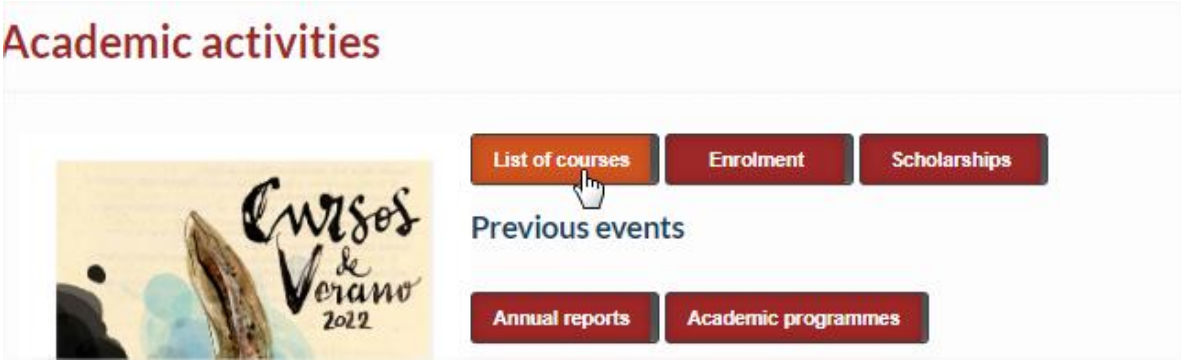
On-line Registration: A step by step Guide

① Please, access to the summer courses website: http://www.uimp.es/en/academic-activities/proposal-for-courses/advanced-courses-santander.html

Then, choose the option: List of courses

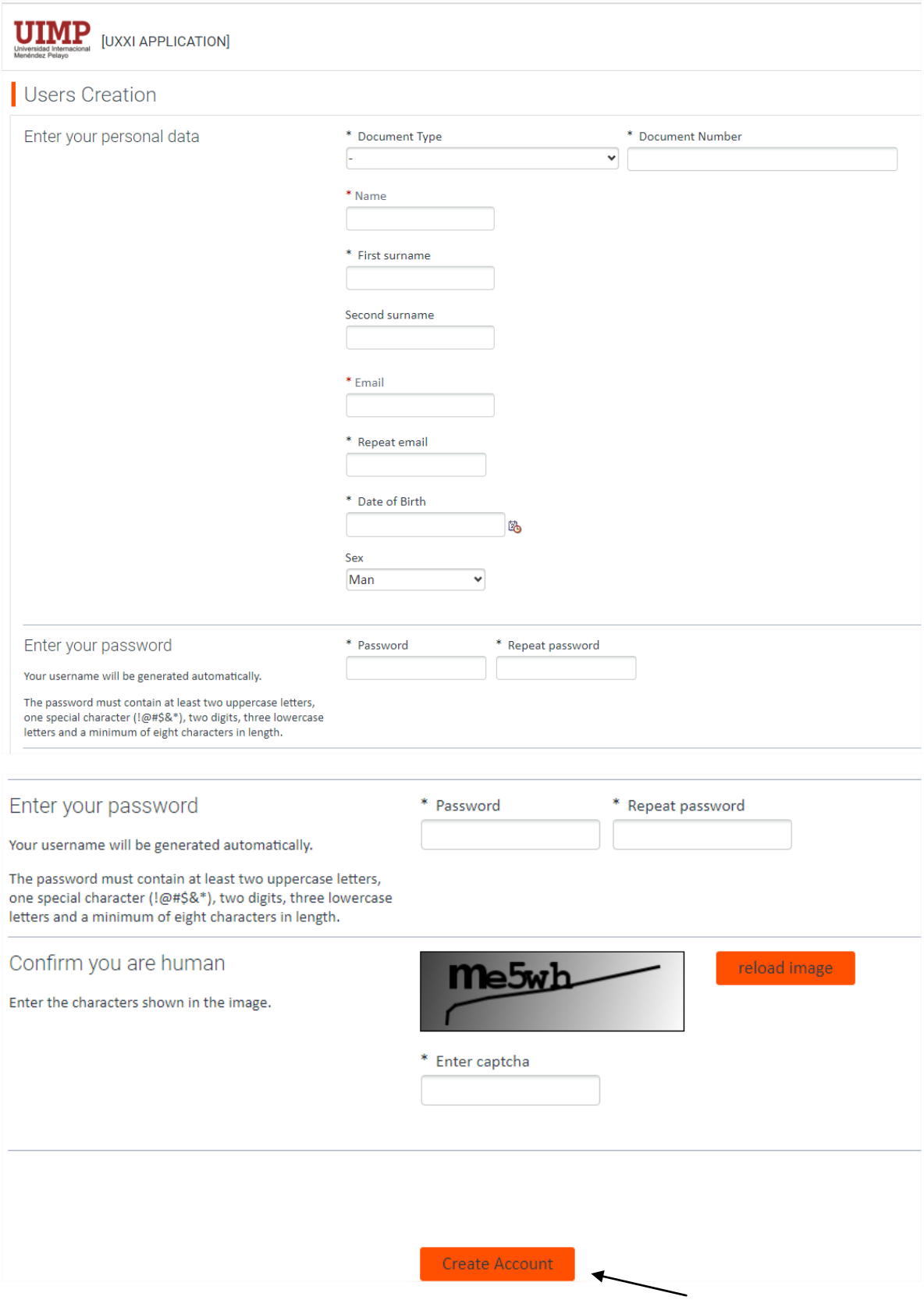


Enter the search filters you want and, once you have chosen the course of your interest, click on the title to access the information. (the course that appears below is just an example, to illustrate this tutorial)

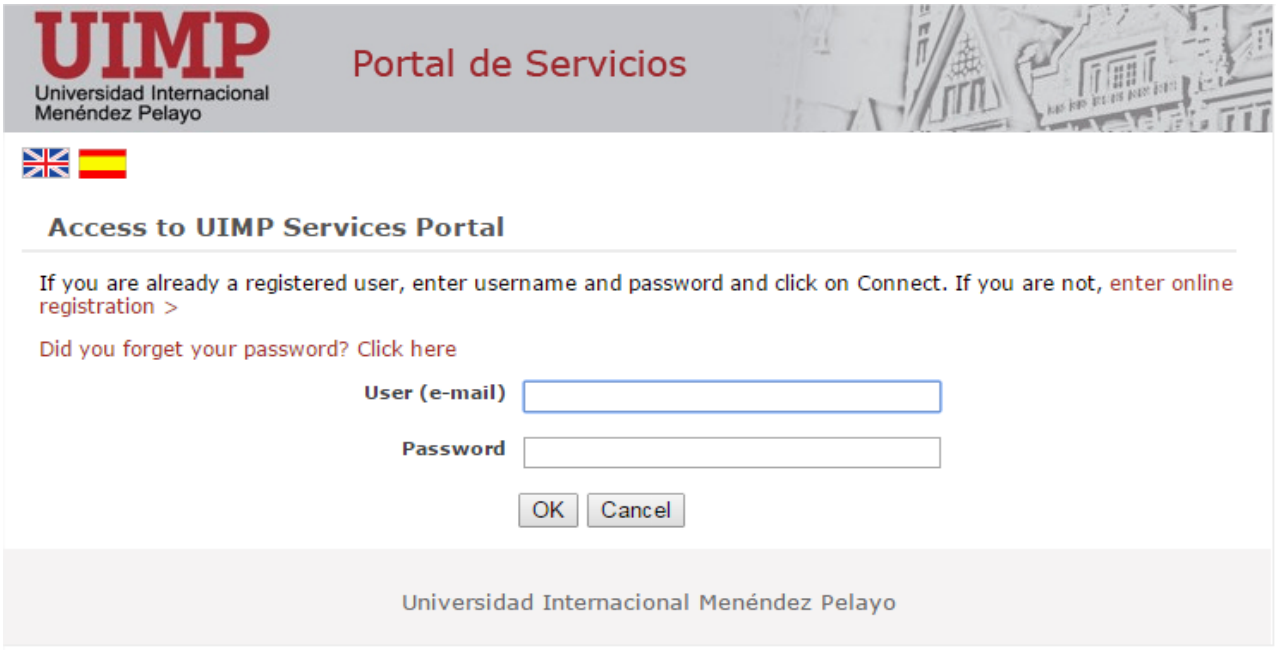
② To access to the Virtual Secretarial Services, click on: "Solicitud On line"

③ If you are a new user: Click on: Enter online registration

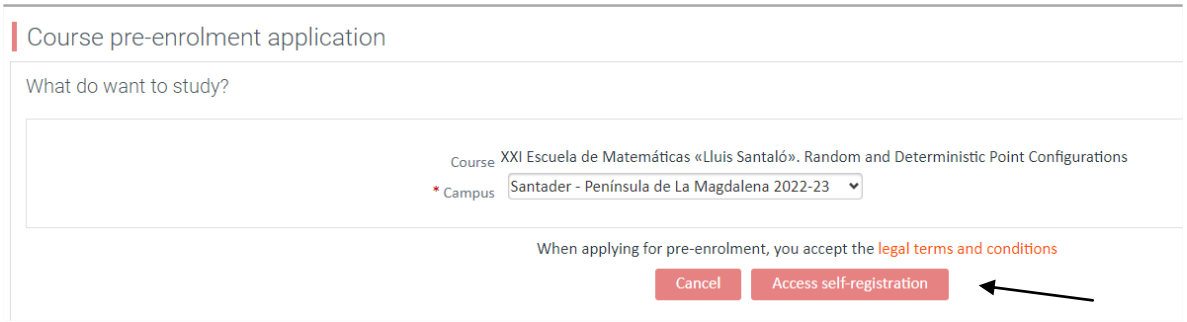
④ Complete the data required following the indications, and click on “Create Account”



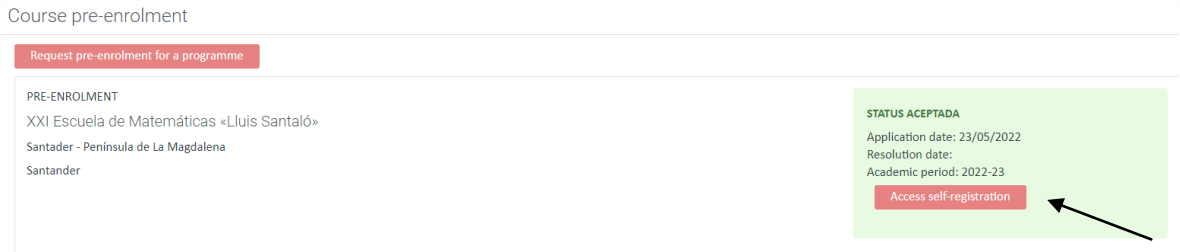
⑤ Once you have registered, you will receive an automatic message with the “User name” and “password” to access the Virtual Secretary.



⑥ To start the pre-registration, please click on “Access self-registration”



⑦ Course pre-enrolment



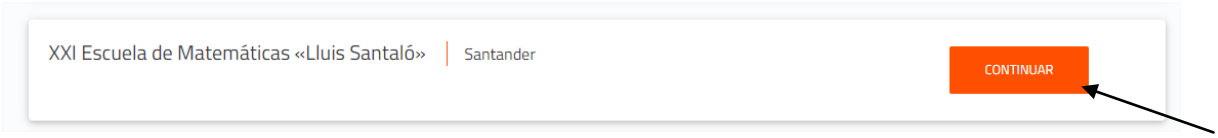
⑧ SELF-REGISTRATION

8.1 Click on “Comenzar” to start the registration

8.2 **Automatrícula**. Complete the information of each section:

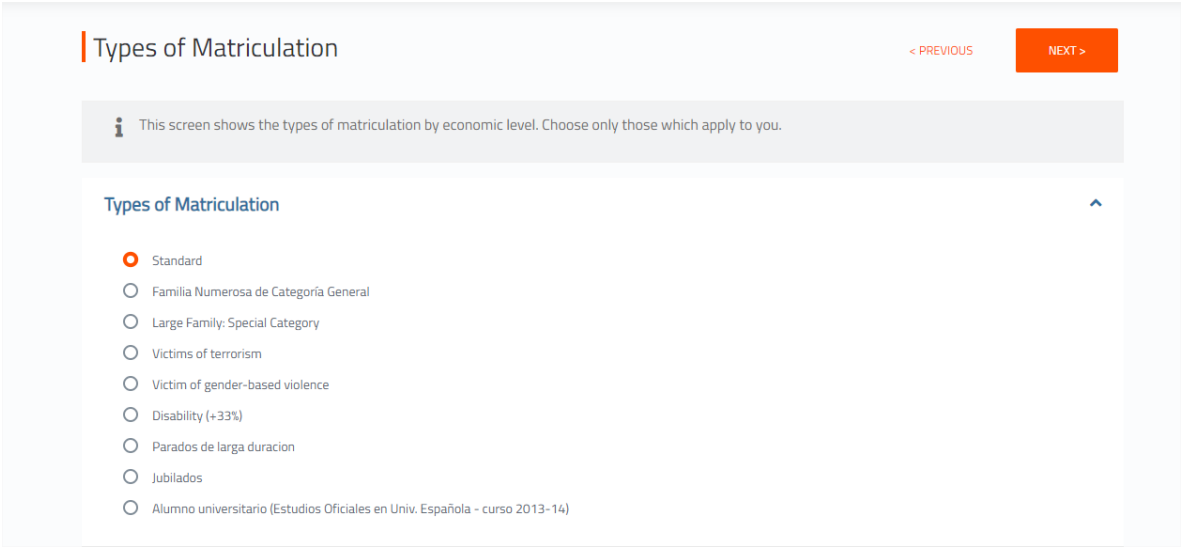
✓ Selection of course

→ You will see the course you have been pre-registered, please click on “Continuar”



✓ Types of Matriculation

→ Please choose the option “Standard”

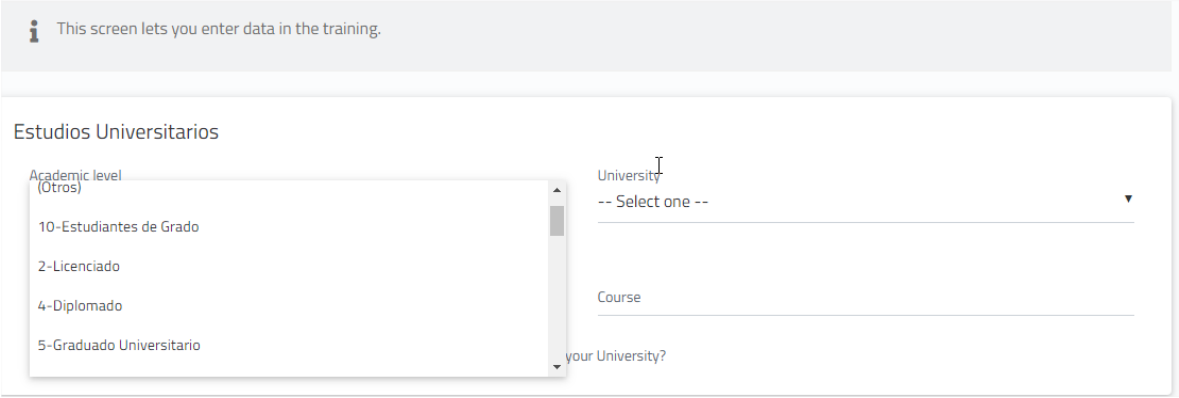


✓ Training

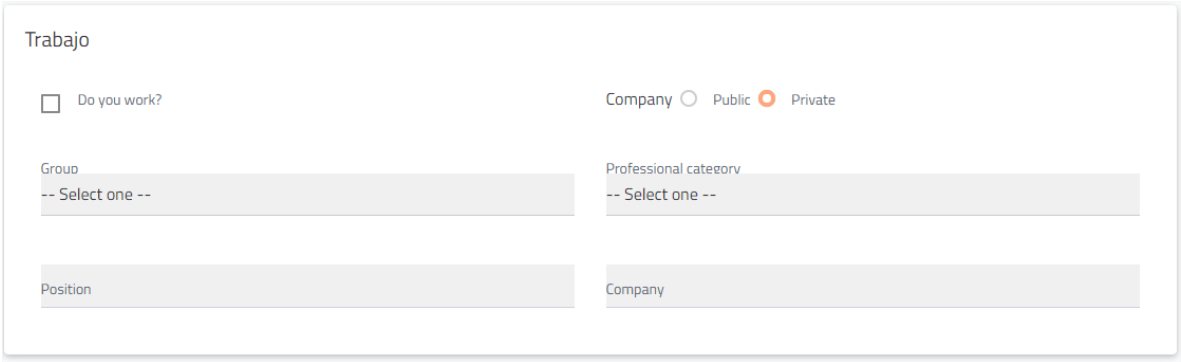
In this section you should indicate your academic level:

Example:

→ If you are graduated (please, choose 5 – Graduado universitario)

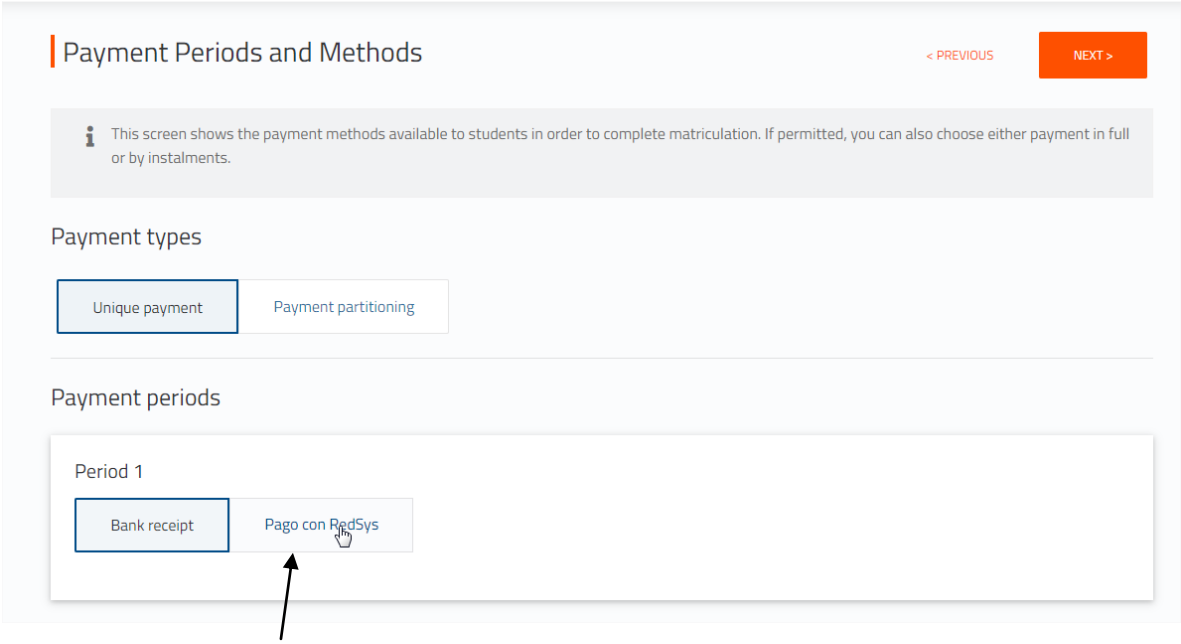


In University: choose “E” (extranjera)



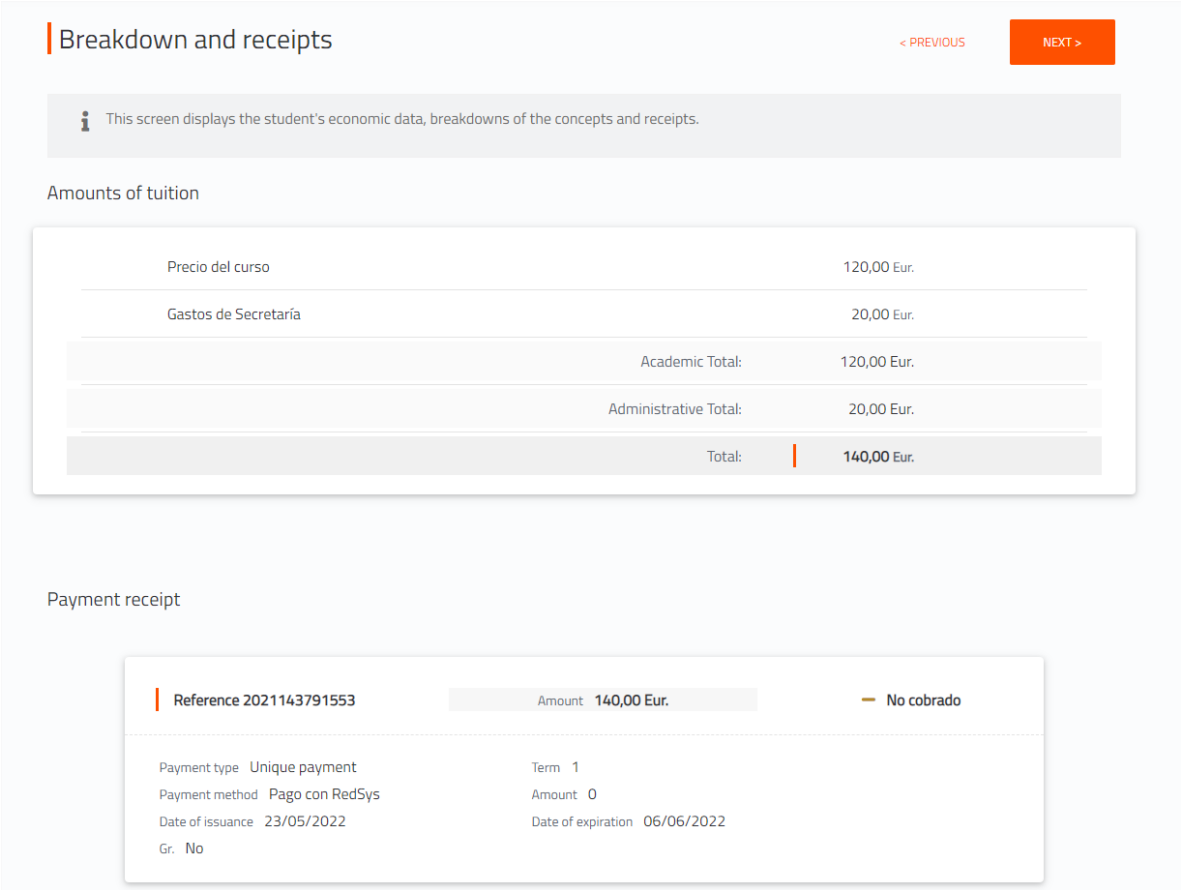
✓ Payment periods and methods:

→ For payment by credit card, chose the option: Pago con RedSys



✓ Breakdown and receipts:

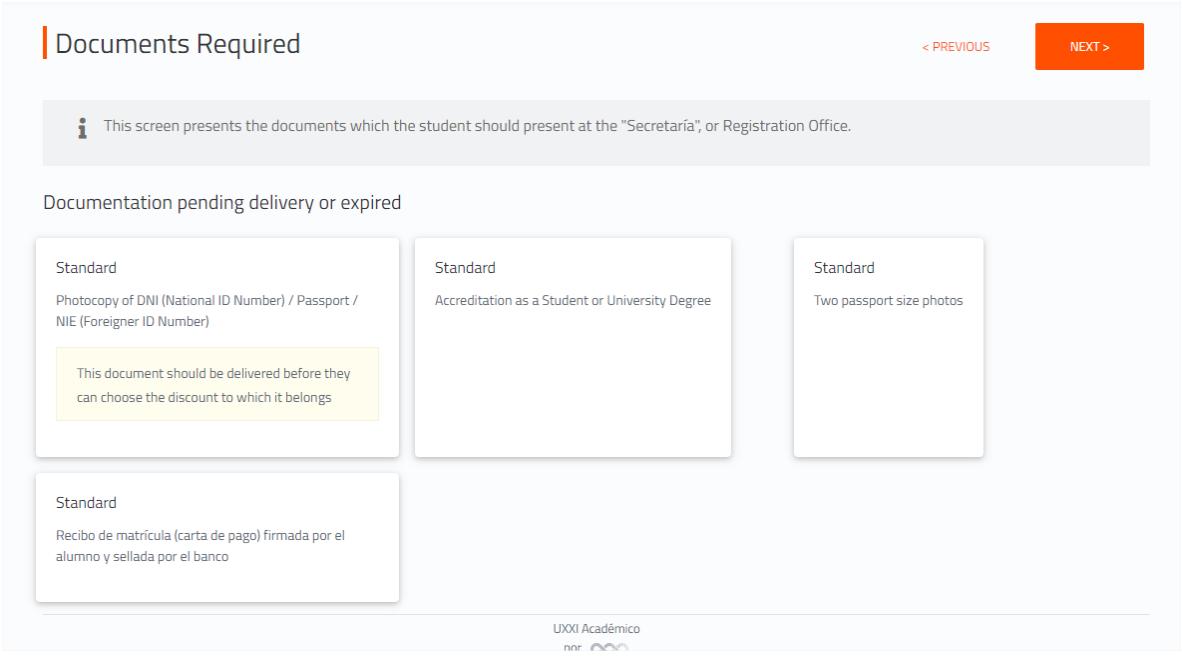
→ you will see the concepts included in the receipt, and if you agree, click on “Next”



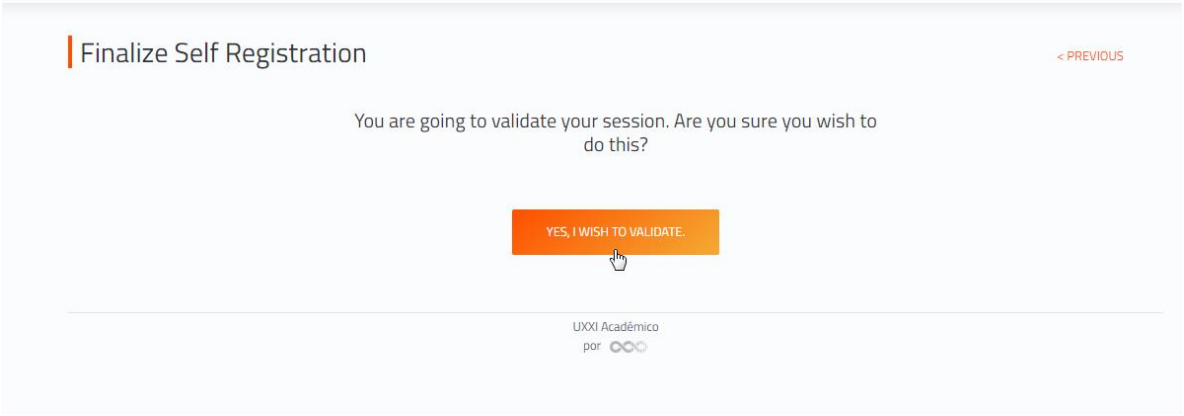
✓ Documents Required:

→ You will see the documents you should upload through the platform: www.uimp.es/docs

Please, read ahead: “Instructions to upload the documents required“ (steps number 11 and 12)

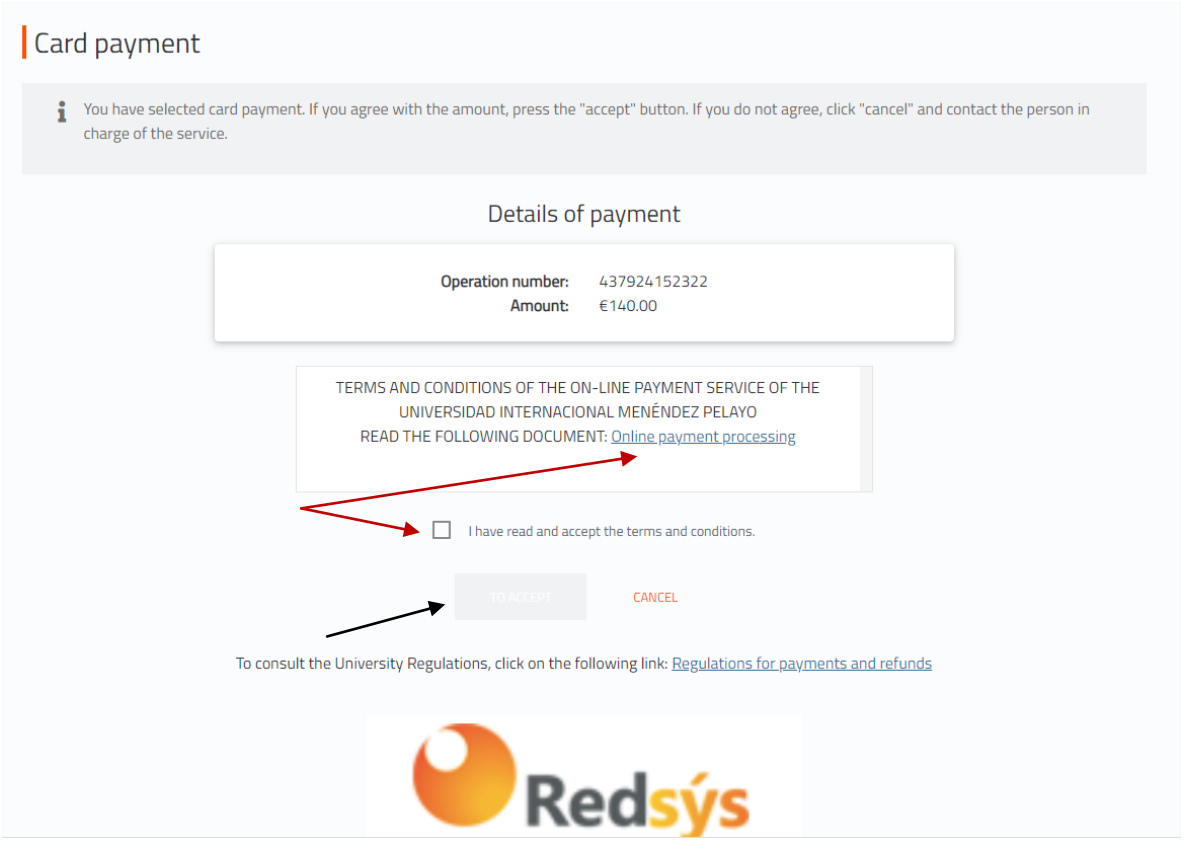


✓ **Finalize self-registration:** In this last section, click on: “Yes, I wish to validate”

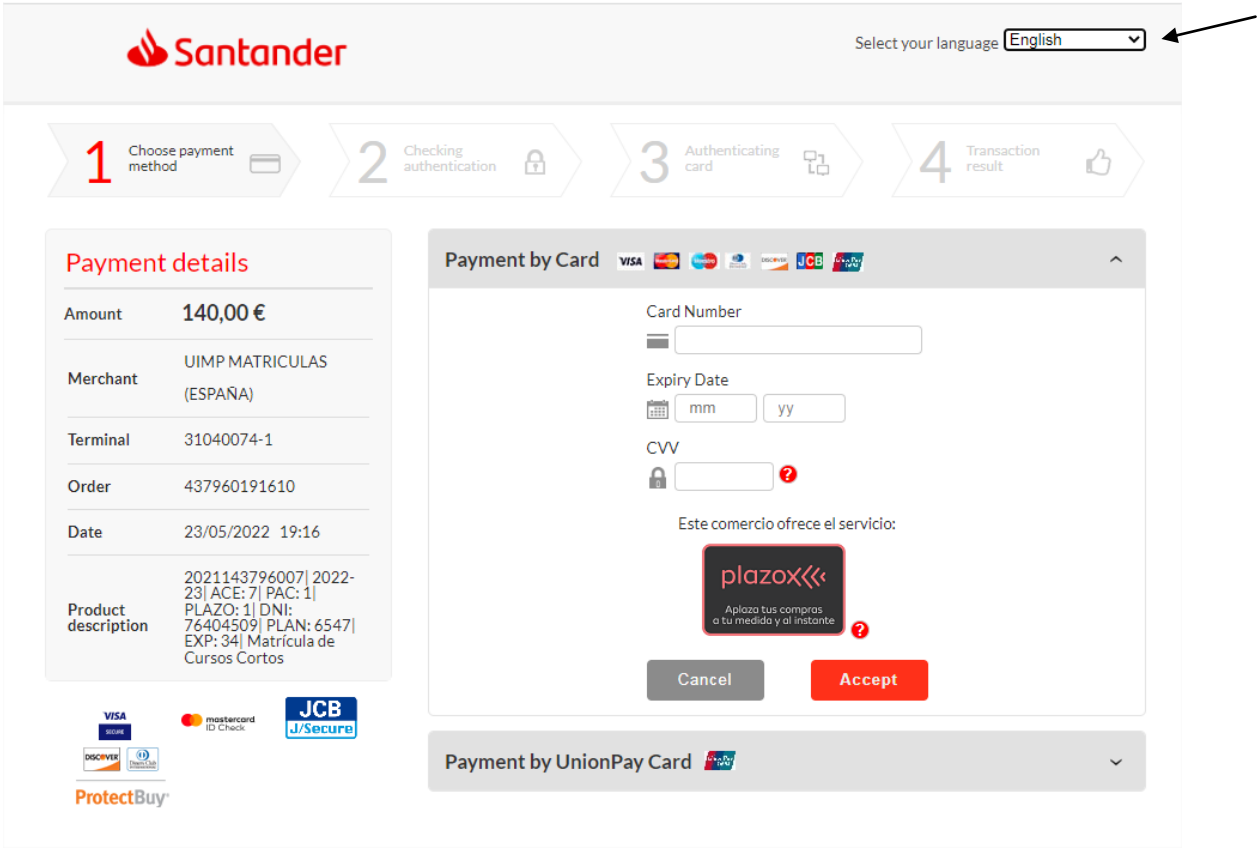


Once the registration has been completed and validated, it will be connected to the online payment system.

9 Before starting the online payment, read the terms and conditions of the on-line payment service (Online payment processing) and then if you are agree click on “I have read and accept the terms and conditions” and then click on “Aceptar”



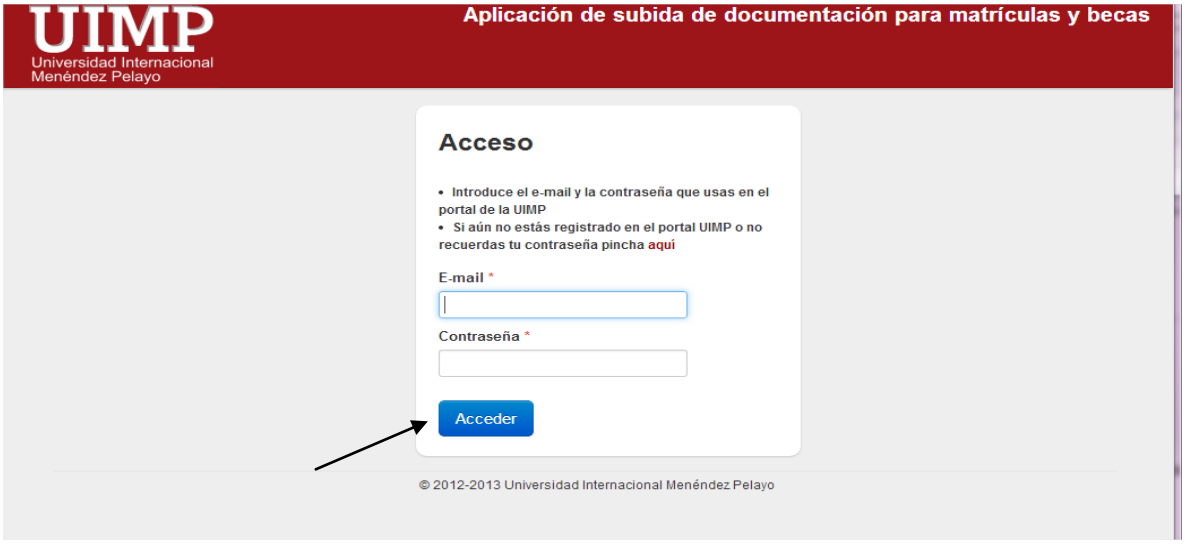
⑩ Please, indicate the data required and follow the steps until the payment process is finished:



Instructions to upload the documents required

⑪ Once you have validated the registration, you should upload the documents required on the portal: www.uimp.es/docs

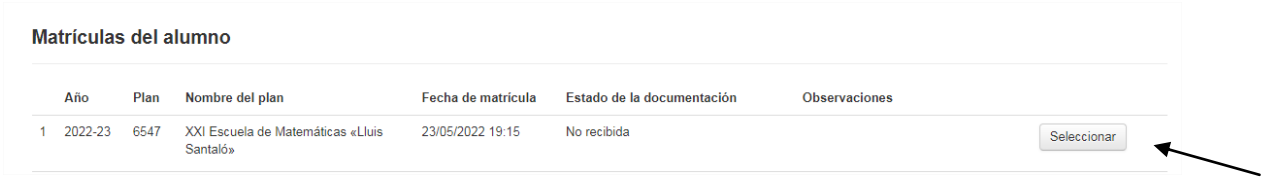
Please enter the same "username" (e-mail) and "password" (contraseña) you have used to Access to the virtual secretary, and click on Acceder



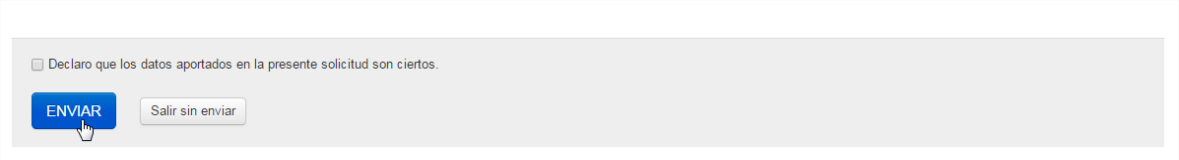
⑫

You will see the course for which you want submit the documents, and click on “seleccionar”

(the course indicated below is an example, to illustrate this tutorial)



Then, uploaded the documents required as indicated:

→ Identity card / Passport photocopy (Mandatory)
→ Document that prove you are enrolled undergraduated, graduated studies in an University (optional)
→ Proof of payment of the registration fees (Mandatory)
→ Student photo (optional)

Finally, indicate if the information provided is OK, click on “Enviar”