



Web de la universitat de Lleida [ <http://www.udl.cat/> ]

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## ¿WHAT DO YOU HAVE TO DO?

### 1 - ACTIVATE THE E-MAIL ACCOUNT

Before carrying out self-registration you must have activated the e-mail account of the Universitat de Lleida. If you have not activated it, you can do so following the instructions at the following link: [Activation of student account](http://activacio.udl.cat/) [ <http://activacio.udl.cat/> ].

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

### 2 - CONSULT THE REGISTRATION CALENDAR

It is very important that you consult this calendar through: [Calendar for continuing students](#) [ [/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\\_matricula\\_automatricula/calendaripreinscripciomasters\\_](/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/calendaripreinscripciomasters_) ]

### 3 - SELF-REGISTRATION

This is carried out by Internet access to: <http://automat.udl.cat> [ <http://automat.udl.cat> ]

This GUIDE (UPDATE PENDING) contains all the information necessary for self-registration.

If you do not have Internet access, you can do it by requesting an appointment with the secretariat of your centre.

Registration amendments:

The registration calendar indicates the days on which you can carry out registration amendments.

On these days you can make the amendment by means of an Internet access to the address <http://automat.udl.cat> [ <http://automat.udl.cat> ]

If you wish to amend the registration outside the period indicated on the registration calendar, you must request this from the Dean or Director of your centre and, if they authorise you to make the amendment, you will have to pay the amount established for partial amendments and additions to the registration in the decree on public prices published in the DOGC.

Students in any of the situations established in the section corresponding to the registration amendments of the [Academic Regulations](#) [ </sites/universitat-lleida/ca/udl/norma/ordenaci-/> ] are excluded from paying the surcharge.

#### 4 - DOCUMENTATION WHICH YOU MUST PROVIDE

To carry out self-registration you do not need to submit any documentation if you do not have to accredit any situation which is different from that of the previous year (for example, that you are entitled to a new discount on the registration, that you wish to apply for partial registration, ...).

Consult the section [Documentation to submit](#) [

/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\_matricula\_automatricula/documentaciomasters\_ANGLE ].

#### 5 - ACADEMIC REGULATIONS

Consult all of the regulations which affect you at the following link: [Regulations](#) [

/sites/universitat-lleida/ca/udl/norma/ordenaci-/ ].

You can also obtain information from the Secretariat of your centre and the Student Council.

#### 6 - IF YOU ARE APPLYING FOR A GRANT

Students who wish to apply for a grant from the Ministry should consult the following page:

<http://www.udl.cat/serveis/aga/secciopreinscripciobeques/> [

/sites/universitat-lleida/serveis/aga/secciopreinscripciobeques/ ]

Also consult the document [Exemptions and discounts](#) [

/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\_matricula\_automatricula/exempcions\_bonificacions\_ANI ]

#### 7 - HOW AND WHEN DO YOU HAVE TO PAY THE REGISTRATION FEES

Consult the section [Prices and Payment](#) [

/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio\_matricula\_automatricula/pagamentmatriculamaster\_ang.pdf ].

##### **Registration bill:**

Once you have carried out self-registration, you must print the bill. According to the academic regulations, the registration bill, whether it is issued in person or via self-registration, serves as notification.

Keep the bill for any incident which may occur.

##### **Direct debit mandate:**

If you amend any of the bank details that you have currently notified or the person holding the account changes, a new direct debit mandate will be generated which you will also have to print and submit to the Secretariat of the Centre signed by the holder of the bank account. Anyone who has not submitted this direct debit mandate may not access the self-registration platform to make registration amendments or access registration for the following year.

## 8 - UdL CARD

See next link: <http://udl.cat/ca/serveis/seu/carnet> [ /sites/universitat-lleida/ca/serveis/seu/carnet/ ]

## 9 - OTHER INFORMATION OF INTEREST

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

University Information and Attention Service (Cappont Campus), telephone 973 003 588 and e-mail [info@udl.cat](mailto:info@udl.cat) [ mailto:info@udl.cat ] .