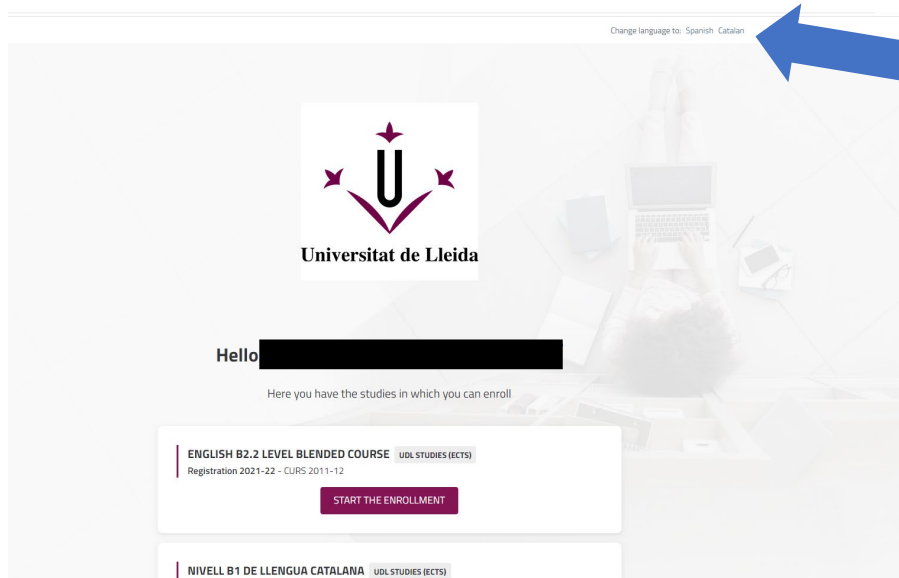




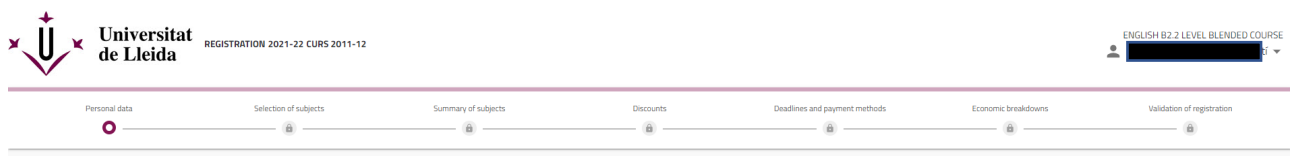
SELF-ENROLMENT GUIDE

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

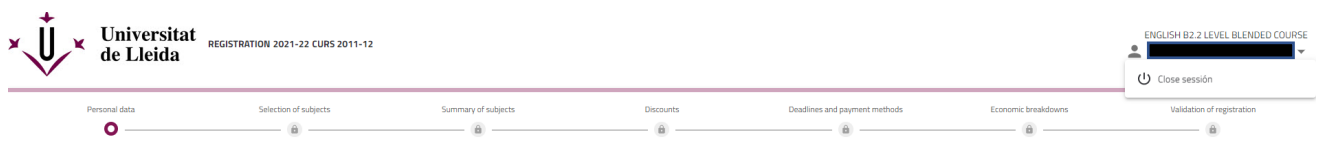
Then, you will see all the language courses in which you can enrol. If you want, you can change the interface language.

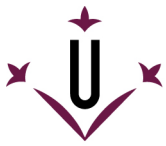


At the top of the page, you will find a menu in which you will be able to see the stage of the actual enrollment process you are in.



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 bar showing '9 Credits' and 'Subjects selected 1'. The main area is titled 'MY STUDY PLAN' and contains a search bar and a 'Select all (1 of 1)' checkbox. A table lists available courses and groups. The first row is highlighted in pink and has a blue arrow pointing to a checkmark in the right column. Below this row, there are four rows for different groups (Group 1, Group 2, Group 3) with radio buttons and dropdown arrows in the right column.

No course associated			
Catalan C2 Level Course [002000006] 9 credits Compulsory			<input checked="" type="checkbox"/>
Group 3	ANUAL CONTINUED EVALUATION	Únic	- schedules
Group 1	ANUAL CONTINUED EVALUATION	Únic	<input type="radio"/>
Group 2	ANUAL CONTINUED EVALUATION	Únic	<input type="radio"/>
Group 3	ANUAL CONTINUED EVALUATION	Únic	<input checked="" type="radio"/>

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. A blue arrow points to the group name 'Group 3' in the table from the previous screenshot. The details page shows the course name, credits, and compulsory status. Below the table, there is a section for group details: 'Description of the group: 3.dimecres de 16 a 19H (B)', 'Description of the duration: ANUAL CONTINUED EVALUATION', 'Shift: Únic', 'Professors: [redacted]', 'Capability: 50', and '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...' with a right arrow. Below this, there is a summary bar showing '1 Subject selected', '9 Credits', and 'Compulsory 9'. The main area shows the course name and group details. At the bottom, there is a 'Go back' button with a left arrow.

1 Subject selected Confirm and go to pay... →

9 Credits Compulsory 9

Catalan C2 Level Course [002000006]
9 Credits Compulsory

Group 3 ANUAL CONTINUED EVALUATION Únic

← Go back



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 dropdown menu showing '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' (with a note: 'To select this discount, you must have handed over this documentation. See details.'), and 'UDL DISCOUNT' (with 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
- Cash

The screenshot shows the 'Deadlines and payment methods' 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 dropdown menu showing 'NIVELL C2 DE LLENGUA CATALANA'. Below the navigation bar is a progress indicator with steps: Personal data, Selection of subjects, Summary of subjects, Discounts, Deadlines and payment methods (current step), Economic breakdowns, and Validation of registration. The main content area is titled 'Deadlines and payment methods' and contains a 'Back' button, a 'Next' button, and the text '338.40 Eur. Total amount of the registration'. Below this, there is a question: 'In how many installments do you wish to make the payment?' with a help icon. Two buttons are shown: 'Single payment' and 'Instalment payment'. Below this, there is another question: 'Which payment method would you like to use?' with a help icon. A radio button labeled 'Period 1' is selected, and a 'Cash' button is shown.



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 in the registration process. 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 visible, 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 a confirmation message with a green checkmark icon. The text reads: "Congratulations, [redacted]. 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, indicating the next step in the process.



		Centro: Instituto de Lenguas	Curso: 2021-22								
		Plan: NIVELL B1 DE LLENGUA CATALANA	Nº exp: 2								
		NIF/NIE Pas: [REDACTED]									
		Alumno: [REDACTED]									
DATOS DE MATRICULA											
Código	Asignatura	Plan	Cv	Ti	C	Gr	I	Créditos	D	V	Mt
2000003	CATALAN B1 LEVEL COURSE	CAB1	1	G	1	N		5	AC	V	1
I. Matricula:											
C	Full-time										
CONCEPTOS											
Concepto								Cant	Ip. unt.	Total	
FULL COURSE								1.00	100.00	100.00	
Importe total										100.00	
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-AMCOCESEVOL					
						Plazos de pago: - Pago en efectivo: se puede realizar el pago hasta la fecha de vencimiento.					

Please also check the course details (check that the level and timetable are correct) and also the applied fee. It is important that you make sure all these details are correct before paying. If you notice any errors, please contact us to correct it.

Once you have checked the information, you need the payment form you have downloaded to proceed with the payment (please bear in mind that the payment deadline is on the registration form):

1. You can print the registration slip and make the payment through BBVA, Caixabank, Bank Santander or ServiCaixa ATMs.
2. You can make the payment online following these instructions:

Payment must be made by credit card via the Caixabank website (follow the link below). You do not need to have an account in this bank to make use of the service and there are no additional charges.

[Caixabank payment link](#)

Instructions for paying by credit card (all the codes are listed on the registration form, before the bar code).

1. Follow the Caixabank link and go to the "PAGAR AMB CODI CPR i/o EMISSORA" (Pay with CPR and / or station code) section.
2. Enter the CPR code (7 digits): 9050794
3. Enter the station plus the suffix (11 digits): 07550001003
4. Click "CONTINUAR" (Continue).
5. Enter the "CODI DE REFERÈNCIA" (Reference code) (13 digits).
6. Enter the "IDENTIFICACIÓ" (ID) code (6 digits).
7. Enter the amount to be paid.
8. Enter the required information on the following screens.

Once the payment has been made, you do not need to send us any receipts. However, we recommend that you save the documentation that you generated during the self-enrolment process in the event of a later incident.

If you have not made the payment within the indicated period, please contact the Language Institute Secretary via e-mail il.secretaria@udl.cat so that we can generate a new invoice.