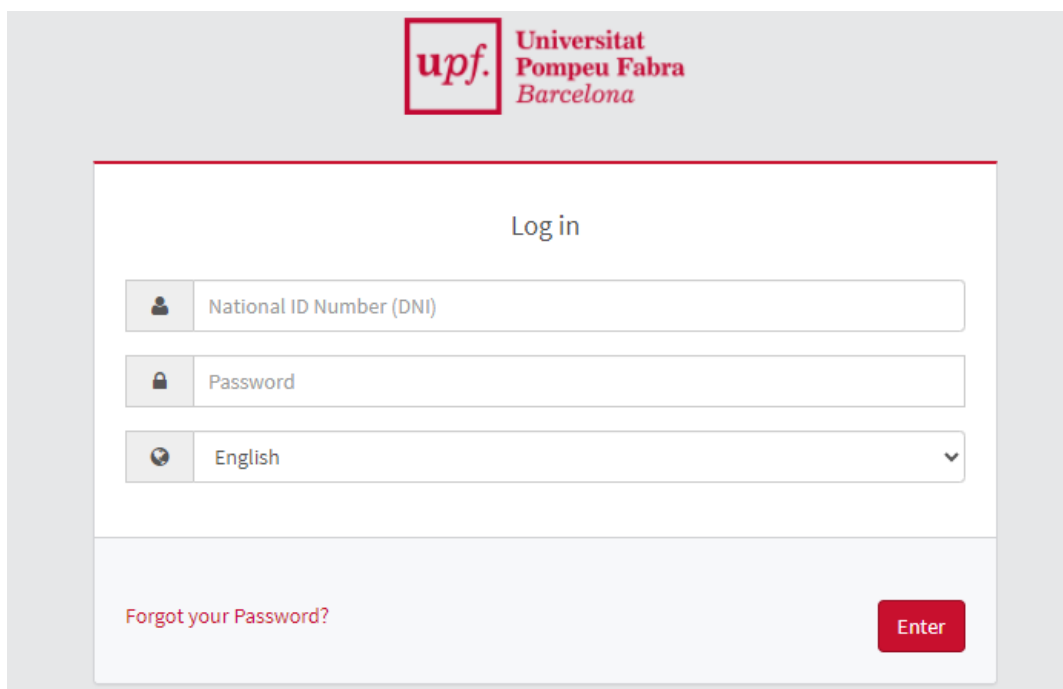


Registration guide for admission to UPF with university studies started

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.



The screenshot shows the login interface of the UPF online office. At the top, the UPF logo and name are displayed. The main heading is "Log in". Below this, there are three input fields: "National ID Number (DNI)", "Password", and a language selection dropdown menu currently set to "English". At the bottom left, there is a link for "Forgot your Password?". At the bottom right, there is a red "Enter" button.

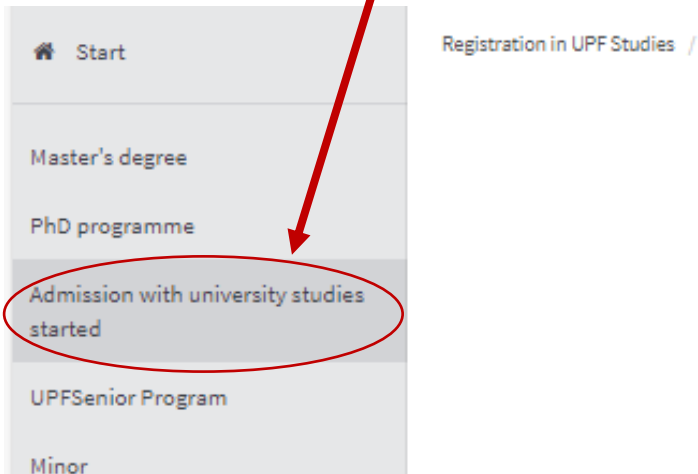
You must log in with of your DNI (including the letter), NIE or passport number, without spaces, dashes or full stops (if you have entered the letter and you get **"Identification incorrect"**, enter it again without the letter).

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

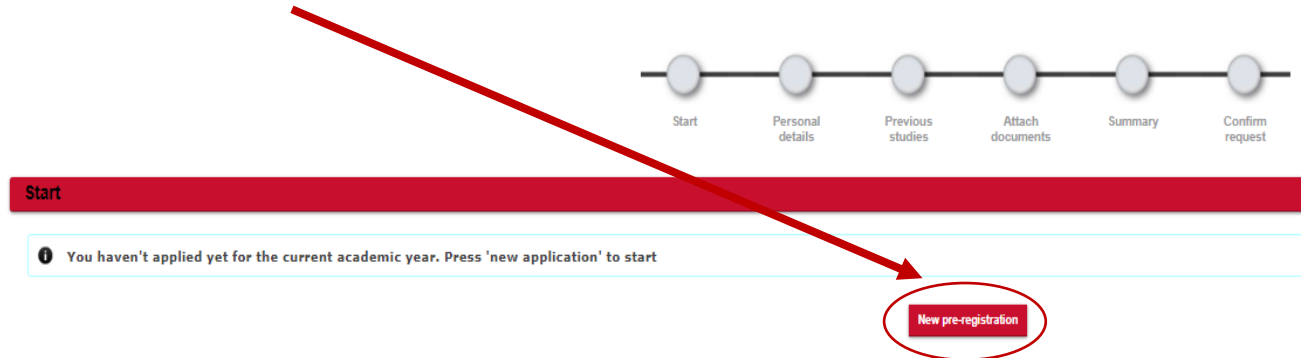
2. Click **"Registration for official studies"**.



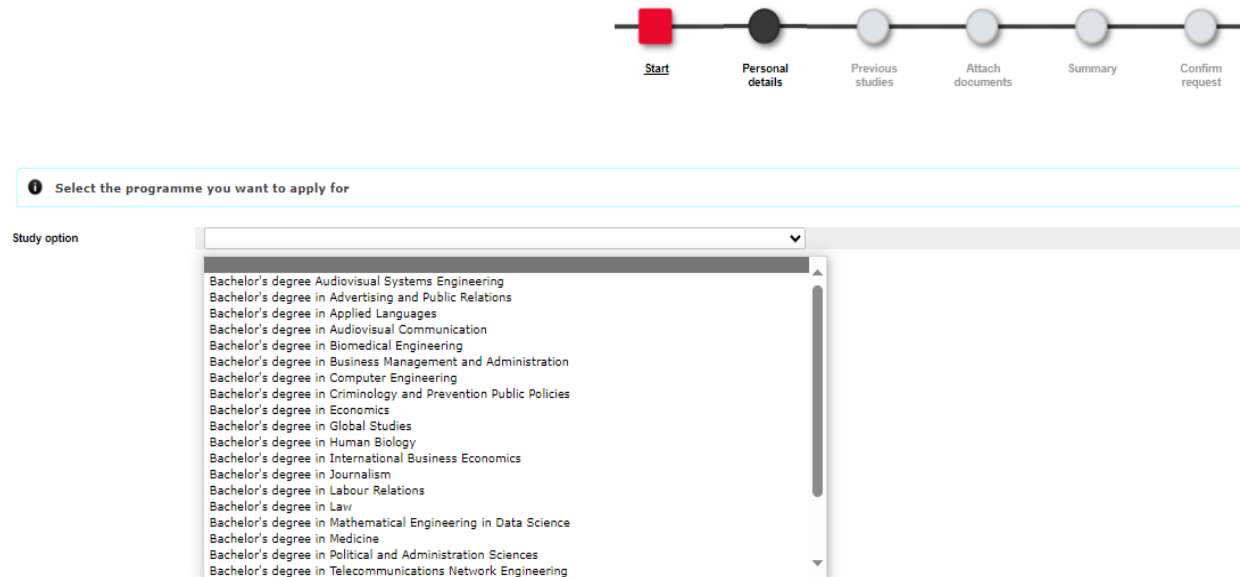
3. Select **“Admission with university studies started”**.



4. Click **“New pre-registration”**.




5. Select the study you wish to register for.



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

Click **“Next”**.

6. Check your information in **“Personal details”**.



PERSONAL DETAILS

Identity document
Name
Second surname
Nationality
Email

First surname
Gender
Personal Email

ROS
 Male Female

USUAL ADDRESS DETAILS

Country: Spain

Postcode and municipality: 08041

Town/city
Province
Usual address
Telephone
Telephone 2
I authorise the disclosure of address details


(Do not include any spaces or special characters, for example -.)
(Do not include any spaces or special characters, for example -.)

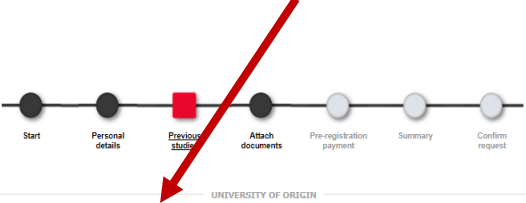
Yes No

DATE OF BIRTH

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

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

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.

- 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.

SEARCH OF THE UNIVERSITIES

Country: United Kingdom

Description¹

(?) search with mask *

Cancel Search

Information:
Select University

Description
ABERYSTWYTH UNIVERSITY
ANGLIA RUSKIN UNIVERSITY
ARTS UNIVERSITY BOURNEMOUTH
ASTON UNIVERSITY
BANGOR UNIVERSITY
BATH SPA UNIVERSITY COLLEGE
BIRKBECK COLLEGE, UNIVERSITY OF LONDON
BIRMINGHAM CITY UNIVERSITY
BISHOP GROSSETESTE UNIVERSITY
BOURNEMOUTH UNIVERSITY
BRADFORD COLLEGE

- If you type in the name of the university in the **“Description”** section, click **“Search”** to select the university.

SEARCH OF THE UNIVERSITIES

Country

Description²: King's College

(?) search with mask *

Cancel Search

Information:
Select University

Description
KING'S COLLEGE LONDON

7.2. Write the studies in the **“Studies”** section.

Start Personal details **Enroll studies** Attach documents Pre-registration payment Summary Confirm request

UNIVERSITY OF ORIGIN: KING'S COLLEGE LONDON

STUDIES: Bachelor of Laws

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

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.

DOCUMENTS

Select a document
Choose a file to attach

Application form for credit recognition (Compulsory)

Tria el fitxer | No hi ha cap fitxer seleccionat

- Remember to attach the required documentation
- Only the following formats are accepted: pdf, doc, jpg, gif, txt, rtf, odt
- The maximum file size is 9 megabytes

Add

Previous Next

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”.

DOCUMENTS

Select a document
Choose a file to attach

ID/Passport

Tria el fitxer | No hi ha cap fitxer seleccionat

- Remember to attach the required documentation
- Only the following formats are accepted: pdf, doc, jpg, gif, txt, rtf, odt
- The maximum file size is 9 megabytes

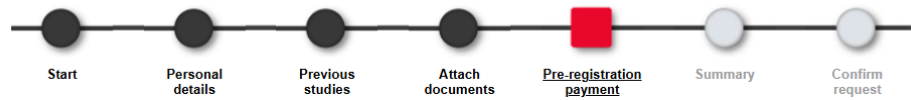
Add

Attached documents

Application form for credit recognition

Previous Next

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



SELECT A PAYMENT METHOD

Payment method: Credit card payment ▾

Clase de liquidación: Ordinària ▾

✓ 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](#)






↶ Back ✓ Accept

- Enter credit card information and click **“Pay”** after.

Payment by Card        ^

Card Number:


Expiry Date:


CW:
 

- On the next screen, click **“Send”** and then **“Continue”**.

EMV3DS authentication simulator

version: 2.1.0

Select the authentication response:

- Successful Authentication
- Deny Authentication
- Authentication cancelled by the holder
-

✓ AUTHORIZED OPERATION WITH CODE: 145374

Card Number: *****
Merchant Url: <https://www.upf.edu>



Continue

Payment details

AMOUNT	54,54 €
Merchant:	UNIVERSITAT POMPEU FABRA (SPAIN)
Terminal:	
Order reference number:	
Date:	

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

🏠 Back to top