This is a basic visual outline of Self-Enrollment application. You must register online, these are the eleven steps you must follow.

1. Identify yourself on Self-Registration

Depending on the identification document, you must do it as follows:

DNI	Lowercase letter "u", followed by DNI numbers <u>without including ended letter</u>. Example: DNI 12345678X, will have as user: **u12345678**
NIE	Lowercase letter "u", followed by NIE numbers <u>without including ended letter</u>. Example: NIE X1234567P, will have as user: **uX1234567**
Passport and Other ID docs	Lowercase letter "u", followed by all characters in the Passport document Example: ID document T22000129, will have as user: **uT2200129**

* If you have doubts, please check the first point on the document FAQ Automatrícula

*AUTOMATRÍCULA 1. Student identification*

2. Fill in Statistics

If the Statistics are not completed or any data is missing, the Application will ask you to complete it. It´s a compulsory registration step to continue with the self-enrollment. In this case, you must click on the indicated link.

AUTOMATRÍCULA 2.1. Fill in statistics

When you click on **Statistics link** (Enlace de estadísticas), the browser will show you a dialogue box in which you will be asked the following: "*Do you want to leave the website?*"

Please click on the **blue exit button** (Salir). Don´t worry, you will remain logged in. Click on exit button and complete statistics.
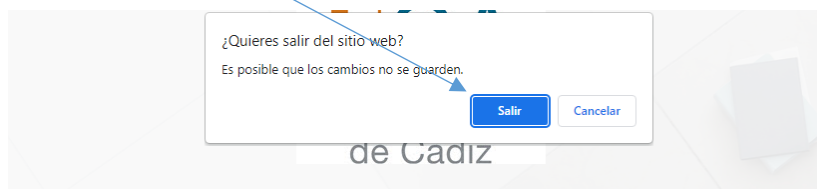

AUTOMATRÍCULA 2.2. Fill in statistics. Exit web site = Click on blue

The system will allow you to record statistics, selecting different options from the enabled drop-down menus. There are 17 questions.

AUTOMATRÍCULA 2.3. Fill in statistics

When you complete all the fields, please click on this button Completar and the application will indicate that you have registered the survey. By clicking on "Close" (**Cerrar**), you will have Access to the registration of your study plan.
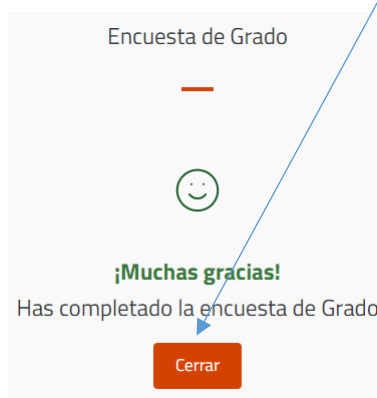
AUTOMATRÍCULA 2.4.. Survey completed

3. Access to studies in wich you are going to enroll

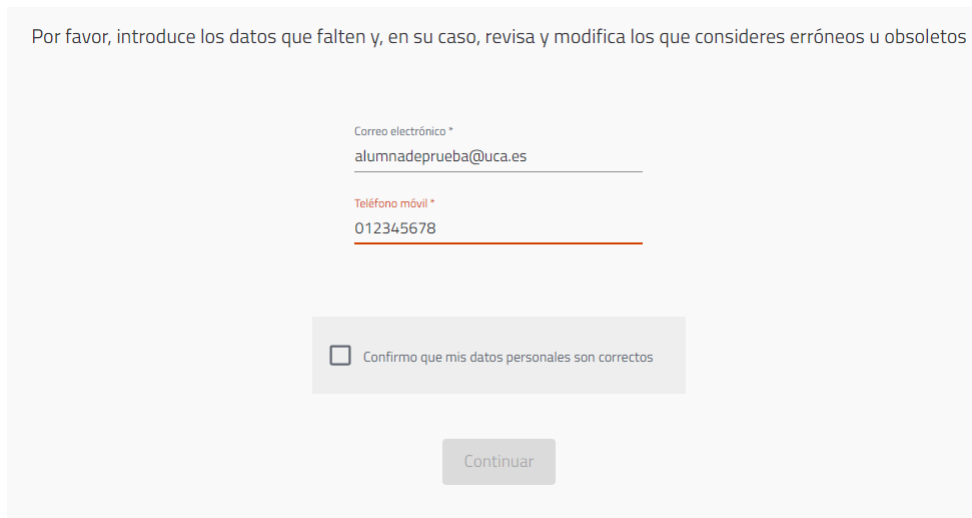Click on start registration "comenzar tu matrícula"

AUTOMATRÍCULA 3. Start registration

4. Review, update and confirm your personal data

There are only two details, but it is very important. Your email and mobile phone. Check that they are correct and modify what is wrong. Then check box to confirm data.

AUTOMATRÍCULA 4. Review, update and confirm your personal data

5. Category. Full or Part-Time Enrollment

You must indicate type of enrollment. It can be full-time (compulsory for first year students) or part-time (only for students with authorized enrollment for that).

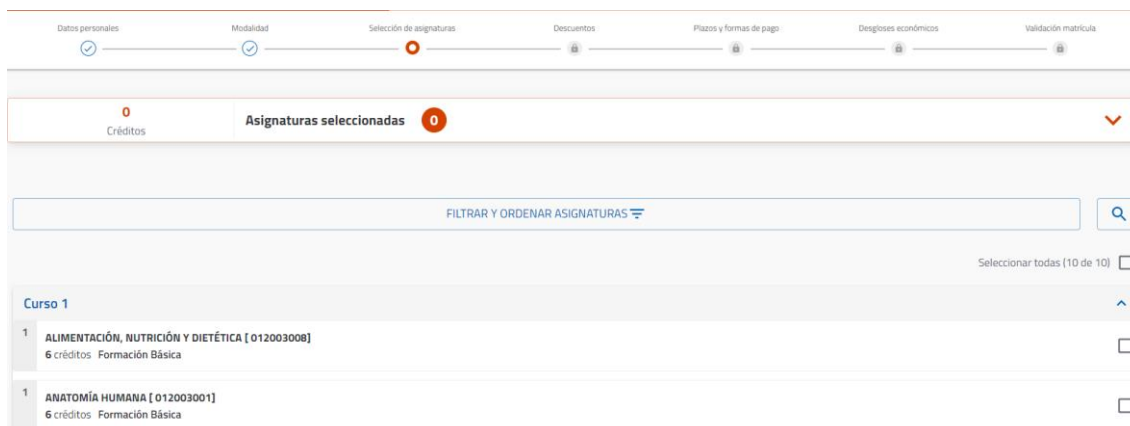If you have questions you can always use the question mark for more information ⑦ ,or use FAQ.

AUTOMATRÍCULA 5. Enrollment category. Full or Part-Time

6. Subject Selection

Now you must select the subjects you want to enroll in. Remember that:

✓ If you are a first year student, you must enroll in all the courses of the first year (in most degrees it is 60 ECTS)
✓ If you are continuing your studies, you must enroll in the subjects from previous year that you have not passed.

If you click on each subjetc you´ll obtain more information about it.

AUTOMATRÍCULA 6.1. Subject selection

IMPORTANT (Only students who continue their studies):

Students who continue their studies must enroll in the subjects of the previous year that they have not passed, in addition to those of the current year that they must pass according to the itinerary of the Study Plan in which they are enrolled.

If you are a student who continues your studies, you will see all the remaining courses to be taken in your Study Plan, but remember that you will NOT be able to enroll in subjects from subsequent courses until you have passed all the obligatory subjects from previous courses, considering the maximum of ECTS enrollable in an academic year (up to 78 ECTS).

For example, a student who enrolls in second year with two failed subjects from first year, he/she must enroll (compulsory) in those two failed subjects of first year, and may choose to enroll in all subjects of second year or a enough number of subjects to complete the full-time enrollment category.

Please check below a screenshot of Self-enrollment application, for a student who continues his/her studies. The system shows all subjects of second year, but it will also show subjects of rest of the courses in your study plan. The student will be able to select subjects by marking each of them.

But you can also use subject filter.

MATRUX P. 6.2. Students who continue studies. Subject selection

If you use the filter and sorting of subjects, you will see a screen like the one shown, and you will be able to filter and sort subjects by course, name, type and number of credits.

MATRUX P. 6.3. Students who continue studies. Subject selection using filter

In the example below, second year compulsory subjectcs of 6 ECTS have been filtered, and application reports subjects that meet those requirements.

MATRUX P. 6.4. Students who continue studies. Subject selection using filter

<u>Remember:</u>

1. You will not be able to enroll in subjects from following courses until you have passed all compulsory subjects of previous courses.
2. You can select your subjects by marking them one by one or using subject filter.
3. Do not use select all subjects box, because it will register all subjects in your enrollable study plan.

MATRUX P. 6.5. Button to select all subjects. Don´t check if you´re a student who continuing studies

In the example below, all subjects of first year of first year student have been selected. Application will ask you to confirm the selection.
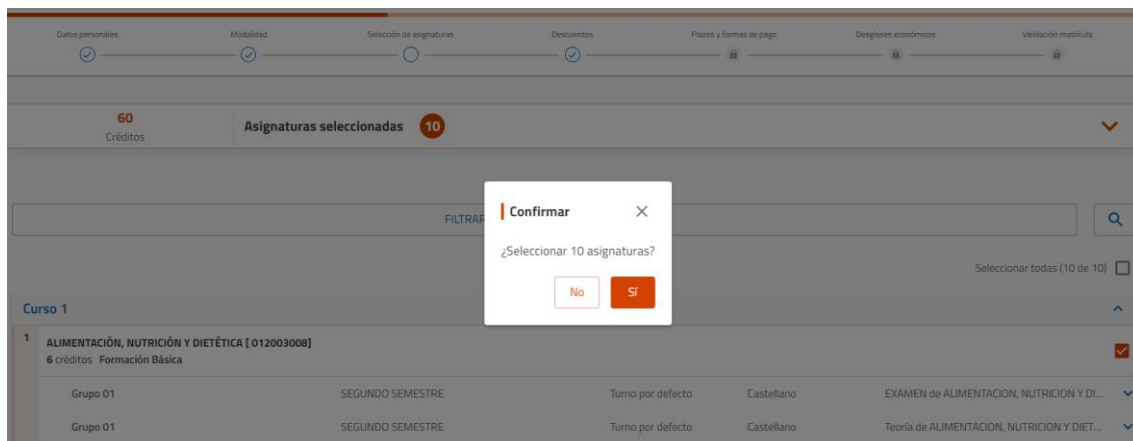
AUTOMATRÍCULA 6.6. Subjects selection + confirm it (orange button)

After subjects selecting you will see the number of subjects selected, and you must confirm by clicking on the orange button *Entendido*
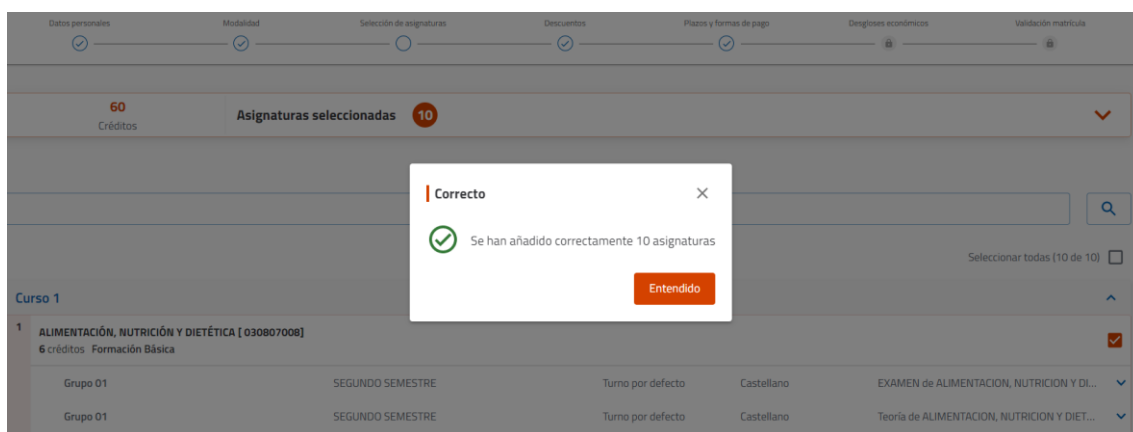
AUTOMATRÍCULA 6.7. Information about added subjetcs

To continue your self-enrollment you must press orange button named ***Continuar***, which you will find at the bottom of your screen, after the selection of the last subject.

AUTOMATRÍCULA 6.8. To continue (after subjetc selection)

7. Discounts

On this screen you can select the exemptions (or discounts) that could be applied. All those applicable exemptions / discounts must be documented. You could apply, for more than one discount.

If you have further questions about it, please click on FAQ.


MATRUX P. 7. Enrollment exemptions

8. Payment Terms and Methods

On this screen you can indicate your payment method and deadlines to pay your enrollment. You can pay it by credit/debit card / Bizum or with a direct debit from your bank account (We recommend payment by card).

Payment Methods	Deadlines
Direct debit	Single payment or Deadlines (2, 4 or 8)
Card/Bizum	Single payment
Card/Bizum + Direct debit	2, 4 or 8 deadlines (first payment by card, rest with direct debit)

If in doubt, you´ve more information in FAQ

If you are a new student (or if you have never indicated any bank account for registration) the system will always show you a NOTICE, indicating that you must enter an account. Do not worry! You just have to close that notice (by clicking on the X)
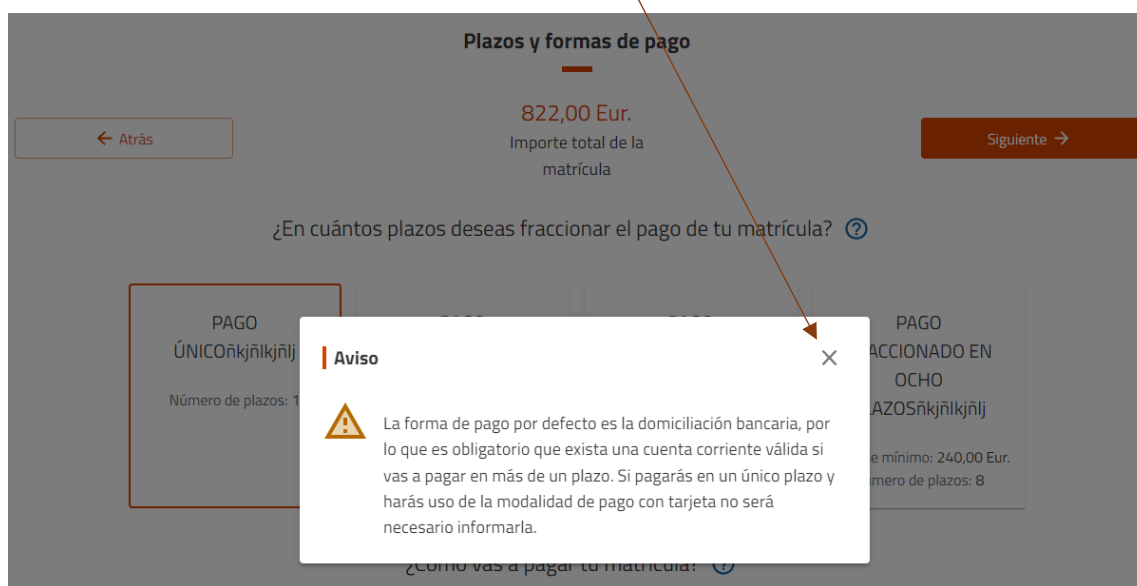
MATRUX P. 8.1. Payment terms and methods. Indicate direct debit account

Now, FIRST, select payment method, by DIRECT DEBIT or by **CARD/BIZUM**. We strongly recommend payment by **CARD/BIZUM**.
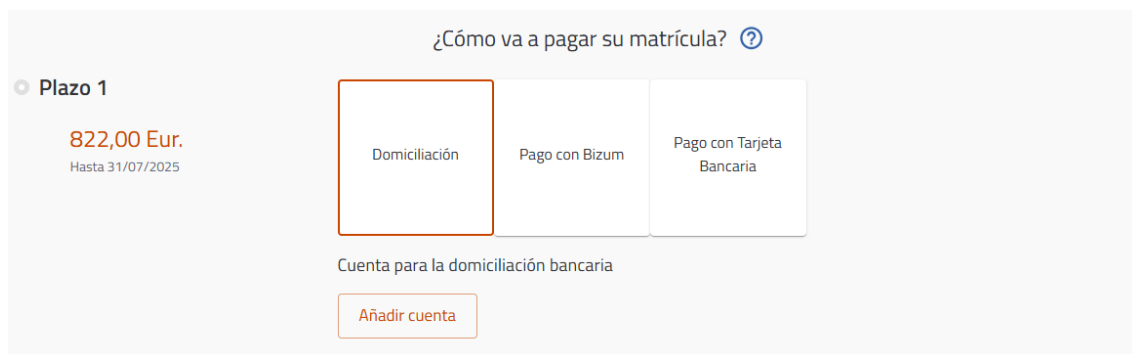
MATRUX P. 8.2. Payment method selection (Direct Debito or Card/Bizum)

If you have selected CARD PAYMENT/BIZUM, you will have to pay your enrollment in a single payment. Select first option PAGO ÚNICO (Single Payment). After completing your enrollment you must pay with your credit/debit card. If you have questions, you´ve more information in the FAQ.

MATRUX P. 8.3. Payment by Card. Single Payment

PLACE RESERVATION DISCOUNT:

If you have paid the €400 place reservation fee, this amount will automatically be deducted from the total cost of your enrollment.

9. Economic Breakdown

On this screen you will see economics details of your enrollment, such as number of credits enrolled and price per credit; school insurance and other concepts. You will be able to verify the discounts applied (if applicable); in addition to other services that you can add (such as voluntary insurance, and UCA sport card). Remember, you have more information in FAQ.

Desgloses económicos	← Volver	Siguiente →

822,00 Eur.
Importe total de la matrícula

Desglose de los importes de su matrícula ⑦

60 Créditos en 1ª Matrícula Importe unitario 12,62 Eur.	757,20 Eur.
Apertura Expediente	59,10 Eur.
TARJETA IDENTIDAD	5,70 Eur.
Importe académico	757,20 Eur.
Importe administrativo	64,80 Eur.
Importe recargo por financiación	0,00 Eur.
Importe total	822,00 Eur.

Servicios que puede añadir a su matrícula ⑦

Seguro Voluntario	12,00 Eur. Añadir

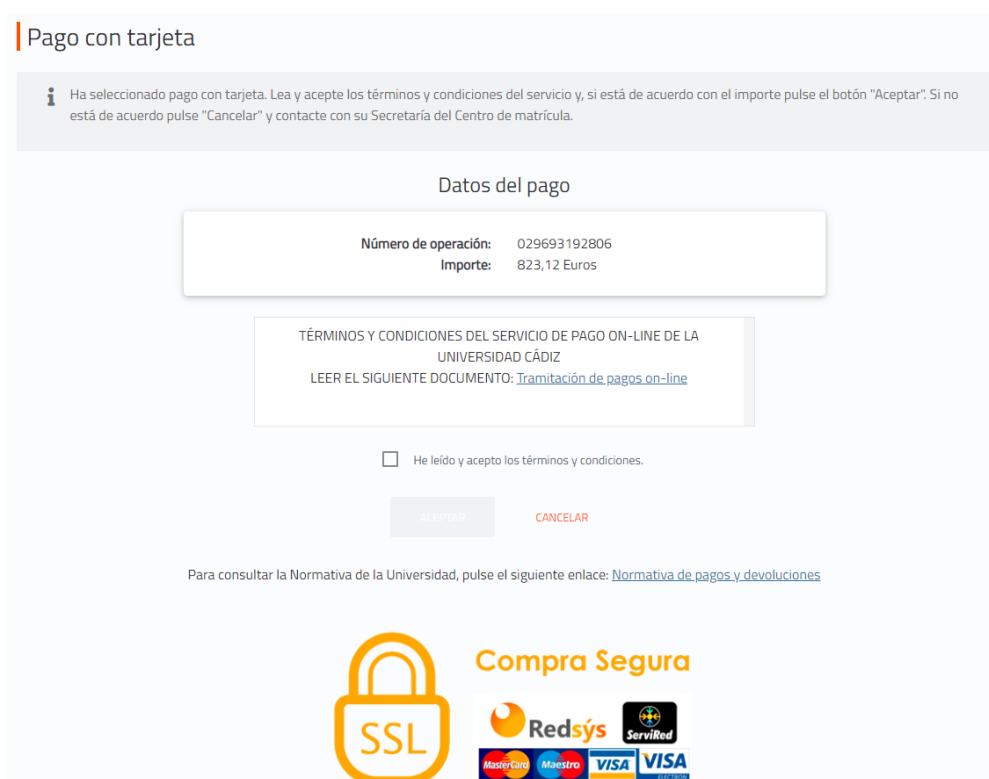*MATRUX P. 9. Economic breakdown of enrollment + Aditional services*

10. Enrollment confirmation

It is the last step. The system will inform you about the number of subjects and ECTS enrolled, and their amount. You will have to confirm and finish **confirmar y finalizar** to complete your registration.

MATRUX P. 10.1. Enrollment confirmation

Keep in mind that, if you have chosen **Card Payment option / Bizum**, application will refer you to card payment gateway, where you must follow its instructions.

MATRUX P. 10.2. Confirmation and finish + Card payment

11. Enrollment completed correctly

After confirming and finishing, the system will inform that you have successfully completed your registration and you will be able to download your payment letter (the receipt of your enrollment with subjects, economics details and deadlines) and SEPA mandate – only for those who have selected the direct debit option (SEPA mandate is the authorization for direct debit account). You can also download a PDF document that indicates the documents that you must deliver at your secretary's office.

You must click on the box 4 NECESSARY STEPS AFTER YOUR SELF-ENROLLMENT, to:
1. Create your UCA email account.
2. Upload your ID photo.
3. Get your Virtual University Card (TUIv).
4. Deliver documentation to Secretary

Further information in FAQ.

MATRUX P. 11. Enrollment completed

NOTE THAT:

You can always go back to enrollment process in case you want to change or verify any information. ← Volver

You do have a Frequently Asked Questions for this process of Self-Enrollment FAQ Automatrícula.

You have another FAQ for all process of Enrollment FAQ Matrícula.

You have further information on Área de Atención al Alumnado

You have further information for first year student on Oficina del Estudiante