

#### **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 <u>Enrolment website</u>.
- 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 <a href="https://matricula.upf.edu/">https://matricula.upf.edu/</a>.



## 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 <u>Student Academic Support</u>.

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 <u>e-services portal</u>, 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.

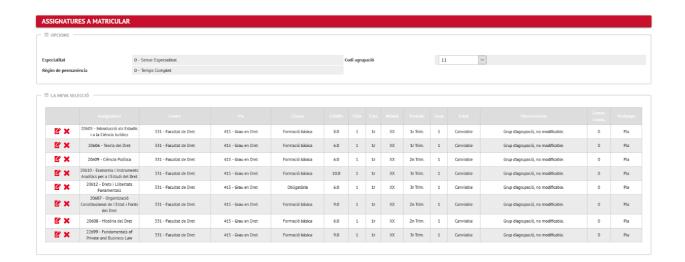
Select an option for processing personal data in order to continue.





## Subjects you want to enrol in

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





## **Payment information**

If you are eligible for a <u>concession</u>, 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





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.





## **Confirm enrolment**

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





## 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