

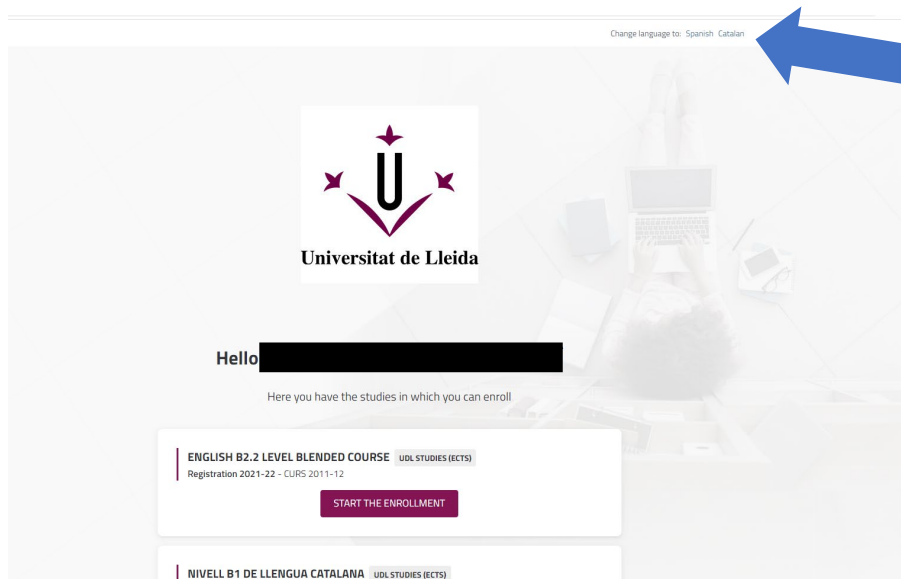


Universitat de Lleida
Formació no Reglada
Gestió Económicoadministrativa

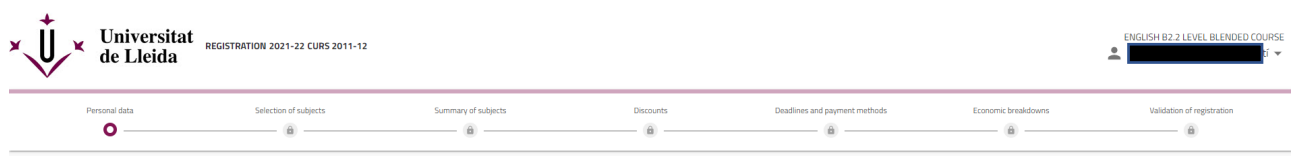
SELF-ENROLMENT GUIDE

Once your pre-registration has been accepted by the Secretaria, you must access the following webpage:
<https://esecretaria.udl.cat/jsloader/ac/matricula>

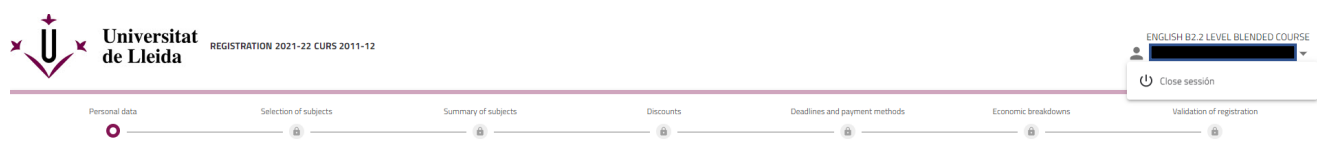
Then, you will see all the language courses in which you can enrol. If you want, you can change the interface language.



At the top of the page, you will find a menu in which you will be able to see the stage of the actual enrollment process you are in.



If you need to leave the site without having completed the self-enrolment process, click on “Close session” at the top of the page. Once you log in again, you will have to start all the process from the beginning. Note that, if you close the browser without logging out, you may have problems to access again.





Are you sure you want to log out? ✕

If you decide to "log out", the data you have entered so far will be lost and you will have to re-enter it the next time you log in.

Cancel Accept

Personal data

Review your personal data before proceeding any further. Enter or modify any info if necessary.

Universitat de Lleida REGISTRATION 2021-22 CURS 2011-12
Last modification: 12/07/2022

NIVELL C2 DE LLENGUA CATALANA

Personal data

Selection of subjects

Summary of subjects

Discounts

Deadlines and payment methods

Economic breakdowns

Validation of registration

Please check your data and change those that are not correct by clicking on them

Date of birth *

27/04/1970

Email *

Cell phone *

☒ I confirm that my personal data are correct

Continue

Course selection (in your case, courses of the Institut de Llengües or Centre de Formació Contínua)

In this section, you will see the subjects in which you can enrol.

VERY IMPORTANT: You need to click on the box on the right to select the course.

Universitat de Lleida REGISTRATION 2021-22 CURS 2011-12
Last modification: 12/07/2022

NIVELL C2 DE LLENGUA CATALANA

Personal data

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Validation of registration

9 Credits

Subjects selected 1

MY STUDY PLAN

Filter and organize classes

Select all (1 of 1)

No course associated

Catalan C2 Level Course [002000006]

9 credits Compulsory

Group 3

ANUAL CONTINUED EVALUATION

Únic

☒

+ schedules



Groups

If you have the option of choosing a group (provided that this is possible), you will have to choose the one you are interested in. You must click on “more schedules” (below the selected course) to unfold the different schedules available.

Universitat de Lleida REGISTRATION 2021-22 CURS 2011-12 Last modification: 12/07/2022

NIVELL C2 DE LLENGUA CATALANA
Frat Baldomà Martí

Personal data Selection of subjects Summary of subjects Discounts Deadlines and payment methods Economic breakdowns Validation of registration

9 Credits Subjects selected 1

MY STUDY PLAN

FILTER AND ORGANIZE CLASSES

Select all (1 of 1)

No course associated

Catalan C2 Level Course [002000006] 9 credits Compulsory			
Group 3	ANUAL CONTINUED EVALUATION	Únic	- schedules
Group 1	ANUAL CONTINUED EVALUATION	Únic	○
Group 2	ANUAL CONTINUED EVALUATION	Únic	○ 2 spots!
Group 3	ANUAL CONTINUED EVALUATION	Únic	●

If you click on the name of the group, you will be able to see all the information.

No course associated

Catalan C2 Level Course [002000006] 9 credits Compulsory			
Group 3	ANUAL CONTINUED EVALUATION	Únic	- schedules
Group 1	ANUAL CONTINUED EVALUATION	Únic	○
Group 2	ANUAL CONTINUED EVALUATION	Únic	○ 2 spots!
Group 3	ANUAL CONTINUED EVALUATION	Únic	●

Description of the group: 3.dimecres de 16 a 19h (B)
Description of the duration: ANUAL CONTINUED EVALUATION
Shift: Únic
Professors: [Redacted]
Capacity: 50
Open spots: 31

Summary of subjects

All information regarding the selected course(s) and the group you have enrolled in is summed up. No changes are allowed on this page (if necessary, you can go back to the previous one).

Please check this carefully before confirming your enrollment. Then, click on “Confirm and go to pay”.

1 Subject selected

Confirm and go to pay... →

9 Credits Compulsory 9

Catalan C2 Level Course [002000006] 9 Credits Compulsory			
Group 3	ANUAL CONTINUED EVALUATION	Únic	

Go back



Discounts

If you are eligible for any fees exemption or discount, this will be selected here by default.

The screenshot shows the 'Discounts' step in the registration process. The top navigation bar includes the Universitat de Lleida logo, the text 'REGISTRATION 2021-22 CURS 2011-12', and the user's language preference 'NIVELL C2 DE LLENGUA CATALANA'. The progress bar shows steps: Personal data, Selection of subjects, Summary of subjects, Discounts (current), Deadlines and payment methods, Economic breakdowns, and Validation of registration. The 'Discounts' section has a 'Back' button and a 'Go to payment metho...' button. A dropdown menu titled 'LANGUAGE INSTITUT DISCOUNT' is open, showing three options: 'Not applicable' (selected), 'FULL DISCOUNT', and 'UIDL DISCOUNT'. Both discount options have a note: 'To select this discount, you must have handed over this documentation. See details.'

Deadlines and payment methods

Shows the deadlines and payment methods. In your case, you must click on:

- Single payment
- Credit card or cash

The screenshot shows the 'Deadlines and payment methods' step. The progress bar is the same as the previous screen. The main content area shows a 'Back' button, the total amount '3.46 Eur.', and a 'Next' button. Below this, it asks 'In how many installments do you wish to make the payment?' with a 'Single payment' button highlighted. A note states: 'It is not possible to divide the payment. The University only accepts one single payment.' Then, it asks 'Which payment method would you like to use?' with two options: 'Non direct debit receipt' and 'Payment by car', with the latter highlighted. A 'Period 1' section shows '3.46 Eur.' and 'Until 09/04/2024'.



Economic breakdowns

Total tuition fees will be shown. You must click on “Next”.

The screenshot shows the 'Economic breakdowns' page. At the top, the Universitat de Lleida logo and navigation bar are visible. The progress bar indicates that 'Economic breakdowns' is the current step. The main content area displays the total amount of 338.40 Eur. and a table showing the breakdown of the amounts.

Breakdown of the amounts of your registration	
Full course	338.40 Eur.
Academic amount	338.40 Eur.
Total amount	338.40 Eur.

Validation of registration

If you agree, click on “Confirm and finalize”.

The screenshot shows the 'Validation of registration' page. The progress bar indicates that 'Validation of registration' is the current step. The main content area displays the registration details: 1 subject, 9 credits, and a total amount of 338.40 Eur. A 'Confirm and finalize' button is visible at the bottom.

1 subjects in which you've registered

9 credits in which you've registered

338.40 Eur. amount

By confirming, your registration will be recorded. Once confirmed, you'll be able to consult, print or download your registration print out.

Confirm and finalize

← Back

Click on “Payment slip” to download the enrolment form you will need for the final payment. Save it or print it.

The screenshot shows the 'Congratulations' page. It features a large checkmark icon and the text 'Congratulations, [Name]'. Below this, it states 'You've correctly completed your registration'. A link to download the payment receipt is provided.

CONGRATULATIONS, [Name]

You've correctly completed your registration

Please save or print the following documents before exiting this page.

PAYMENT RECEIPT



Centre: Instituto de Lenguas
Plan: NIVELL B1 DE LLENGUA CATALANA
NIF/NIE Pas: [REDACTED]
Alumno: [REDACTED]

Curso: 2021-22
Nº exp: 2

DATOS DE MATRICULA																					
Código	Asignatura											Plan	Cv	Ti	C	Gr	T	Créditos	D	V	Mt
2000003	CATALAN B1 LEVEL COURSE											CAB1	1	G	1	N		5	AC	V	1
I. Matricula:																					
C	Full-time																				
CONCEPTOS																					
Concepto											Cant		Ip. unt.		Total						
FULL COURSE											1.00		100.00		100.00						
Importe total															100.00						
PAGO																					
Pago	Referencia		Importe		Emisión		Vencimiento		Cobro		Cuenta bancaria										
1	2022162350177		100.00		Cash		03-06-22		07-06-22												
RALU_CAR_EP-LEYENDA2																					
RALU_CAR_EP-AMCOCSEGVOL																					
Plazos de pago:																					
- Pago en efectivo: se puede realizar el pago hasta la fecha de vencimiento.																					

If you notice any errors, please contact us to correct it.