

GUIDE TO ENROLING ONLINE

You have obtained a place at the UPF. Congratulations! We are very pleased to have you with us.
Here is what you need to do to enrol.

Before you enrol

- Check the [Enrolment website](#).
- [Check the day and time](#) when you have to enrol. If you consult the day and time during the enrolment period, you can go to the enrolment page directly from there. Otherwise, go to [Enrolment](#).
- Attend the [information session](#) (if there is one) on the courses you want to enrol in.
- Prepare the payment details.

Go to <https://matricula.upf.edu/>.

1 Log in

User: Your national identity document, alien identification document or passport number with capital letters and no hyphens or spaces. You must use the same identity document number that you used to pre-enrol at the university.

Password: If this is the first time you have entered the system, please enter your date of birth in the format *ddmmyyyy*. An alert will then appear informing you that your access password has expired. You must change it to continue enrolling.



If you are unable to log in, please contact us through the [Student Academic Support](#).

When you have logged in, go to the section **Enrolment** and click on **Enrolment**.



The enrolment process consists of four sections. To switch between them, click on the tab containing the section name at the top of each screen.



② My personal details

✓ Check that your details are correct and edit them if necessary. Some fields cannot be edited while you are enrolling. When you have confirmed the enrolment, send a request to edit your details through the [e-services portal](#), accompanied by any supporting documents.

If the postal code of the town where you live does not appear in the database, enter the code of the nearest town and then request a change of code, stating the name of your town.

Select an option for processing personal data in order to continue.

3 Subjects you want to enrol in

You will see all the subjects you have to enrol in and the assigned group.

ASSIGNATURES A MATRICULAR

OPCIONS

Especialitat: 0 - Sense Especialitat
 Règim de permanència: 0 - Temps Complet
 Codi agrupació: 11

LA MEVA SELECCIÓ

	Assignatura	Centre	Pla	Classe	Crèdits	Cicle	Curs	Modal	Període	Grup	Estat	Observacions	Comen. Comiss.	Preinscripció
	20605 - Introducció als Estudis i a la Ciència Jurídica	331 - Facultat de Dret	415 - Grau en Dret	Formació bàsica	8.0	1	1r	XX	1r Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla
	20606 - Teoria del Dret	331 - Facultat de Dret	415 - Grau en Dret	Formació bàsica	6.0	1	1r	XX	1r Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla
	20609 - Ciència Política	331 - Facultat de Dret	415 - Grau en Dret	Formació bàsica	6.0	1	1r	XX	2n Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla
	20610 - Economia i Instruments Analítics per a l'Estudi del Dret	331 - Facultat de Dret	415 - Grau en Dret	Formació bàsica	10.0	1	1r	XX	3r Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla
	20612 - Drets i Llibertats Fonamentals	331 - Facultat de Dret	415 - Grau en Dret	Obligatòria	6.0	1	1r	XX	3r Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla
	20607 - Organització Constitucional de l'Estat i Fonaments del Dret	331 - Facultat de Dret	415 - Grau en Dret	Formació bàsica	9.0	1	1r	XX	2n Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla
	20608 - Història del Dret	331 - Facultat de Dret	415 - Grau en Dret	Formació bàsica	6.0	1	1r	XX	2n Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla
	22699 - Fundamentals of Private and Business Law	331 - Facultat de Dret	415 - Grau en Dret	Formació bàsica	9.0	1	1r	XX	1r Trim.	1	Canviable	Grup d'agrupació, no modificable.	0	Pla

4 Payment information

If you are eligible for a [concession](#), or you have applied for a general scholarship this year, this option will be selected.

If you did not justify the concession, but you have the documents to do so on the start date of the course (01/09/2023), **you must enrol without the concession** and then request a refund. Otherwise, **you will lose your place at the UPF**.

If you want to receive the AGAUR loan, check this field and then click on **Accept and authorize the AGAUR conditions**.

If you select the field **Payment in instalments**, you can pay in two instalments.

The minimum amount for paying in instalments is €450.

Finally, enter your current bank account number for the payment to be debited.

If you are under 28, educational insurance is compulsory and the fee for it will therefore be

INFORMACIÓ SOBRE EL PAGAMENT DE LA MATRÍCULA

Aplicació descompte ☒

Tipus de descompte

Tipus de beca: No becarí

Pagament fraccionat: ☐

Forma de pagament:

Disponible
 Selecció
 F. N. 1a./General- fins 3 fills

☒ Domiciliació Bancària
 ☐ Prèstec AGAUR (pagament mensual)

selected by default in the section **Optional fees**.

There are three ways of voluntary contributions (of 20€ each). If you want to join and make your contribution, click on one of the three options.

ALTRES IMPORTS		
	Descripció	Import
<input checked="" type="checkbox"/>	Assegurança Obligatòria	1,12 EUR
<input type="checkbox"/>	Aportació a beques Comunitat UPF	20,00 EUR
<input type="checkbox"/>	Aportació al Fons refugi UPF	20,00 EUR
<input type="checkbox"/>	Aportació a projectes solidaris	20,00 EUR

5 Confirm enrolment

After confirming your enrolment, you can consult, print, download and/or mail yourself the enrolment form.

Document	Options
Impress matricula 	   

6 Questionnaire on the enrolment process

Please fill in the questionnaire on the enrolment so that we can improve it. Your opinion will be of great help to us.

We wish you a good academic year!
Academic Management Service