

# HOW DO I REGISTER?

## NEW ACCESS 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 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](/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) [ <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) ].

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

### 4. 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.

### 5. 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.

## 6. IF YOU ARE APPLYING FOR A GRANT

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

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

### Registration receipt:

Once you have self-registered, you must print the receipt and the direct debit mandate. Save the registration receipt. You may need it should there be an incident.

### Direct debit mandate

**Important:** The bank account holder must sign the *direct debit mandate* generated at the time of registration (when a bank account is opened or the account holder changes). 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.

## 8. 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 **M1** [ <https://seuelectronica.udl.cat/registreelectronic.php#estudiantat> ](in catalan).

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.

## 9. 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/](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.

## 10. 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 23 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/#book/service/60) [ <https://citapreviaudl.simplybook.it/#book/service/60> ]

### **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:

Cappont Campus – Multi-purpose Building (AulaExplorer/Coworking)

Health Sciences Campus – Faculty of Medicine. Seminar Room S.05

School of Agrifood and Forestry Engineering and Veterinary Medicine (ETSEAFIV) Campus – Main Building. Meeting Room

Rectorate Campus – Faculty of Arts – Rectorate Building. Lecture Room 3.49

Igualada Campus – Pla de la Massa, 8

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

## **11. 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/calendaripe](/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/calendaripe) ]

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) [ <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) ].

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

## 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.

## 5. 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.

## 6. IF YOU ARE APPLYING FOR A GRANT

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

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

### Registration receipt:

Once you have self-registered, you must print the receipt and the direct debit mandate. Save the registration receipt. You may need it should there be an incident.

### Direct debit mandate

**Important:** The bank account holder must sign the *direct debit mandate* generated at the time of registration (when a bank account is opened or the account holder changes). 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.

## 8. 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 **M1** [ <https://seuelectronica.udl.cat/registreelectronic.php#estudiantat> ](in catalan).

It is important for you to check out the deadlines and financial impact of cancellation, as well as the circumstances giving rise to a refund of the amount paid 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.

## 9. HOW TO MAKE REGISTRATION AMENDMENTS

You can amend your registration free of charge within the deadlines set out in **Amendments** [ </sites/universitat-lleida/en/serveis/aga/secciomatricula/matricula-masters/calendaris/> ].

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

## 10. UdL CARD

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

### When do I apply for it?

The issuing period is 12 to 22 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/%23book/service/60> ] -- update pending

### 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:

Cappont Campus – Multi-purpose Building

Health Sciences Campus – Faculty of Medicine.

School of Agrifood and Forestry Engineering and Veterinary Medicine (ETSEAFiV) Campus – Main Building.

Rectorate Campus – Faculty of Arts – Rectorate Building. Lecture Room 3.49 Igualada Campus – Pla de la Massa, 8

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

## 11. 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> ]