



As a general rule, registration at Universitat de Lleida is carried out using the [Self-registration](#) system. Please consult the [new students calendar](#) established.

**Before registering, all the documentation indicated below must be submitted to the centre secretariats:**

- preferably via the [online office](#) of the UdL using the specific form for “Foreign students” or “Students not from UdL”. If you have been registered before in this University you may use the form seted in “Students UdL”;
- by post, to the address of the corresponding center;
- in person, by requesting an appointment ([centers' contact details](#));
- by email, if it was not possible to use any of the other ways.

## **Documents**

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Taking into account that all students have already submitted part of the documentation during the pre-registration period, they must moreover submit:

In the event of applying for an exemption, discount or waiver of fees, students must submit the documentation accrediting their entitlement, if appropriate, before or within the registration period. Consult the document [exemptions and discounts](#).

Foreign students aged 28 and over must submit a copy of health and accident insurance that is valid in Spain. This document is not necessary in the case of online master's degrees that do not require physical presence at the centre.

Students registering under the part-time format must submit an application during the ordinary enrollment period\*, addressed to the dean or director of the centre, providing documentation to justify that they cannot fully devote their time to university education. If the reason is work-related, they must submit a certificate from the firm in which they work and a National Insurance contributions record issued by the Social Security Treasury or competent authority. Self-employed workers must submit a photocopy of taxes or the tax permit instead of the certificate from the firm.

(\*) Students who enroll during the month of July or the first fortnight of September can submit it until the beginning of the academic year.



You must send the application and the supporting documents through the electronic office.

You must use the specific form form the [online office](#) .

Resolutions for these applications will be posted on the notice board of the UdL electronic office (<http://seuelectronica.udl.cat/etauler.php>) and the centre's web page in accordance with the Seventh Additional Provision of Law 3/2018, of December 5, on the protection of personal data and the guarantee of digital rights.

In addition to the documentation indicated in the previous section, students who have undertaken studies at other universities must submit the following documents, depending on their entry route, if they have not already submitted them at the pre-registration stage:

**Route 1 Spanish official university qualification**

- Authenticated copy of the official university qualification certificate enabling entry, or provisional certificate.

**Route 2 Homologated foreign university qualification**

- Authenticated copy of the homologation document

**Route 3 Non-homologated qualification with an educational level equivalent to a bachelor's degree**

- Authenticated copy of the qualification certificate with which entry is requested.
- Document issued by the university awarding the qualification or by the competent authority of the country attesting to the fact that this qualification enables entry to master's degree studies.
- Receipt for the payments of the fee set out in the decree on public prices.

**Requirements for documents issued abroad**

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Documents issued abroad must be official, original and issued by the competent authorities, and they must be legalised diplomatically. This procedure must be carried out at each of the following organisations and in the indicated order:

1. Ministry of Education of the country of origin for qualifications and study certificates, and the respective Ministry for birth and nationality certificates.
2. Ministry of Foreign Affairs of the country issuing the documents.
3. Diplomatic or consular representation of Spain in the document-issuing country.

**All documents issued by the diplomatic authorities or consular services of another country in Spain must be legalised by the Spanish Ministry of Foreign Affairs.**



For the legalisation of documents issued by countries that are signatories to the Hague Convention, of 5 October, the previously established requirements are substituted by the apostille affixed to the document by the competent authority of the state that issued the document.

It is not required to legalise documentation issued by EU Member States, provided there are no doubts as to their authenticity and legitimacy, or to their official nature.

The aforementioned documents must be accompanied by an official translation into Spanish, if they are written in another language. This translation can be rendered:

- By any diplomatic or consular representation of Spain abroad.
- By the diplomatic or consular representation in Spain of the country of which the applicant is a subject.
- By sworn translators duly authorised or registered in Spain.

As a general rule, it is only necessary to provide an official translation of the subject programme in cases where it cannot be assessed adequately without one.

If the original document is written in a non-Latin alphabet, it is recommended that the translation should include the name of the qualification in the original language but transcribed into the Latin alphabet, rather than a translation of that name.

Original documents may be submitted together with a photocopy, and they shall be returned to the people concerned after authentication.

If the photocopies have been compared and legalised by the diplomatic or consular representation of Spain in the document-issuing country, it is not necessary to submit the original at the same time.

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Students who wish to apply for a grant from the Ministry should consult the following page: <https://www.udl.cat/es/serveis/aga/secciopreinscripciobeques/>

Once registration has been carried out, **amendments** can be made as indicated in the following document: [Partial amendments and additions to the registration](#)