



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. You will previously have received an e-mail with the number of your dossier created in order to be able to carry out the activation. You can consult the following link: **Activation of student account** [<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 new students** [[/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/calendaripreinscripciomasters_NEV](http://export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/calendaripreinscripciomasters_NEV)]

3. SELF-REGISTRATION

As a general rule, registration is done using the self-registration system. It is carried out by an Internet access to: **http://automat.udl.cat** [<http://automat.udl.cat>]

If you wish to do it in person, you will have to request an appointment with the secretariat of your centre.

This **GUIDE** (TO BE UPDATED) contains all the information necessary for self-registration.

4. READ THE INFORMATION CAREFULLY

Carefully read these instructions and the section **DOCUMENTATION TO SUBMIT** [[/export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/documentaciomasters_ANGLES_n](http://export/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/documentaciomasters_ANGLES_n)]

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

Els estudiants que vulguin sol·licitar beca del Ministeri han de consultar la pàgina següent:

<http://www.udl.cat/serveis/aga/seccipreinscripciobeques/> [</sites/universitat-lleida/serveis/aga/seccipreinscripciobeques/>]

Read also the document **Exemptions and discounts** [

/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/exempcions_bonificacions_master_ang.pdf]

7. HOW AND WHEN YOU HAVE TO PAY THE REGISTRATION

See section: **Preus i Pagament** [

/sites/universitat-lleida/ca/serveis/aga/.galleries/docs/Documentacio_matricula_automatricula/pagamentmatriculamaster.pdf].

Registration receipt:

Once the self-registration is done, save and keep the receipt. In accordance with academic regulations, the registration receipt has notification effects.

Ordre de domiciliació:

Important: The bank account holder must sign the direct debit order that is generated at the time of registration (when a bank account is created or the existing one is modified). This document must be submitted to the Secretariat within 10 days from the time of registration, in the event that it is not submitted within the indicated period the registration will not be considered completed. See how to submit documentation.

8. STUDENT'S CARD

Check the information on the website: **UdL Student's Card** [</sites/universitat-lleida/ca/serveis/seu/carnet/>] (Update pending).

OTHER INFORMATION OF INTEREST

Transportation, accommodation and other topics 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>] .

