

# HOW DO I REGISTER?

## NEW ACCESS STUDENTS

### 1. ADMISSION TO THE MASTER

You will be able to consult the admission decision published on the notice board of the online office and on the master's website.

When you are admitted to the Master's degree you will receive an email telling you how you can access the registration.

### 2. ACCES TO REGISTRATION

#### 2.1. Credencials d'accés:

- If you have already completed studies or are studying at the UdL and have accessed the UdL Virtual Campus, you can use the same credentials. If you have forgotten your access credentials, you can retrieve them from <https://gcu.udl.cat/> [ <https://gcu.udl.cat/> ].
- If you have never studied at the UdL or are having problems with your credentials, you can use the following ones (valid only for Master's registration):
  - o *USERNAME* (OR Usuari or Nombre de usuario/a): the one indicated in the email
  - o *Password* (or Contrarsenya or Contraseña): you need to create at <https://gcu.udl.cat/restablircredencial> [ <https://gcu.udl.cat/restablircredencial> ]

#### 2.2. Registration website:

Once you have created your password, you will be able to register at <https://automatricula.udl.cat> [ <http://automatricula.udl.cat> ] specifying the username.

You must access from the time indicated in your appointment, if your registration period is not yet in effect it will be indicated when you try to access.

### 3. CHECK OUT THE REGISTRATION CALENDAR

It is very important for you to check out the [Calendar for new students](#) [ [/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\\_matricula\\_automatricula/calendaripre](/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/calendaripre) ].

Contact the centre where the degree is taught for any other information: [Faculties, schools and affiliated schools](#) [ </sites/universitat-lleida/ca/en/faculties/> ]

### 4. SELF-REGISTRATION

You must use the [Self-registration](#) [ <http://automatricula.udl.cat> ] system to register.

If you cannot self-register for any reason, you may register in person by making an appointment with the secretariat of your centre: **Faculties, schools and affiliated schools** [ </sites/universitat-lleida/ca/en/faculties/> ].

You will find all the information you need to self-register in this **GUIDE** [ [/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\\_matricula\\_automatricula/GUIA-MATR](/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/GUIA-MATR) ].

You can also check out the **F A Q S** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/masters/preguntes-frequents/> ] section.

### **Amendments to registration:**

The **Registration Calendar** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/calendaris/> ] indicates the days on which you can make changes to your registration.

Students may amend their registrations free of charge within the deadlines set by the centres in the registration calendar by accessing the online address <https://automatricula.udl.cat> [ <http://automatricula.udl.cat> ]

After the deadlines above mentioned, you must apply to the dean or the director of the centre and, and in case you are authorized to make the modification, you must pay the extra charge for this, as set out in the Government of Catalonia decree on public prices.

Students who are in any of the situations established in the section corresponding to amendments to registration in the Academic Regulations are excluded from paying the surcharge.

### **Second specialisation:**

The second specialisation must be done before completing the master's degree and requires authorisation from the Office of the Dean or Office of the School Director. In the master's pre-registration form there is a section where you can indicate this, if you do not indicate it contact the secretary of the center where the master's is taught.

### **Curricular external academic placements (PAE):**

As indicated in the Regulations for external academic placements, students will not be able to start their external academic placements in the respective organisations until the corresponding Educational Cooperation Agreement or addendum thereto has been signed and is in force, and also, until the three parties (tutors of the organisation and of the UdL, and the student) have the corresponding specific training project, duly signed by each of them. Without the fulfilment of both conditions the student's placement in an organisation will not be considered protected by the University of Lleida and, therefore, the latter will not be liable for any incident arising therefrom.

Students must have a Social Security number before registering for external academic placement subjects, without which they will not be able to start them.

The UdL shall manage external academic placement students' registration with, and deregistration from, the Social Security administration, where applicable.

Students must immediately inform the academic tutor of any scheduled days of absence, as well as of the days when they have been unable to attend the placements, and the reason for that, in accordance with provision 52 of the consolidated text of the General Law on Social Security (Royal Legislative Decree 8/2015, of 30 October).

Placement centres may establish specific vaccination requirements that students taking health sciences degrees must meet.

Information for **Foreign regular students** [ <https://www.seg-social.es/wps/portal/wss/internet/HerramientasWeb/9083f0b1-1cf1-411e-b483-7551440fa1a7/48> ].

Information's website for **Students with internships** [ <https://www.seg-social.es/wps/portal/wss/internet/HerramientasWeb/9083f0b1-1cf1-411e-b483-7551440fa1a7/48> ].

You can also check out the **FAQS** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/masters/preguntes-frequents/> ] section.

## 5. READ THE INFORMATION CAREFULLY

Read these instructions and the **DOCUMENTATION TO SUBMIT** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/documentacio/index.html> ] section carefully.

## 6. ACADEMIC REGULATIONS

Check out all the **Regulations** [ </sites/universitat-lleida/ca/udl/norma/ordenaci-/> ] that affect you.

You can also get information from the secretariat of your centre and the Student Council.

## 7. IF YOU ARE APPLYING FOR A GRANT

Check out the **Exemptions and discounts** [ </sites/universitat-lleida/en/serveis/aga/exempcions-bonificacions-masters/> ] section.

## 8. WHEN AND HOW TO PAY THE REGISTRATION FEES

Once you have registered, the documents you must download will appear:

**Registration receipt:** includes the subjects enrolled, the type of enrolment and discounts applied, the method of payment and the amount of the enrolment and the due date of the receipts, in case of having payment in instalments. Save the registration receipt. You may need it should there be an incident.

**Direct debit mandate:** it is generated if the bank account has been informed or the holder data has been modified and direct debit receipt is generated. The bank account holder must sign the *direct debit mandate*. This document must be submitted to the secretariat within a period of 10 days from the time of registration, otherwise registration will not be deemed complete.

More information: Check out the **Prices and payment** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/pagament-masters/> ] section.

## 9. HOW TO CANCEL REGISTRATION

If you wish to cancel registration, you must submit an application for cancellation via the online office. You must fill in form **CANCELLATION** [ <https://seuelectronica.udl.cat/registreelectronic.php#estudiantat> ](in catalan: **Anul·lació de matrícula**).

It is important for you to check out the deadlines and circumstances giving rise to a refund of the amount paid, as well as the financial impact of cancellation in **Amendments** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/calendaris/> ].

You can also check out the **FAQS** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/masters/preguntes-frequents/> ] section.

## 10. HOW TO MAKE REGISTRATION AMENDMENTS

You can amend your registration free of charge within the deadlines set out in the [registration calendar](https://www.udl.cat/en/serveis/aga/secciomatricula/matricula-masters/calendaris/) [ <https://www.udl.cat/en/serveis/aga/secciomatricula/matricula-masters/calendaris/> ].

If you already have a password, you can make amendments via the registration app.

Check out in Amendments.

## 11. UdL CARD

As a new student registered at the University of Lleida, you can get the Carnet Universitari (University Card).

### When do I apply for it?

The issuing period is 12 to 26 September.

\* This period is valid for issuing points located in the city of Lleida.

### How do I apply for it?

You will need to make an appointment by selecting one of the issuing points, the date and the time slot. (e.g., 1/10 from 10:00 to 10:30).

> [Reserve your appointment](https://citapreviaudl.simplybook.it/v2/#book/service/126) [ <https://citapreviaudl.simplybook.it/v2/#book/service/126> ]

### What do I need?

You do not need to bring any photos or documents. The only requirement is that your registration must already be formalised.

Those in charge of issuing the card will ask for your name and surname(s), will check to ensure that you have formalised your registration, and will take a photo of you – using a tablet – for inclusion on the card.

### Where can I apply for the card?

You can apply for the University Card at the following issuing points:

<i>Capponet Campus</i>	<i>Multi-purpose Building c/ Jaume II, 71</i>
<i>Health Sciences Campus</i>	<i>Seminari S.05 of the Faculty of Medicine, in front of study room</i>
<i>Rectorate Campus</i>	<i>Room 0.31.4</i>
<i>Campus (ETSEAFIV)</i>	<i>Sala de Junttes. Edifici A</i>

*Igualada Campus**Pla de la Massa, 8*

The broadcast times will be:

- Monday to Friday from 9:00 a.m. to 2:00 p.m.
- Health Sciences Campus and Tremp Campus: Monday and Friday 9:00 a.m. to 1:00 p.m.; Tuesday, Wednesday and Thursday from 10:00 a.m. to 2:00 p.m.
- Rectorate Campus: Monday to Friday 9:00 a.m. to 1:00 p.m.)
- Cappont Campus and ETSEAFiV: Monday to Thursday from 3:00 p.m. to 5:00 p.m.

More information is available at: **Carnet UdL** [ </sites/universitat-lleida/ca/serveis/seu/carnet/index.html> ]

## 12. OTHER USEFUL INFORMATION

Transport, accommodation and other topics of interest: <https://www.udl.cat/ca/perfils/alumnes/> [ </sites/universitat-lleida/ca/perfils/alumnes/> ]

University Information and Support Service (Cappont Campus), Tel. +34973003588 / E-mail: [info@udl.cat](mailto:info@udl.cat) [ <mailto:info@udl.cat> ]

## SECOND YEAR STUDENTS

### 1. ACTIVATE YOUR E-MAIL ACCOUNT

Before self-registering, your University of Lleida e-mail account must be activated. You should have already received an e-mail with your record number to enable you to activate the account. If you need help, check out the [Virtual Campus](https://cv.udl.cat/portal/site/!gateway-en) [ <https://cv.udl.cat/portal/site/!gateway-en> ] and [Virtual Campus Help Centre](http://www.ajudacv.udl.cat/en/estudiants/acces/index.html) [ <http://www.ajudacv.udl.cat/en/estudiants/acces/index.html> ]

If you have any issues or questions, you can contact [ICT Services-Confluence-UdL](https://confluence.udl.cat/) [ <https://confluence.udl.cat/> ].

The institutional e-mail address (@alumnes.udl.cat) is the one you must use to communicate with the University (teaching staff, secretariat, others), since it identifies you as a student.

### 2. CHECK OUT THE REGISTRATION CALENDAR

It is very important for you to check out the **Calendar for second year students** [ [/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\\_matricula\\_automatricula/calendaripre](/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/calendaripre) ]

Contact the centre where the degree is taught for any other information: [Faculties, schools and affiliated schools](/sites/universitat-lleida/ca/en/faculties/) [ </sites/universitat-lleida/ca/en/faculties/> ].

### 3. SELF-REGISTRATION

You must use the **Self-registration** [ <http://automatricula.udl.cat> ] system to register.

If you cannot self-register for any reason, you may register in person by making an appointment with the secretariat of your centre: **Faculties, schools and affiliated schools** [ </sites/universitat-lleida/ca/en/faculties/> ].

You will find all the information you need to self-register in this **GUIDE** [ [/sites/universitat-lleida/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\\_matricula\\_auto](/sites/universitat-lleida/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_auto) ].

Amendments to registration:

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## **Second specialisation**

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#### 4. READ THE INFORMATION CAREFULLY

You do not need to present any documentation to self-register if you do not have to prove any situation other than the one you had the previous year (for example, you are entitled to a new discount on tuition, you want to apply for partial tuition , ...).

Read these instructions and the **DOCUMENTATION TO SUBMIT** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/documentacio/index.html> ] section carefully.

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Check out the **Exemptions and discounts** [ </sites/universitat-lleida/en/serveis/aga/exempcions-bonificacions-masters/> ] section.

#### 7. WHEN AND HOW TO PAY THE REGISTRATION FEES

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## 10. UdL CARD

If you still do not have the card, consult information:

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\* This period is valid for issuing points located in the city of Lleida.

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<i>AFIV Campus (ETSEAFiV)</i>	<i>Sala de Junttes. Edifici A</i>
<i>Igualada Campus</i>	<i>Pla de la Massa, 8</i>



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