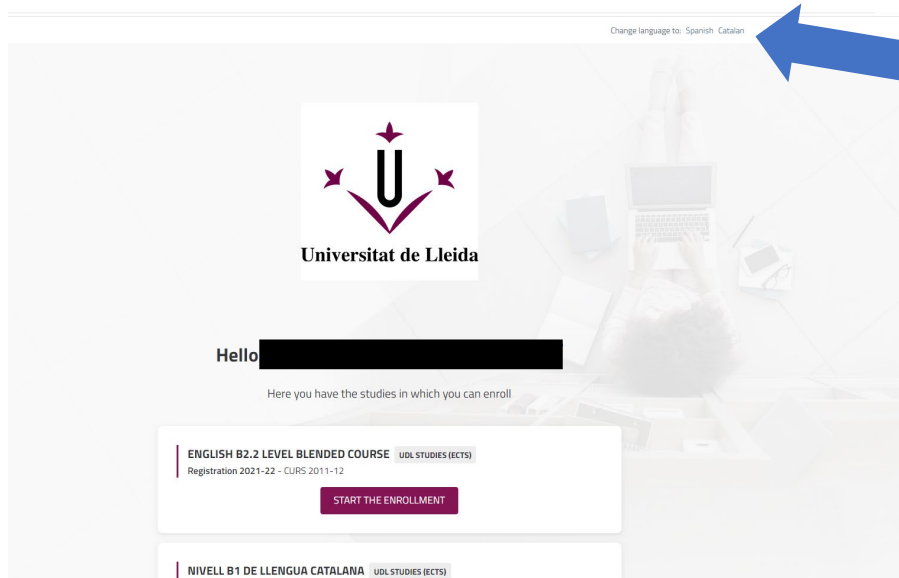




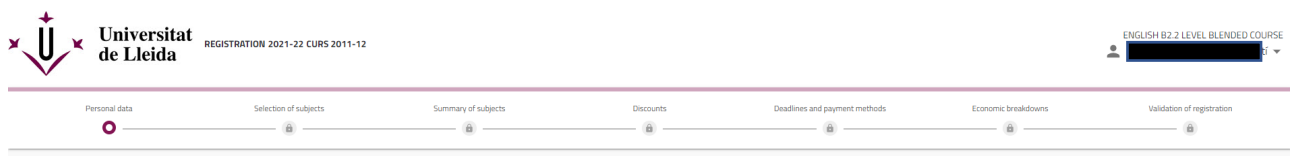
## SELF-ENROLMENT GUIDE

Once your pre-registration has been accepted by the Secretaria, you must access the following webpage:  
<http://automatricula.udl.cat/>

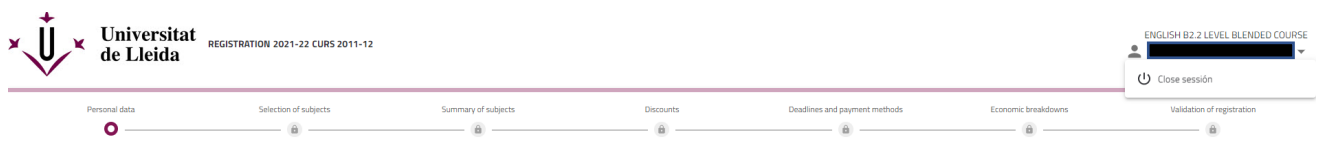
Then, you will see all the language courses in which you can enrol. If you want, you can change the interface language.

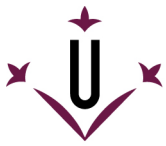


At the top of the page, you will find a menu in which you will be able to see the stage of the actual enrollment process you are in.



If you need to leave the site without having completed the self-enrolment process, click on "Close session" at the top of the page. Once you log in again, you will have to start all the process from the beginning. Note that, if you close the browser without logging out, you may have problems to access again.





**Are you sure you want to log out?** ✕

If you decide to "log out", the data you have entered so far will be lost and you will have to re-enter it the next time you log in.

## Personal data

Review your personal data before proceeding any further. Enter or modify any info if necessary.

**Universitat de Lleida** REGISTRATION 2021-22 CURS 2011-12  
Last modification: 12/07/2022

NIVELL C2 DE LLENGUA CATALANA

Personal data   Selection of subjects   Summary of subjects   Discounts   Deadlines and payment methods   Economic breakdowns   Validation of registration

Please check your data and change those that are not correct by clicking on them

Date of birth \*  
27/04/1970

Email \*  
[REDACTED]

Cell phone \*  
[REDACTED]

I confirm that my personal data are correct

**Course selection** (in your case, courses of the Institut de Llengües or Centre de Formació Contínua)

In this section, you will see the subjects in which you can enrol.

**VERY IMPORTANT:** You need to click on the box on the right to select the course.

**Universitat de Lleida** REGISTRATION 2021-22 CURS 2011-12  
Last modification: 12/07/2022

NIVELL C2 DE LLENGUA CATALANA

Personal data   Selection of subjects   Summary of subjects   Discounts   Deadlines and payment methods   Economic breakdowns   Validation of registration

9 Credits   Subjects selected 1

MY STUDY PLAN

FILTER AND ORGANIZE CLASSES

Select all (1 of 1)

No course associated		
Catalan C2 Level Course [ 002000006 ] 9 credits Compulsory		<input checked="" type="checkbox"/>
Group 3	ANUAL CONTINUED EVALUATION	Únic
+ schedules		



## Groups

If you have the option of choosing a group (provided that this is possible), you will have to choose the one you are interested in. You must click on “more schedules” (below the selected course) to unfold the different schedules available.

The screenshot shows the registration interface for the Universitat de Lleida. At the top, there is a progress bar with steps: Personal data (checked), Selection of subjects (selected), Summary of subjects (locked), Discounts (locked), Deadlines and payment methods (locked), Economic breakdowns (locked), and Validation of registration (locked). Below the progress bar, there is a summary of the selected course: 9 Credits and 1 Subject selected. The main area is titled "MY STUDY PLAN" and contains a search bar and a "Select all (1 of 1)" checkbox. A table lists the available groups for the course "Catalan C2 Level Course [002000006]". The table has columns for Group, Evaluation Method, Shift, and Schedules. Group 3 is selected, and a blue arrow points to the "more schedules" link for Group 3.

Group	Evaluation Method	Shift	Schedules
Group 3	ANUAL CONTINUED EVALUATION	Únic	- schedules
Group 1	ANUAL CONTINUED EVALUATION	Únic	○
Group 2	ANUAL CONTINUED EVALUATION	Únic	○ 2 spots!
Group 3	ANUAL CONTINUED EVALUATION	Únic	●

If you click on the name of the group, you will be able to see all the information.

The screenshot shows the details for the selected group, Group 3. A blue arrow points to the group name in the table from the previous screenshot. The details page includes a description of the group: "3.dimecres de 16 a 19H (B)", the duration: "ANUAL CONTINUED EVALUATION", the shift: "Únic", the professors: [redacted], the capability: 50, and the open spots: 31.

Description of the group: 3.dimecres de 16 a 19H (B)  
Description of the duration: ANUAL CONTINUED EVALUATION  
Shift: Únic  
Professors: [redacted]  
Capability: 50  
Open spots: 31

## Summary of subjects

All information regarding the selected course(s) and the group you have enrolled in is summed up. No changes are allowed on this page (if necessary, you can go back to the previous one).

Please check this carefully before confirming your enrollment. Then, click on “Confirm and go to pay”.

The screenshot shows the summary of subjects page. At the top, there is a button "Confirm and go to pay...". Below it, there is a summary of the selected course: 9 Credits and 9 Compulsory. The main area shows the details for the selected course: "Catalan C2 Level Course [002000006]". The table lists the available groups for the course. A "Go back" button is located at the bottom.

Group	Evaluation Method	Shift
Group 3	ANUAL CONTINUED EVALUATION	Únic



## Discounts

If you are eligible for any fees exemption or discount, this will be selected here by default.

The screenshot shows the 'Discounts' page in the registration system. At the top, there is a navigation bar with the Universitat de Lleida logo, the text 'REGISTRATION 2021-22 CURS 2011-12' and 'Last modification: 12/07/2022', and a user profile icon with the text 'NIVELL C2 DE LLENGUA CATALANA'. Below the navigation bar is a progress indicator with steps: Personal data, Selection of subjects, Summary of subjects, Discounts (current step), Deadlines and payment methods, Economic breakdowns, and Validation of registration. The main content area is titled 'Discounts' and contains a 'Back' button and a 'Go to payment metho...' button. A dropdown menu is open, showing 'LANGUAGE INSTITUT DISCOUNT' with three options: 'Not applicable' (selected), 'FULL DISCOUNT', and 'UDL DISCOUNT'. Each option has a small information icon and a note: 'To select this discount, you must have handed over this documentation. See details.'

## Deadlines and payment methods

Shows the deadlines and payment methods. In your case, you must click on:

- Single payment
- Credit card or cash

The screenshot shows the 'Deadlines and payment methods' page in the registration system. At the top, there is a navigation bar with the same steps as the previous page, but 'Deadlines and payment methods' is the current step. The main content area is titled 'Deadlines and payment methods' and shows a 'Back' button, the total amount '3.46 Eur.', and a 'Next' button. Below this, it asks 'In how many installments do you wish to make the payment?' with a 'Single payment' button selected. A note states: 'It is not possible to divide the payment. The University only accepts one single payment.' Below that, it asks 'Which payment method would you like to use?' with two options: 'Non direct debit receipt' and 'Payment by car' (selected). A 'Period 1' section shows '3.46 Eur.' and 'Until 03/04/2024'.



## Economic breakdowns

Total tuition fees will be shown. You must click on “Next”.

The screenshot shows the 'Economic breakdowns' step in the registration process. The progress bar at the top indicates that 'Economic breakdowns' is the current step, with 'Validation of registration' being the next step. The main content area displays the total amount of the registration as 338.40 Eur. Below this, there is a table showing the breakdown of the amounts:

Category	Amount
Full course	338.40 Eur.
Academic amount	338.40 Eur.
Total amount	338.40 Eur.

## Validation of registration

If you agree, click on “Confirm and finalize”.

The screenshot shows the 'Validation of registration' step. The progress bar at the top indicates that 'Validation of registration' is the current step. The main content area displays the following information:

- 1 subjects in which you've registered
- 9 credits in which you've registered
- 338.40 Eur. amount

Below this information, there is a confirmation message: "By confirming, your registration will be recorded. Once confirmed, you'll be able to consult, print or download your registration print out." A "Confirm and finalize" button is prominently displayed, along with a "Back" button.

Click on “Payment slip” to download the enrolment form you will need for the final payment. Save it or print it.

The screenshot shows the 'Congratulations' page, indicating that the registration process has been successfully completed. The message reads: "Congratulations, [Name]. You've correctly completed your registration." Below this, there is a note: "Please save or print the following documents before exiting this page." A button labeled "PAYMENT RECEIPT" is visible, which is the document mentioned in the text above.



Centro: Instituto de Lenguas  
Plan: NIVELL B1 DE LLENGUA CATALANA  
NIF/NIE Pas: [REDACTED]  
Alumno: [REDACTED]

Curso: 2021-22  
Nº exp: 2

**DATOS DE MATRICULA**

Código	Asignatura	Plan	Cv	Ti	C	Gr	I	N	Créditos	D	V	Mt
2000003	CATALAN B1 LEVEL COURSE	CABI	1	G	1	N			5	AC	V	1

**I. Matricula:**

C	Full-time
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**CONCEPTOS**

Concepto	Caat	Ip. ust.	Total
FULL COURSE	1.00	100.00	100.00
<b>Importe total</b>			<b>100.00</b>

**PAGO**

Pago	Referencia	Importe	Emitida	Vencimiento	Cobro	Cuenta bancaria
1	2022162350177	100.00	Cash	03-06-22	07-06-22	

RALU\_CAR\_EP-LEYENDA2  
RALU\_CAR\_EP-AMCOSEGVOL

Plazos de pago:  
- Pago en efectivo: se puede realizar el pago hasta la fecha de vencimiento.

If you notice any errors, please contact us to correct it.