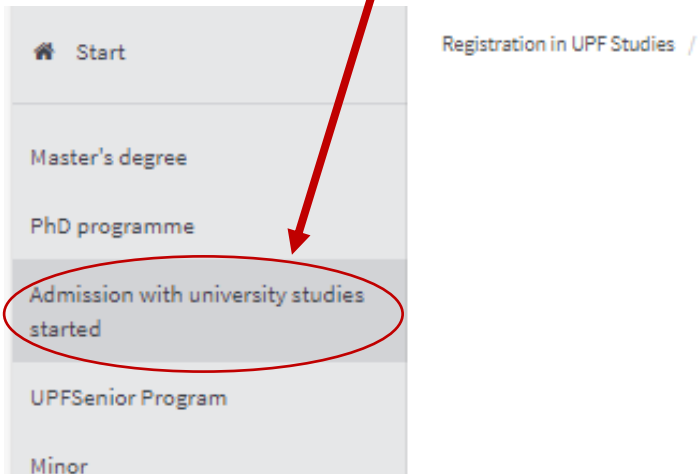

You must log in with of your DNI (including the letter), NIE or passport number, without spaces, dashes or full stops (if you have entered the letter and you get "**Identification incorrect**", enter it again without the letter).

Password: If you do not remember your password, click on "**Forgotten your Password**?", and you will receive an email to reset it.
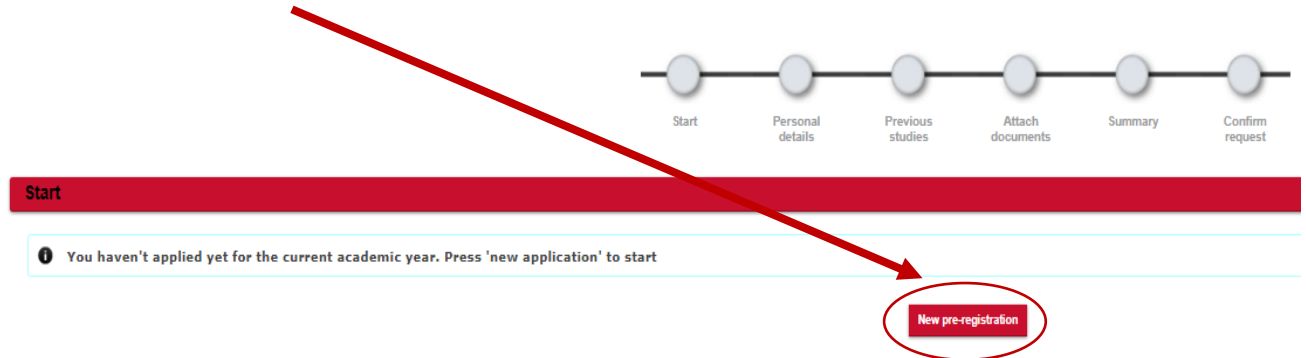
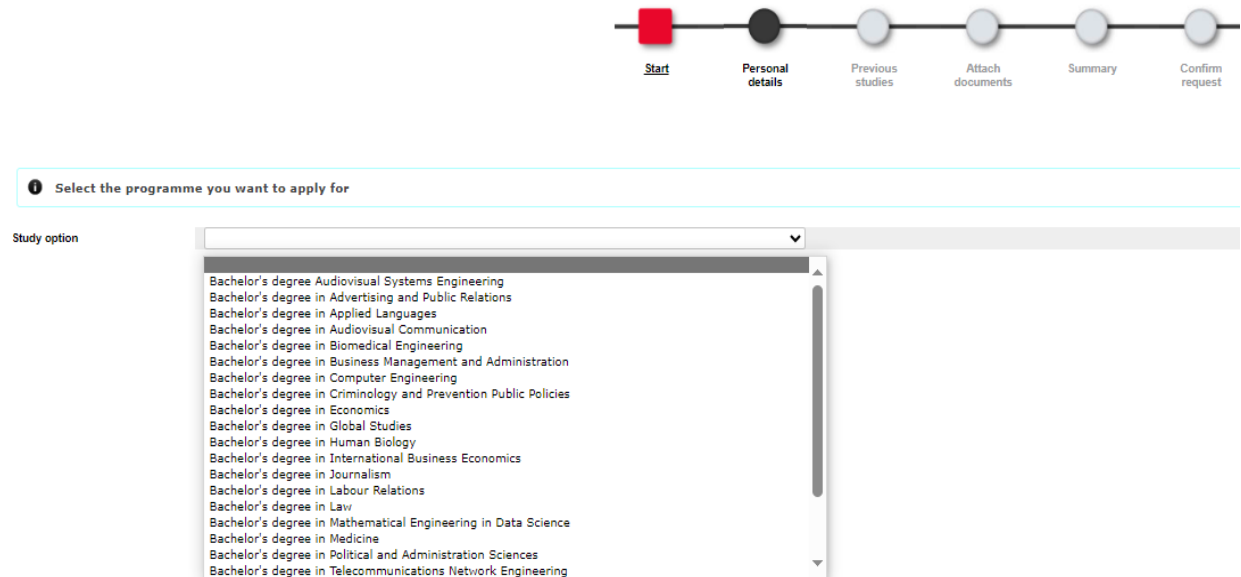2. Click **"Registration for official studies"**.

3. Select **"Admission with university studies started"**.

Start

Master's degree

PhD programme

Admission with university studies started

UPFSenior Program

Minor

Registration in UPF Studies /

4. Click **"New registration"**.

Start — Personal details — Previous studies — Attach documents — Summary — Confirm request

Start

ℹ️ You haven't applied yet for the current academic year. Press 'new application' to start

New pre-registration

5. **Select the study** you wish to register for.

Start — Personal details — Previous studies — Attach documents — Summary — Confirm request

ℹ️ Select the programme you want to apply for

Study option

Bachelor's degree Audiovisual Systems Engineering
Bachelor's degree in Advertising and Public Relations
Bachelor's degree in Applied Languages
Bachelor's degree in Audiovisual Communication
Bachelor's degree in Biomedical Engineering
Bachelor's degree in Business Management and Administration
Bachelor's degree in Computer Engineering
Bachelor's degree in Criminology and Prevention Public Policies
Bachelor's degree in Economics
Bachelor's degree in Global Studies
Bachelor's degree in Human Biology
Bachelor's degree in International Business Economics
Bachelor's degree in Journalism
Bachelor's degree in Labour Relations
Bachelor's degree in Law
Bachelor's degree in Mathematical Engineering in Data Science
Bachelor's degree in Medicine
Bachelor's degree in Political and Administration Sciences
Bachelor's degree in Telecommunications Network Engineering

If the selected studies have profiles or itineraries, you must choose an option and drag it to the first position in the box.

6. **Check your information** in **"Personal details"**.

PERSONAL DETAILS

Identity document		
Name	First surname	ROS
Second surname	Gender	○ Male ◉ Female
Nationality		
Email	Personal Email	

USUAL ADDRESS DETAILS

Country	Spain ▾
Postcode and municipality	08041 🔍
Town/city	
Province	
Usual address	
Telephone	(Do not include any spaces or special characters, for example -.)
Telephone 2	(Do not include any spaces or special characters, for example -.)
I authorise the disclosure of address details	○ Yes ◉ No

DATE OF BIRTH

Date of birth	
Country	Spain ▾
Postcode and municipality	08041 🔍
Town/city	
Province	

Previous | **Next**

7. In the "**Previous Studies**" tab, **you must fill in the details of your previous university studies**.

7.1. To select the university of origin, click on the symbol 🔍 .

UNIVERSITY OF ORIGIN

University of origin	🔍	Select transcript

STUDIES

◉ Studies (Spanish degrees only) 🔍

○ Other programme or degree (if not found in the previous search)
Full name title

STATUS OF STUDIES

☐ I dutifully declare the data on this form as well as any of the attached documents, are accurate. I am aware the inaccuracy, falseness, or omission of the data declared or any of the attached documents may have no effect on the corresponding procedure and the liability requirements provided for in the current legislation.

Previous | **Next**

> If you select the country and click on **"Search"**, all universities will appear. You need only choose the one where you have done your studies.

> If you type in the name of the university in the **"Description"** section, click **"Search"** to select the university.

7.2. Write the studies in the **"Studies"** section.

Check the box **"I dutifully declare..."** and click on **"Next"** to go the next screen.

8. Now, you must **add the documents required in the call** for applications.

First select the type of document, then choose the document file and click on **"Add"**.

These steps must be done for each document to be attached.

Course guides must be attached in a single file or, at most, in three files, selecting the corresponding option: "Course guide 1", "Course guide 2" and "Course guide 3".

9. **Payment of registration fee by credit card**. Click **"Accept"**.

➢ Click **"I have read…"** and then **"Accept"**.

Selected payment information

Centre	337 - Engineering School
Academic activity	AEI - Acceso a Grado - Est.Iniciados
Programme type	5 - Grado
Amount to be paid	54.54 €
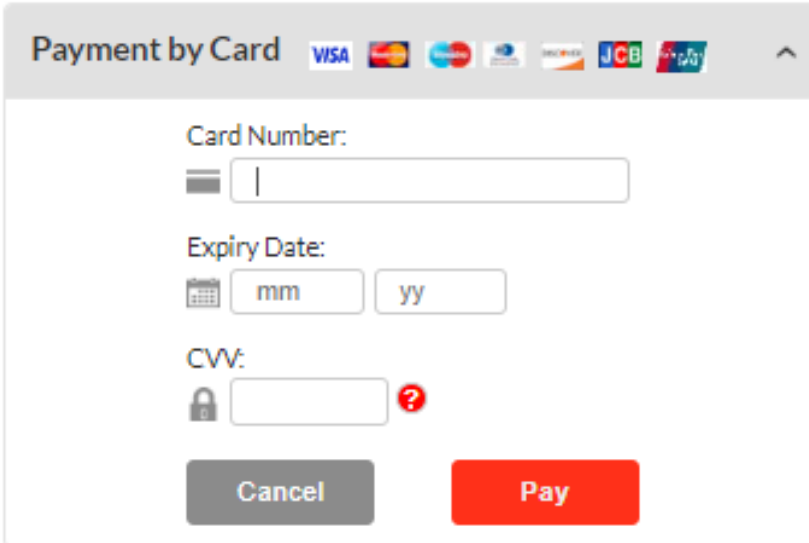
☑ I have read and accept the terms and conditions of online payment use

You can check the terms and conditions of the online payment through our website: termes i condicions del pagament on-line

➢ Enter credit card information and click **"Pay"** after.

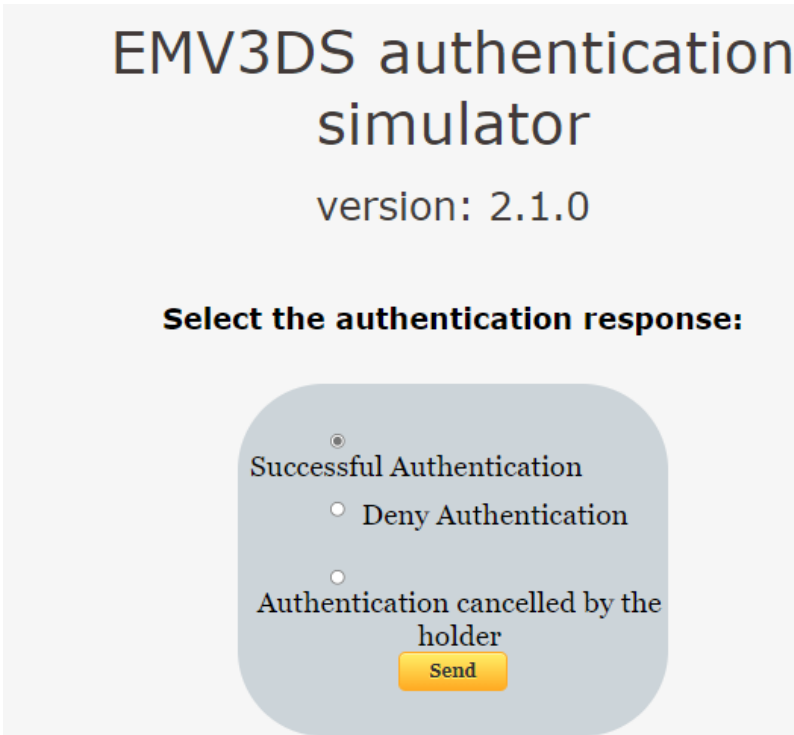> ➤ On the next screen, click **"Send"** and then **"Continue".**

10. In the "**Summary**" tab, you will find all the information about your registration.

11. In **"Confirm request"**, you can print and send by email the registration receipt and the proof of payment.
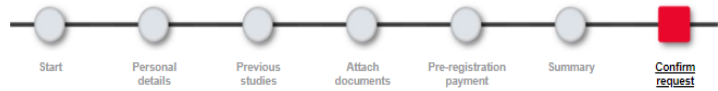
ⓘ Your application has been submitted. In the next 15 days you will receive a notification indicating either it is correct or if any document is pending.

Print receipts

ⓘ · Remember that, to log out, you have to click on the "exit" option at the top of the screen.

	Documents
🖨 ✉	Application document
🖨 ✉	Proof of payment

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