



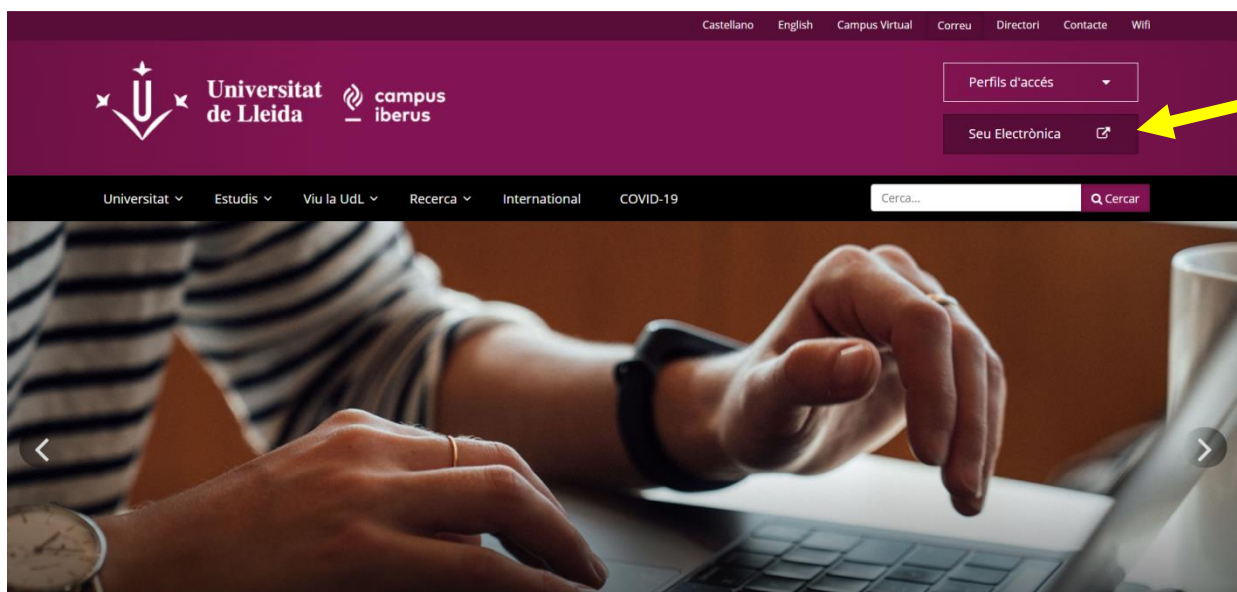
INSTRUCTIONS FOR SUBMITTING DOCUMENTS THROUGH THE UDL'S E-OFFICE

Save and/or download the pdf form with Acrobat Reader. Complete the application and attach the requested documents, if necessary.

First of all, you must have the document that you need to submit duly filled in and keep in mind that:

- In case you choose the option of signature through Digital Certificate, you have 2 ways of submitting it:
 - There is the possibility of signing this document electronically before submitting it to the E-Office Registry.
 - Or, if you do not sign it, after sending the form, you will be asked for consent for the General Secretariat to sign on your behalf and be signed.
- On the other hand, if you choose to submit the documents through UdL Username and Password, it does not need to be previously signed since subsequently in the submission to the Registry of the E-Office you will be asked for consent for the General Secretariat to sign on your behalf. In some documents, you will find buttons on the lower right side where you will be given the option to attach documents, if necessary.
- Only one PDF document can be sent for each entry to the Registry.

Then, enter the UdL E-Office through the website www.udl.cat





Click on **Instàncies i registre**





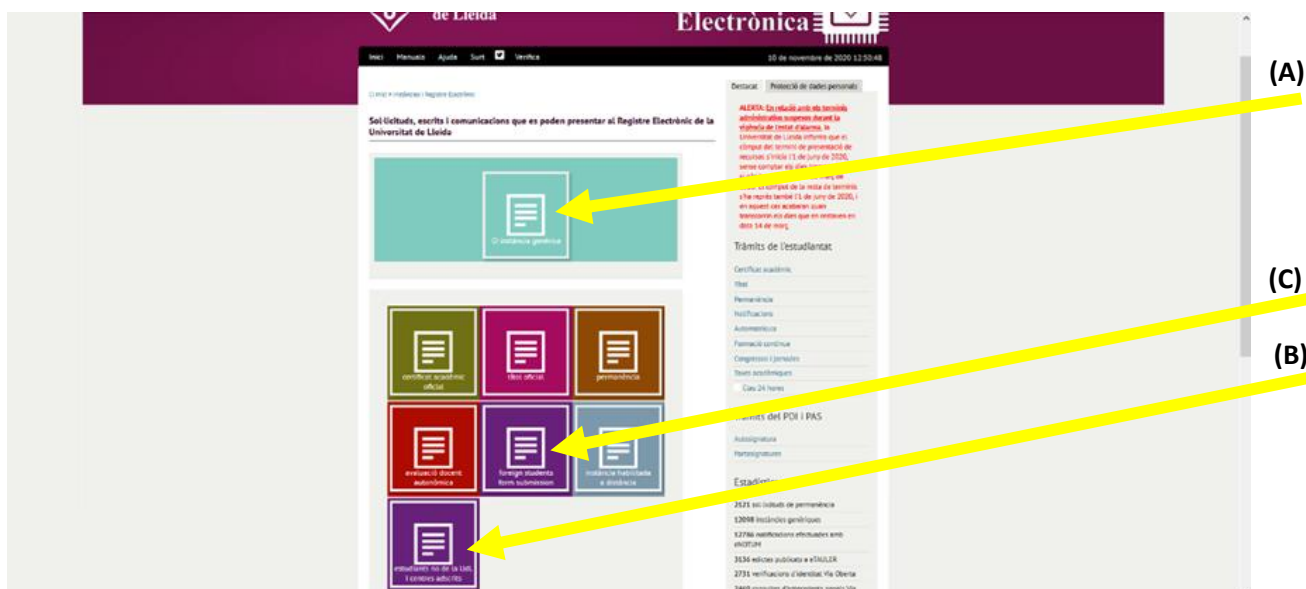
It will lead you to the screen **Applications, writings and communications that can be submitted to the Electronic Registry of the University of Lleida**



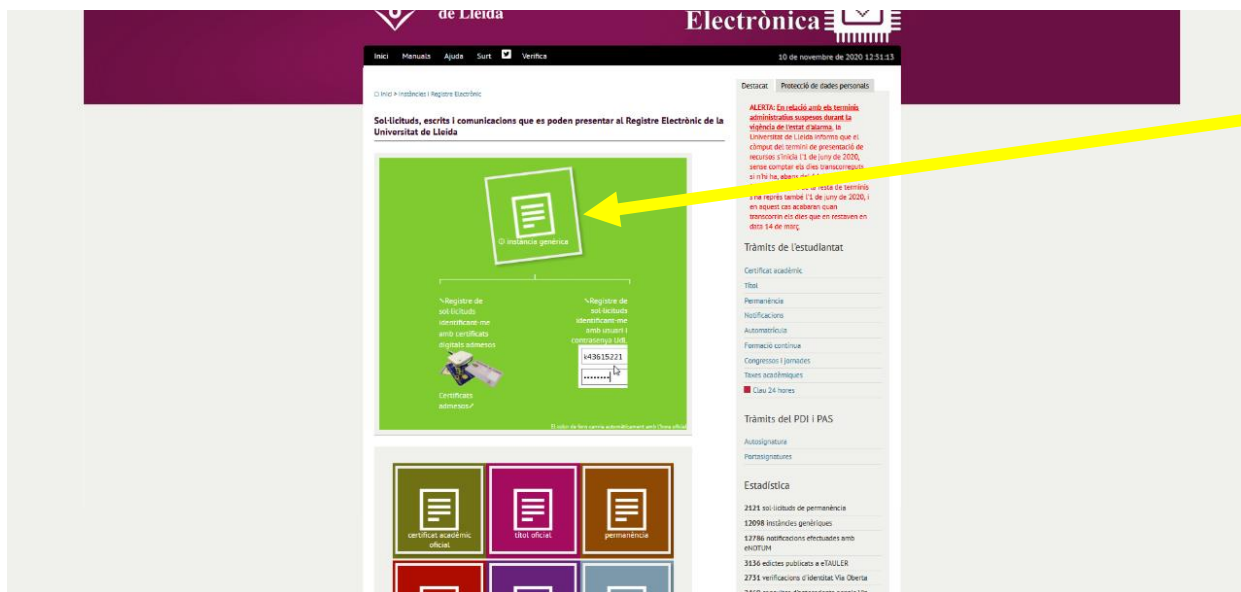
IMPORTANT:

There are 3 ways to present documents in the E-Office, choose one of the options:

- For students, UdL staff or Non-UdL students who have a digital certificate, you must click on **Instància genèrica (A)**.
- For non-UdL students, you must click on **Estudiants no de la UdL i centres adscrits (B)**.
- For foreign students, you must click on **Foreign students document submission (C)**.



(A) For students, UdL staff or Non-UdL students who have a digital certificate, by clicking on **Instància genèrica** two options will be displayed.

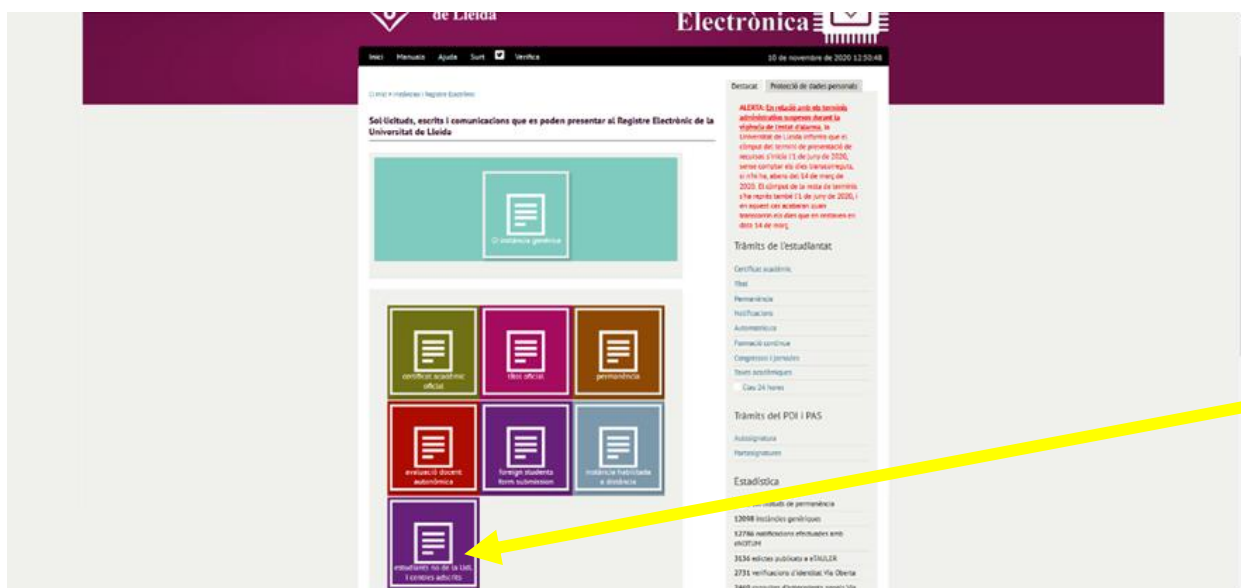


- Registering applications identifying the applicant with accepted digital certificates (with card reader or also with the digital certificate of software downloaded to your computer) two options will be deployed) On [Certificats admesos](#) you will find the types of identification and signature that you can use .
- Registration of applications identifying the applicant with UdL username and password.

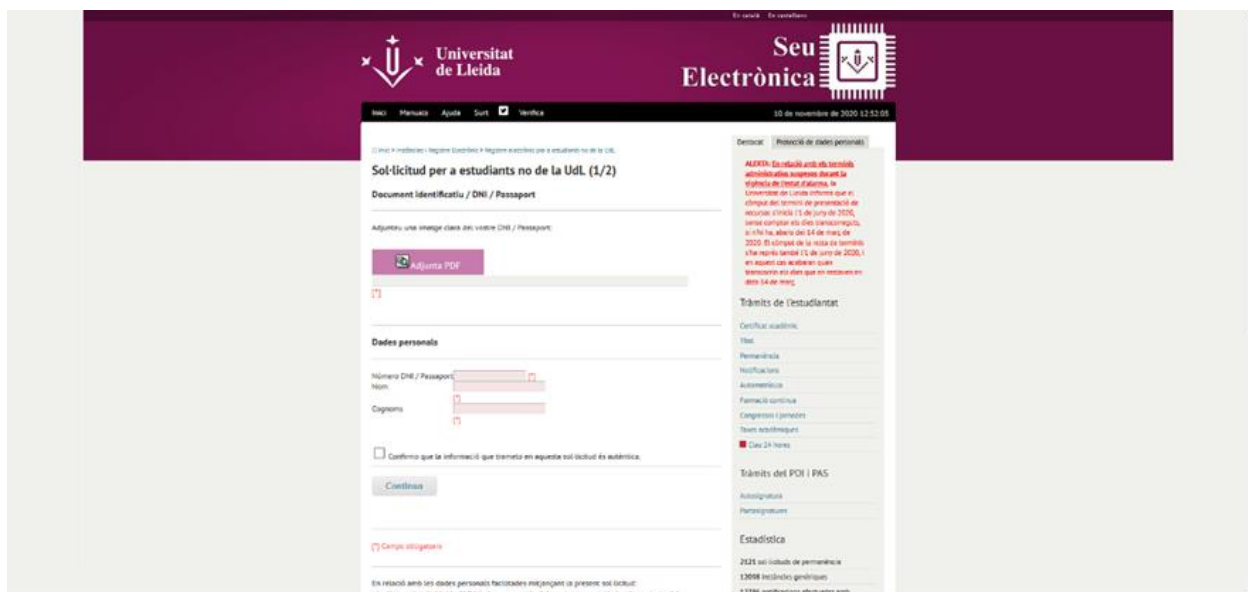
Remember that it is very important to correctly provide your contact details and the name of the UdL unit to which the documents submitted are being addressed.

Once you have successfully completed the procedure, you will receive a receipt of your registration and you will have your request signed on the last page.

(B) For non-UdL students, you must click on **Estudiants no de la UdL i centres adscrits**.



This screen will open that you need to fill in.

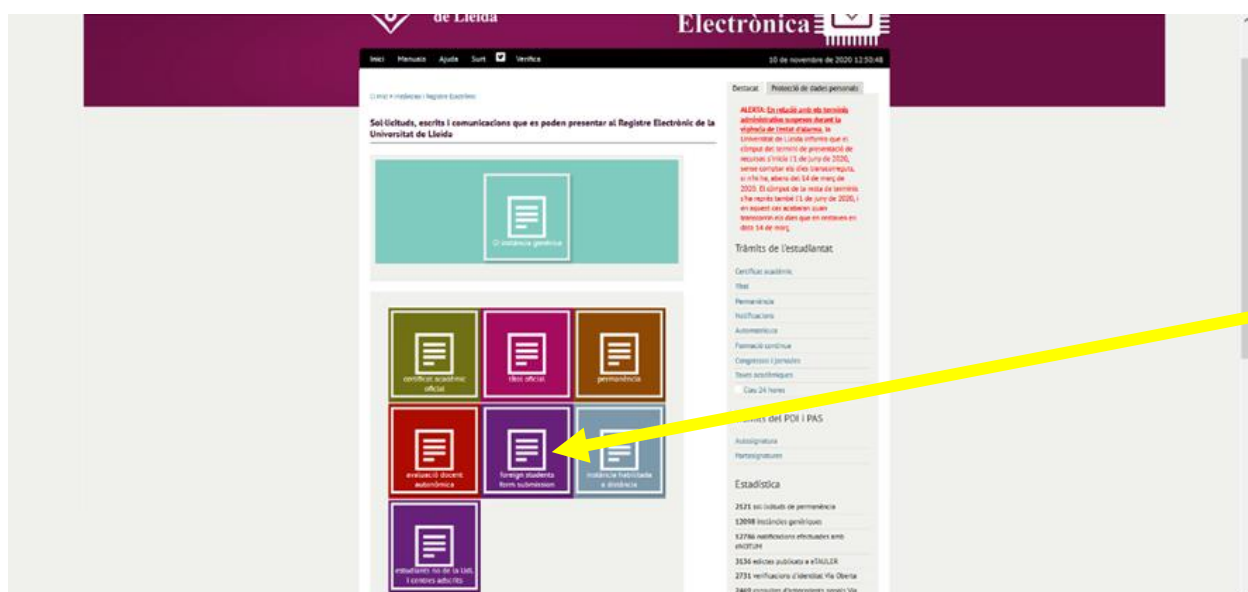


The screenshot shows the 'Sol·licitud per a estudiants no de la UdL (1/2)' form. The main heading is 'Document Identificatiu / DNI / Passaport'. Below this, there is a section for 'Dades personals' with fields for 'Número DNI / Passaport', 'Nom', and 'Cognoms'. A checkbox is present for 'Confirmo que la informació que transmeto en aquesta sol·licitud és autèntica'. A 'Crea nova' button is at the bottom of this section. On the right side, there is a sidebar with a 'Destacar' section containing a red 'ATENCIÓ' warning about the suspension of the registration process. Below this, there are sections for 'Tràmits de l'estudiantat' (listing 'Certificat acadèmic', 'Titul', 'Permanència', 'Nofuncions', 'Automàtica', 'Formació contínua', 'Congressos i jornades', 'Nom Acadèmic') and 'Tràmits del POI i PAS' (listing 'Autogestió', 'Participacions'). At the bottom of the sidebar, an 'Estadística' section shows various counts.

Remember that it is very important to correctly provide your contact details and the name of the UdL unit to which the documents submitted are being addressed.

Once you have successfully completed the procedure, you will receive a receipt of your registration and you will have your request signed on the last page.

(C) For foreign students, you must click on **Foreign students document submission**.



The screenshot shows the 'Seu Electrònica' dashboard. The main heading is 'Sol·licituds, escrits i comunicacions que es poden presentar al Registre Electrònic de la Universitat de Lleida'. Below this, there is a grid of buttons for various services: 'Sol·licitud de beques', 'Verificació acadèmica oficial', 'Titul oficial', 'Permanència', 'Escriure el document acadèmic', 'Verificació acadèmica formal i submissió', 'Historial de participacions i absències', and 'Escriure el POI de la UdL i l'entitat adreçada'. A yellow arrow points to the 'Verificació acadèmica formal i submissió' button. On the right side, there is a sidebar with a 'Destacar' section containing a red 'ATENCIÓ' warning, followed by 'Tràmits de l'estudiantat' and 'Tràmits del POI i PAS' sections.



This screen will open that you need to fill in.

The screenshot shows a web form titled "Foreign students document submission (1/2)" on the "Seu Electrònica" portal of the Universitat de Lleida. The form includes a navigation menu with "Inici", "Portal de transparència", "Ajuda", and "Sort". The main content area contains the following fields and elements:

- Official spanish time: 10 de novembre de 2020 12:52:33
- Your national ID card/passport: [input field]
- Upload a clear image of your national ID card/passport: [Upload File button]
- Country: [Please select your country dropdown menu]
- Personal data section with fields for:
 - ID card/passport number: [input field]
 - Name: [input field]
 - Surname(s): [input field]
- A checkbox: I confirm that the information given is true and that the document submitted is genuine.
- A "Continue" button.
- A red asterisk legend: [*] Required information fields.

Remember that it is very important to correctly provide your contact details and the UdL unit to which the documents submitted are being addressed.

Once you have successfully completed the procedure, you will receive a receipt of your registration and you will have your request signed on the last page.

VERY IMPORTANT FOR ALL THE OPTIONS FOR SUBMITTING DOCUMENTS TO THE E-OFFICE:

You must keep all the documents it generates: the receipt that proves you have delivered the documentation and the submitted document electronically signed.

Once you have completed the procedure, the UdL Registry will send the documents submitted to the unit in charge.

Congratulations!! You have already registered your documents electronically.

For any questions, please contact to the **General Registry of the University of Lleida** by phone +34 973 70 2010 or e-mail to registre@udl.cat