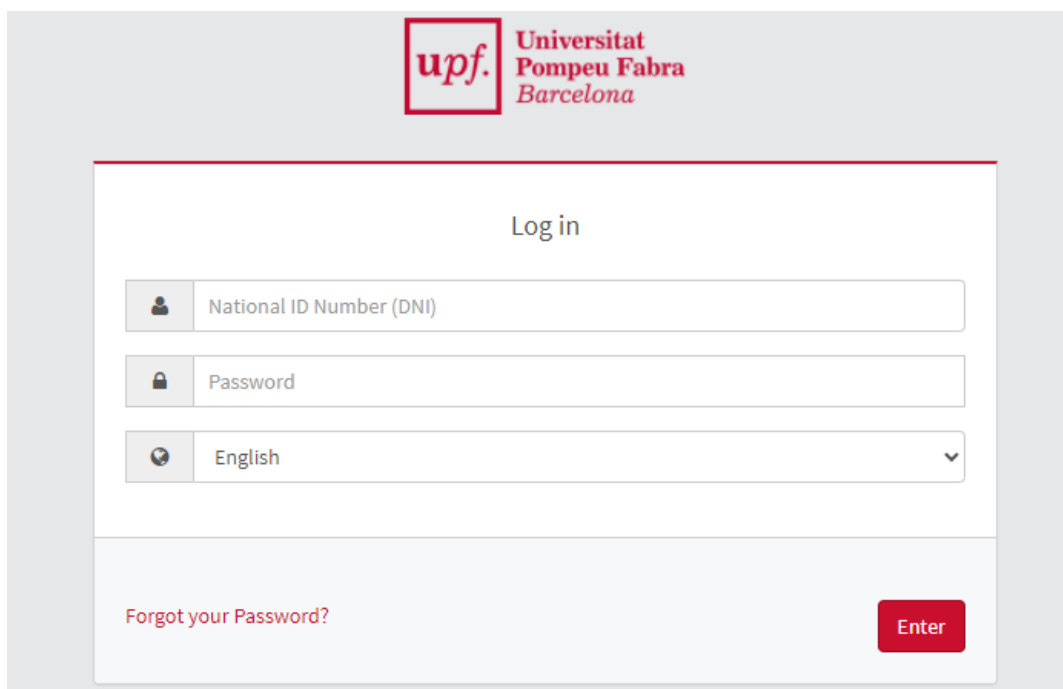


## Registration guide for admission to UPF with university studies started

1. Login 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.



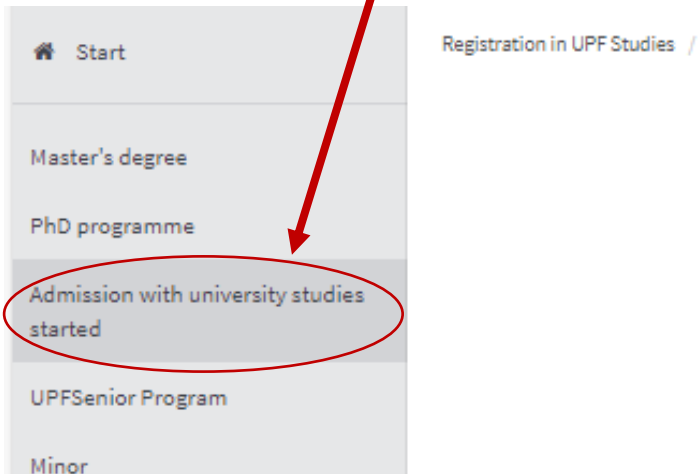
You must login with the number of your DNI (including the letter), NIE or passport, without spaces, dashes or full stops (if you have entered the letter and you get **“Identification incorrect”**, enter without the letter).

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

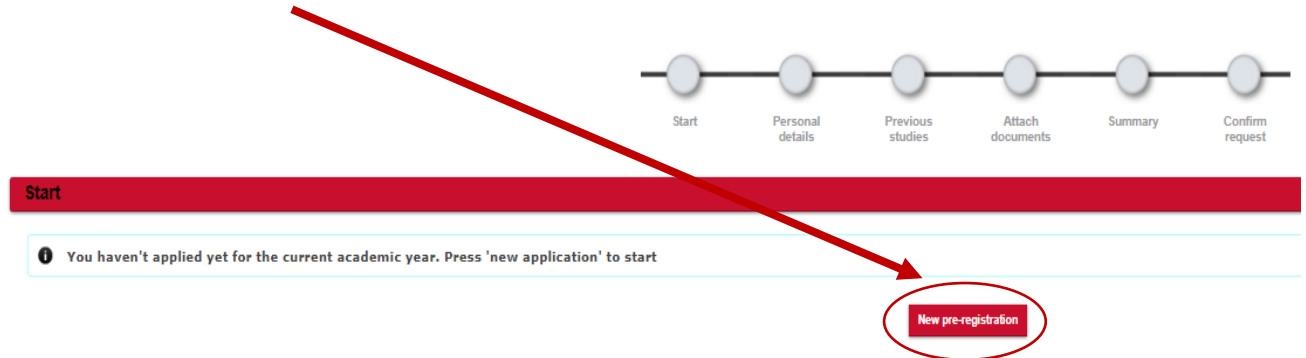
2. Click on **“Registration for official studies”**.



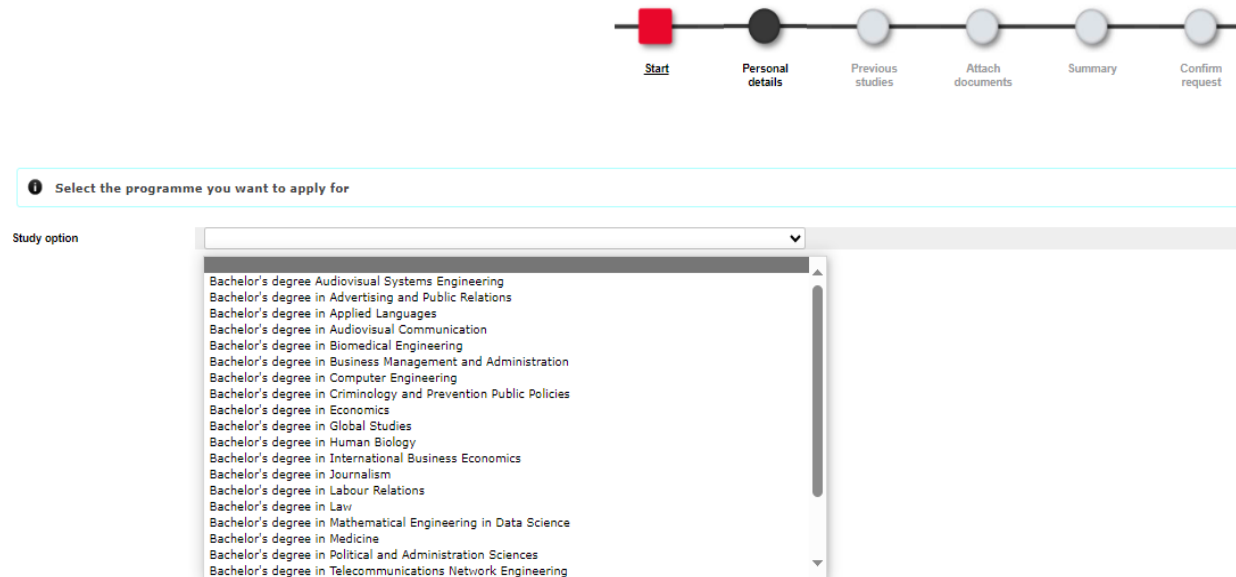
3. Select **“Admission with university studies started”**.



4. Click on **“New 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.

## 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

Description<sup>1</sup>

(?) 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 on **“Search”** to select the university.

SEARCH OF THE UNIVERSITIES

Country

Description<sup>2</sup>: 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.

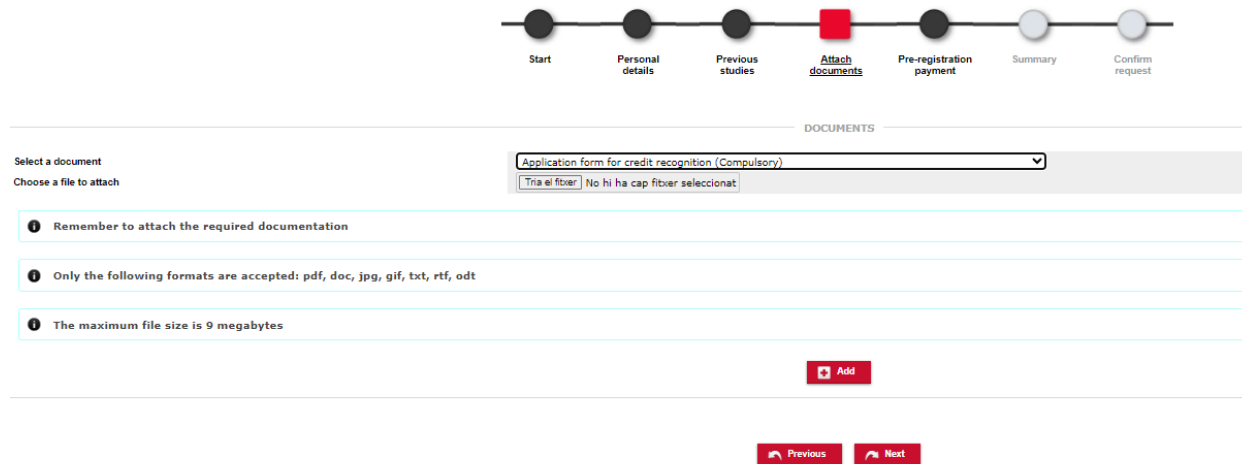
Previous Next

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.

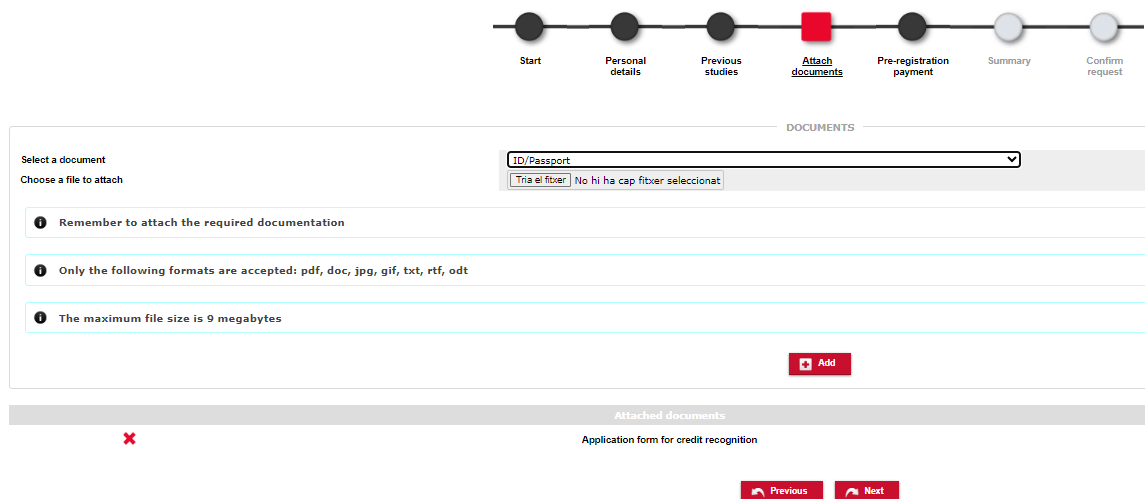
First select the type of document, then choose the document file and click on **“Add”**.

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



The image shows a progress bar at the top with seven steps: Start, Personal details, Previous studies, **Attach documents** (highlighted in red), Pre-registration payment, Summary, and Confirm request. Below the progress bar is a form titled "DOCUMENTS". It includes a dropdown menu for "Select a document" with the option "Application form for credit recognition (Compulsory)" selected, and a file selection area with the text "Tria el fitxer | No hi ha cap fitxer seleccionat". There are three informational messages: "Remember to attach the required documentation", "Only the following formats are accepted: pdf, doc, jpg, gif, txt, rtf, odt", and "The maximum file size is 9 megabytes". A red "Add" button is at the bottom right of the form. Below the form are "Previous" and "Next" navigation buttons.

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”.



The image shows the same progress bar and document attachment form as above. The "Attach documents" step is highlighted in red. Below the form, there is a section titled "Attached documents" which contains a red 'x' icon and the text "Application form for credit recognition". Below this section are "Previous" and "Next" navigation buttons.

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



SELECT A PAYMENT METHOD

Payment method:

✓ Accept

- Click on **“I have read...”** and **“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 on **“Accept”**.

Payment by Card       

Card Number:

Expiry Date:

CW:  
 

- Click on “Send” and “Continue”.

EMV3DS authentication  
simulator  
version: 2.1.0

**Select the authentication response:**

Successful Authentication  
 Deny Authentication  
 Authentication cancelled by the holder

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.



**i** 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**

**i** 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](#)