

HOW TO ENROL ON IDIOMES UPF COURSES

IMPORTANT:

WHO CAN ENROL ON THE COURSE DIRECTLY:

- If you have studied at Idiomes UPF before, if you are a UPF undergraduate student, if you are a UPF Erasmus student.
- If you have already formalized your enrolment on a Master or Doctoral program at the UPF.

ATTENTION! If you are a student or a worker of the UPF Group (BSM, ELISAVA, ESCI, ESIM, IBEI, PRBB and/or TCM) you will have to register on the application “secretaria virtual” before enrolling on the course.

WHO MUST REGISTER ON THE APPLICATION SYSTEM BEFORE ENROLLING ON THE COURSE:

- If you have NOT studied at Idiomes UPF before
- If you are NOT a UPF student.
- If you have NOT formalized your enrolment on a Master or Doctoral program at the UPF yet.
- If you are a student or a worker of the UPF Group (BSM, ELISAVA, ESCI, ESIM, IBEI, PRBB and/or TCM)

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1. How to register in the UPF application system

You need to go to [REGISTRATION](#) where you will see the following screen:

The screenshot shows the 'STUDENT REGISTRATION FORM IDIOMES UPF' interface. At the top right, there is a 'New Registration' button. Below it is a progress bar with three steps: 'Student registration form' (highlighted in red), 'New student data validation', and 'Summary of the registration form'. A blue information box contains the following text: 'If you are currently studying at UPF or have ever studied at the UPF before, please apply through <http://secretariavirtual.upf.edu/> with your user and password. * The fields marked with * are compulsory. ** You will receive a validation message'. Below this is a 'Basic details' section with a blue information box stating 'Please introduce your ID number or passport.' and three input fields: 'Country of origin' (a dropdown menu), 'Type of Document', and 'Document number'. The 'Country of origin' and 'Document number' fields have an asterisk indicating they are compulsory.

You will need to indicate your ID number and the **priority is the following one: Spanish DNI, NIE, Passport.**

When filling the application form, please **make sure the information inserted matches the information on your ID**, i.e. full name as it appears on your ID/NIE/Passport, and the ID number. Do not forget the date of birth format is **DD/MM/AAAA**

When inserting your email address, please note that this is the one we will send you all the course information, so please indicate one you currently check frequently.

Once you have filled the application form, you will need to click on **Continue**. On the following page, you will be asked to check all the data you have indicated is correct. If there is data that needs changing, you can click on **Back** and correct the fields that needs correcting.

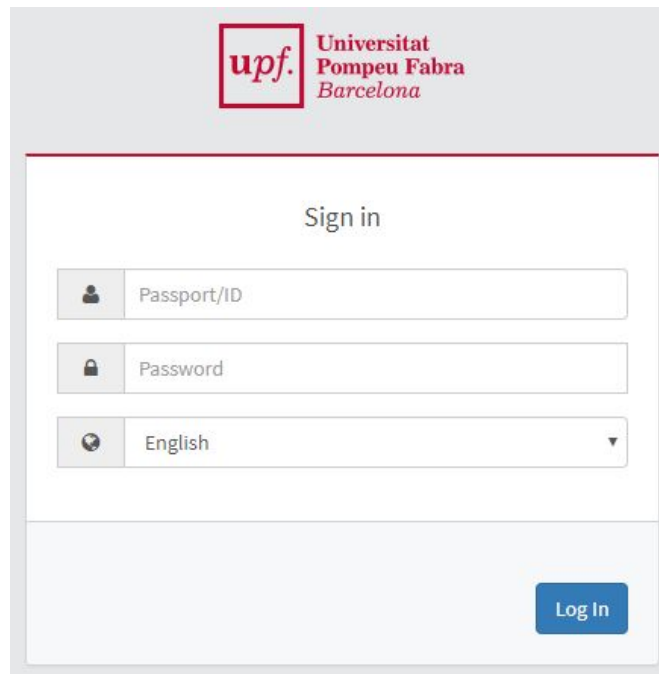
Once you have made sure the data submitted is correct, you will need to accept the "Privacy and legal information of personal data", and click on **Register**.

You will receive an email to confirm your registration on the UPF application system, which will validate your access to the enrollment application and will provide you with the **link to SECRETARIA VIRTUAL to proceed with the enrolment.**

2. How to enroll on a course

Here you will find, step by step, the enrolment process on Idiomes UPF's courses.

Access the system and log in: [SECRETARIA VIRTUAL](#)

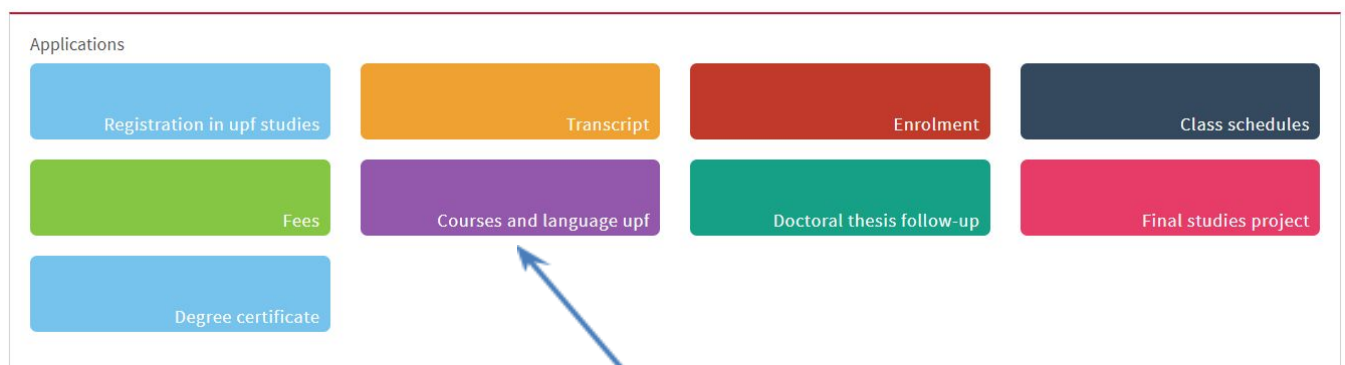


You must indicate:

- **Passport/ID/NIE:** letters must be in capital letters, without spaces, dots or hyphens; i.e. 55443322A; X8877666P
- **Password:** it is your birthdate (DDMMYYYY), without spaces, dots or hyphens; i.e. if you were born on April 15, 1998, your password will be 15041998.

Once you have logged in, you will access the homesite.

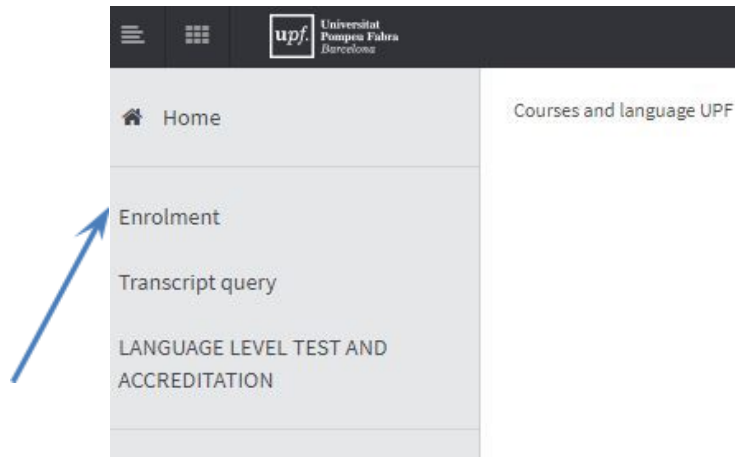
Home



Click on **Courses and language upf**.

2.1. Course selection

If you intend to **enrol on a course**, click on **Enrolment** on the menu on the left of your screen.



Choose the study (course) you want to enrol on from the drop down menu, and click on **New registration**.

The **Enrolment process** consists of these parts:



To navigate from one section to the other, you can click on **Accept** at the bottom of the site.

2.2. Students data

Verify that your personal data is correct. Once you have made sure, you can move on to the next section by clicking on **Accept**.

2.3. Academic data: level and schedule selection

To add a course on your enrolment, you need to click on the symbol “+” on the section **Subjects available to register** (a course is called **subject** in the system).

Please, select subjects from the table of available subjects shown below to be added to your selection for enrolment

Subjects available to register

Select all

	Code	Description	Type	Course	School Year	Free places
+	201180	LEVEL A1 (3rd term)				●
+	201182	LEVEL B1 (3rd term)				●
+	201190	LEVEL C1.2 - SUFICIÈNCIA (3rd term)				●

Back Accept

Once you have added the course, it will appear on the section **My selection**. You can check the group's schedule by clicking on the arrow next to the subject. There is a counter on the top right of the page that keeps track of how many subjects you have selected to enrol on.

ENTRY OF ACADEMIC ENROLMENT DATA

Exist 200 free places on this course

My registration

Subjects
1

My selection

Remove all

	Code	Description	Type	Course	School Year
↖	201181	LEVEL A2 (3rd term)			

Please, select subjects from the table of available subjects shown below to be added to your selection for enrolment

Subjects available to register

Select all

	Code	Description	Type	Course	School Year	Free places
+	201180	LEVEL A1 (3rd term)				●
+	201182	LEVEL B1 (3rd term)				●
+	201190	LEVEL C1.2 - SUFICIÈNCIA (3rd term)				●

Back Accept

2.4. Data payment registration

i A continuació es mostren les taxes acadèmiques aplicables a la matrícula en curs, juntament amb l'import corresponent a cadascuna de elles. S'ha de seleccionar quina d'elles s'abonarà en concepte de matrícula. Si desitja consultar el detall de l'import d'alguna de les taxes disponibles, pot prémer la icona situada a la seva esquerra.

Aplicar	Tipus taxa	Import
<input checked="" type="radio"/>	Taxa per assignatures	395,00€

BONIFICACIONS

i No consta que tingui dret a aplicar cap bonificació.

Aplicar descompte

Calcular total



CAN YOU GET A DISCOUNT ON THE FEE OF YOUR COURSE REGISTRATION?



REMEMBER YOU NEED TO CLICK ON THE APPLY DISCOUNT OPTION FOR THE SYSTEM TO RELOAD.

If you do not click on "Apply Discount", the system will not apply it and you will pay the full fee!! **DO NOT FORGET THIS STEP!**

Please note this discount can only be applied to English, French, Italian, German, Russian, Japanese, Chinese and Arabic courses.

This screen is a recap of the course you have enrolled on and the corresponding fee. Once you have made sure the selected course is the correct one, you need to click on **Calcular total** then you can click on **Accept** and **Confirm**, in order to be redirected to the payment section.

SUBJECTS ENROLED					
Subject	Subject title/Module	Group	Type	Course	Length
201155	C1.1 - PRE-ADVANCED	1 - 10.00 - 14.00h			Annual


FEES AND AMOUNTS					
Academic fees					
Payer	Type of payer	Method of payment	Payment terms	Payment deadline	Amount
	ENG/Alumno	Point of sale terminal (POS)	Unique	15/07/2019	395.00€
Total academic fees					395.00€
Enrolment amount:					395.00 €

On the following section, you will have to accept the Online Payment conditions, and click on Accept in order to be redirected to the payment section.

TO PAY BY TPV

SELECTED PAYMENT INFORMATION

Center 600 - Idiomes UPF (FUPF)
Academic activity MTC - Matricula TCS
Type of study 4 - Estudis Propis
Application fee 395.00 €

 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](#)



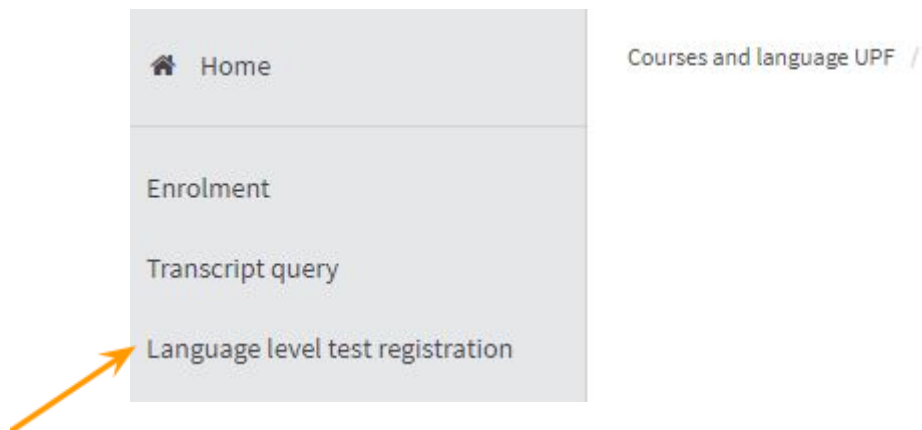
 Back  Accept

3. How to demonstrate your level

As you may know, you can enrol on the course directly. However, **in order to confirm your enrolment on the course, you will have to demonstrate your level** by taking a level test or by providing us with a certificate. Find below the instructions:

3.1. Level test enrolment

If you have to **enrol on a level test**, please go to [SECRETARIA VIRTUAL](#), click on **Courses and language upf** and click on **Language level test registration** on the menu on the left of your screen.



Alta de nueva preinscripción Procesos de admisión en curso (0) Notifications center

ALTA DE NUEVA PREINSCRIPCIÓN

i A continuación se muestra la lista de estudios que tienen actualmente un periodo de preinscripción abierto. Seleccione el estudio en el que desee realizar la preinscripción, y a continuación pulse en alta de nueva preinscripción para iniciar el proceso de preinscripción.

Estudio a preinscribir:

1662/1 - CATALAN: ACCESS WITH CERTIFICATE (Preinscripción del 18/02/2019 to 05/08/2019)

Screening

Please, select a study among those available below

- 1452/8 - ENGLISH: LEVEL TEST (Preinscripción del 18/02/2019 to 05/08/2019)
- 1659/1 - ENGLISH: ACCESS WITH CERTIFICATE (Preinscripción del 18/02/2019 to 05/08/2019)
- 1661/1 - CATALAN: LEVEL TEST (Preinscripción del 26/02/2019 to 10/04/2019)
- 1662/1 - CATALAN: ACCESS WITH CERTIFICATE (Preinscripción del 18/02/2019 to 05/08/2019)**
- 1664/1 - SPANISH: LEVEL TEST (Preinscripción del 26/02/2019 to 10/04/2019)
- 1665/1 - SPANISH: ACCESS WITH CERTIFICATE (Preinscripción del 18/02/2019 to 05/08/2019)
- 1666/1 - CERTIFIER PROOFS (PCCL and UPFLUENT) (Preinscripción del 18/02/2019 to 05/08/2019)

After that, the steps are the same as in the course enrolment. [See section 2 \(how to enrol on a course\)](#).

3.2. Providing a certificate

If you hold a certificate, **please send a digital copy via email at idiomes@upf.edu**

Send us your certificate via email. We will check if it is valid. **If it is, we will confirm your enrollment on the course. If it is not valid, we will contact you to inform you on how to proceed.**