**(EN) UV ONLINE ENROLLMENT**

**Search information:**

### Frequently Asked Questions (FAQ’s)

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>When do I have the appointment to enroll?</td>
<td>Your appointment for registration, is in the Virtual Secretariat of the UV. Check the link:</td>
</tr>
<tr>
<td>Where can I register?</td>
<td>Check the student portal. In the portal, you will have access to the links to the registration application as soon as the deadlines open. Portal of the student.</td>
</tr>
<tr>
<td>I have not seen my password when I registered</td>
<td>If you have not entered your alternative contact information for password recovery (alternative email, mobile phone), then you must go in person to the Secretary of your center and the secretaries staff, you can proceed to change your password from the management applications of the UV, after verification of your identity (DNI). Information about UV passwords.</td>
</tr>
</tbody>
</table>

### Support registration phones

(Schedules, degrees, subjects, group changes, etc.)

See the list of centers.

* Always during registration appointment time

### Masters Information

Dial the Student Service telephone (963 983 203) and follow the operator’s instructions.

**Servei d’Estudiants**

Tel.: 963 983 203 - Ext.: 51122

**Doctorat School**

Tel.: 963 983 006

**Escola Tecnica Superior d’Enginyeria**

Tel.: 963 543211

**Faculty of Economics**

Tel.: 961 625 144

Ext.: 25151

Ext.: 28484

**Faculty of Infermeria and Podiatry**

**Common Problems**

When using the registration application:

- (EN) I can not access the registration application - UV registration
- (EN) I can not close the license plate - UV registration
- (EN) I cut the screen and I can not continue - UV registration
- (EN) I do not accept the bank account - UV registration
- (EN) I have an exemption or bonus from the registration fee, but I can not connect with the Ministry of Social Welfare, or the validation is negative. - UV registration
- (EN) It does not allow me to enroll in the subjects I need - UV registration
- (EN) It does not let me choose a group in a subject - UV registration
- (EN) I want to register in part-time and it does not let me mark it - UV registration

**ITC services for students**

Help documents for the formalization of online registration.

**ITC support manuals and registration modalities**

Help documents for the formalization of online registration.
Registration issues

- (EN) Can I authorize someone else to enroll me? - UV registration - FAQS
- (EN) Do I have a maximum number of calls to approve a subject? - UV registration - FAQS
- (EN) Do I need to pass a minimum number of credits per course? - UV registration - FAQS
- (EN) Do I have not got a place. Are there waiting lists? - UV registration - FAQS
- (EN) I have problems with enrollment in university extension courses. Can I enroll in these courses? Where can I do it? - UV registration - FAQS
- (EN) I have problems with the Virtual Classroom. I do not see subjects of which I am enrolled. I see some subjects that I have unsubscribed. - UV registration - FAQS
- (EN) Is there an exception to the maximum number of calls to pass a subject? - UV registration - FAQS
- (EN) REMOTE DESKTOP - Safe connection
- (EN) What are the cut-off notes? - UV registration - FAQS
- (EN) What day do I have to register? - UV registration - FAQS
- (EN) What happens if I can not register for the appointment and I do it later? - UV registration - FAQS
- (EN) Why did I have this turn in the registration (registration day)? - UV registration - FAQS

Preparation

Update the administrative data necessary for registration before the registration appointment. The enrollment preparation is exclusively for students who have already enrolled in previous courses in the degree.

- (EN) Student portal access - Registration Preparation
- (EN) Identify yourself in the application - Degree Enrollment
- (EN) Appointment of Enrollment - Enrollment of Degree
- (EN) Characteristics of the application - Degree Registration
- (EN) Personal data - Degree Enrollment
- (EN) Address - Degree Enrollment
- (EN) Administrative data - Degree registration

Confirmation

This process lasts to term the day and the assigned time that has been assigned for the registration (appointment). Registration can be formalized from this moment.

New Entry Registration: Help Manual

Enrollment for students who enroll for the first time in the degree does not require enrollment preparation. All the steps will be carried out on the assigned day by registration appointment.
ERROR MESSAGES. Application.

The descriptions are intended to help diagnose and resolve the incidents that may arise during the registration process in order to be as efficient as possible. Some of the errors shown are not likely to have occurred. However, an exhaustive list with the relevant errors has been attempted. If there is an error that is not described in the list, go to the helpline number.

- (EN) 0001 - Work module not installed
- (EN) 0012 - Non-existent object
- (EN) 0031 - Incorrect field
- (EN) 0051 - Personal data altered by another user. Start again
- (EN) 0053 - Datos Dom. en el curso alterados por otro usuario. Comience de nuevo.
- (EN) 0054 - Data university course altered by another user. Start again
- (EN) 0505 - Incorrect decade
- (EN) 0516 - Registration requested to erase
- (EN) 1732 - There is already a receipt for that subject. Notify the SIUV.
- (EN) 2015 - In pre-registration there is already that NIF with another NPA
- (EN) 2107 - Type of grouping is not correct
- (EN) 2337 - NIF with several NPA
- (EN) 6021 - The habitual residence has been canceled by another user
- (EN) 6022 - The residence during the course has been canceled by another user
- (EN) 6023 - All data has been deleted by another user
- (EN) 6215 - The license plate has been deleted by another user
- (EN) 6315 - The data entered in university have been deleted by another user
- (EN) 6336 - Fields Univ. Extran. and Initial Form incoherent
- (EN) 6337 - Your center is not Postgraduate. Fields Univ.Extran. and / or Incoherent start form
- (EN) 8012 - Group deleted by another user
- (EN) 8014 - Try to cancel in a group where there are no enrolled

Faculty of Physiotherapy
Tel: 963 543 677 Ext.: 44467 Ext.: 44342

Faculty of Geography and History
Tel.: 963 983 526 Ext.: 83526

Faculty of Magisteri
Tel.: 963 864 442 Ext.: 25084

Faculty of Medicine and Dentistry
Tel.: 963 864 975 Tel.: 963 864 152

Faculty of Psychology
Tel.: 963 864 664 Ext.: 64673

Faculty of Chemistry
Tel.: 963 544 323

IT support
Tel.: 963 544 500

News registration 2019-20 (PAS)
Information for UV personnel.
News registration 2019-20 v2

- (EN) Access from the student portal - Registration of new entry
- (EN) Identified in the application - Registration of new income
- (EN) Characteristics of the application - Registration of new income
- (EN) Personal data - New entry registration
- (EN) Address - New entry registration
- (EN) Administrative data - New entry registration
- (EN) Registration summary - New entry registration
- (EN) Economic valuation of the enrollment - New entry registration
- (EN) Finish registration - New entry registration
- (EN) Common errors in preparation of enrollment - New entry registration
- (EN) Common errors in Degree enrollment - New entry registration
- (EN) DEGREE REGISTRATION: Help Manual

Remember
Have you done the Registration Preparation?
• (EN) 8015 - This student is not enrolled in this subject
• (EN) 8016 - Subject deleted by another user
• (EN) 8113 - Can not be deleted, there is no registration in the subgroup
• (EN) 8113 - Incorrect username or password
• (EN) 9119 - There are no subroups to be written off
• (EN) 9127 - There is no degree in Automatpar
• (EN) 9127 - Missing modality to be defined
• (EN) 9128 - Error, distribution already exists
• (EN) 9129 - There are no places in any teaching modality
• (EN) 9129 - There is no record in matau
• (EN) 9130 - There is no Automatpar
• (EN) 9131 - 9134 - Error inserting a subgroup
• (EN) 9132 - Student with unregistered subject
• (EN) 9133 - No subgroups available
• (EN) 9135 - The time group has no seats
• (EN) 9135 - The total of credits to enroll exceeds the limit
• (EN) For a country other than Spain, province must be Foreign
• (EN) New student. You can not re-enter the application. Go to the secretariat of your center
• (EN) Province can not be a foreigner, if country is Spain
• (EN) The degree does not allow you to modify your registration
• (EN) The optional subject has already been selected in another course
• (EN) There are pending subjects required to enroll in lower grades
• (EN) Type of tuition exemption
• (EN) Whatever the request / scholarship / s remember remember to submit the corresponding documentation
• (EN) You can not mix electives of different mentions

• (EN) Have you done the Registration Preparation?
• (EN) Access from the student portal - Enrollment of Degree
• (EN) Identify yourself in the application - Degree Enrollment
• (EN) Appointment of Enrollment - Enrollment of Degree
• (EN) Characteristics of the application - Degree Registration
• (EN) Personal data - Degree Enrollment
• (EN) Address - Degree Enrollment
• (EN) Administrative data - Degree registration
• (EN) Statistical data - Degree Registration
• (EN) Data of the mail user - Degree Registration
• (EN) Common errors in preparation of enrollment - Degree Registration
• (EN) Common Errors in Degree Enrollment - Degree Registration
• (EN) MASTER'S REGISTRATION: Help Manual

Remember
Have you done the Registration Preparation?

• (EN) Have you done the Registration Preparation MASTERS?
• (EN) Access from the student portal - Master's Registration
• (EN) Identify yourself in the application - Master's Registration
• (EN) Enrollment - Master Enrollment
• (EN) Characteristics of the application - Master's registration
• (EN) Personal data - Master's registration
• (EN) Address - Master's License
• (EN) Administrative data - Master's registration
• (EN) Statistical data - Master's registration
• (EN) Data of the mail user - Master's registration
• (EN) Common errors in preparation of enrollment - Master's Registration
• (EN) Common errors in Master's enrollment - Master's enrollment
• (EN) DOCTORAL REGISTRATION: Help Manual

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<th><a href="https://www.uv.es/portalumne">https://www.uv.es/portalumne</a></th>
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<td>Portal de las personas usuarias</td>
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Info

Re: 2018 / 05

Lang:

- (EN) UV ONLINE ENROLLMENT
- (ES) MATRÍCULA UV
- (VA) MATRÍCULA UV

-Info

El SIUV respon

Remember
Have you done the Registration Preparation?

(EN) Have you done the Registration Preparation?
(EN) Access from the student portal - Doctorate registration
(EN) Identify yourself in the application - Doctorate registration
(EN) Enrollment Quote - Doctorate Enrollment
(EN) Characteristics of the application - Doctorate registration
(EN) Personal data - Doctorate registration
(EN) Domicile - Doctorate registration
(EN) Administrative data - Doctorate registration
(EN) Statistical data - Doctorate registration
(EN) Data of the mail user - Doctorate registration
(EN) Registration of subjects - Doctorate registration
(EN) Summary - Doctoral registration
(EN) Finish registration - Doctorate registration
(EN) Common errors in preparation for enrollment - Doctorate enrollment
(EN) Common errors in doctorate enrollment

(EN) REGISTRATION MODALITIES: Help

- (EN) Enrollment of optional subjects
- (EN) Modality 1: Loose subjects and automatic distribution
- (EN) Modality 2: Recommended groupings or loose subjects and automatic distribution
- (EN) Modality 3: Compulsory groupings, with automatic distribution
- (EN) Modality 4: Compulsory groupings and distribution by time groups
- (EN) Modality 5: Direct enrollment by time groups

(EN) Support for enrollment in centers