



Universitat de Lleida
Oficina de Relacions
Internacionals

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Instructions for requesting the average during studies

1. Enter the Website:

<http://www.mecd.gob.es/mecd/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>

2. Access to the section:

Access to the online service

3. Register as a user

You will have to enter your personal data and then, you will receive an email confirming your registration.

4. Application form

Once you receive the confirmation by email, you can access to the application form. Please choose "AÑADIR" in order to begin the procedure. Before starting, you will be asked to accept the "DECLARACIÓN RESPONSIBLE".

During the process, you will be asked for the following information:

- A) Personal data
- B) Degree information
- C) Classification codes of the studies or degree
- D) Qualification scale of the studies and general table equivalence applied
- E) Subjects, credits, qualification and Spanish equivalence scale
- F) Grades summary and overall grade
- G) Additional information
- H) Procedure to which the declaration is presented.
- I) Supporting documentation

If you have any doubts or questions, do not hesitate to contact:

notamedia.uni@mecd.es