

# 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

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

**UIMP** [UXXI APPLICATION]  
Universidad Internacional  
Mendoza Pelyo

### Users Creation

Enter your personal data

\* Document Type  \* Document Number

\* Name

\* First surname

Second surname

\* Email

\* Repeat email

\* Date of Birth

Sex

Enter your password

Your username will be generated automatically.

The password must contain at least two uppercase letters, one special character (!@#\$%&\*), two digits, three lowercase letters and a minimum of eight characters in length.

\* Password  \* Repeat password

Enter your password

Your username will be generated automatically.

The password must contain at least two uppercase letters, one special character (!@#\$%&\*), two digits, three lowercase letters and a minimum of eight characters in length.

\* Password  \* Repeat password

Confirm you are human

Enter the characters shown in the image.



reload image

\* Enter captcha

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

The screenshot shows the 'Portal de Servicios' for UIMP (Universidad Internacional Menéndez Pelayo). At the top left is the UIMP logo and name. Below it are flags for the UK and Spain. The main heading is 'Access to UIMP Services Portal'. A message states: 'If you are already a registered user, enter username and password and click on Connect. If you are not, enter online registration >'. Below this is a link: 'Did you forget your password? Click here'. The login form has two input fields: 'User (e-mail)' and 'Password'. Below the fields are 'OK' and 'Cancel' buttons. At the bottom of the page, it says 'Universidad Internacional Menéndez Pelayo'.

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

The screenshot shows a 'Course pre-enrolment application' form. It asks 'What do want to study?'. Below this is a large text area. To the right, there are dropdown menus for 'Course' (XXI Escuela de Matemáticas «Lluis Santaló». Random and Deterministic Point Configurations) and 'Campus' (Santader - Península de La Magdalena 2022-23). Below the form, there is a message: 'When applying for pre-enrolment, you accept the legal terms and conditions'. At the bottom right, there are two buttons: 'Cancel' and 'Access self-registration'. An arrow points to the 'Access self-registration' button.

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Course pre-enrolment

The screenshot shows the 'Course pre-enrolment' status page. At the top, it says 'Course pre-enrolment'. Below that is a red button: 'Request pre-enrolment for a programme'. The main content area is divided into two columns. The left column contains: 'PRE-ENROLMENT', 'XXI Escuela de Matemáticas «Lluis Santaló»', 'Santader - Península de La Magdalena', and 'Santander'. The right column is a green box containing: 'STATUS ACEPTADA', 'Application date: 23/05/2022', 'Resolution date:', 'Academic period: 2022-23', and a red button: 'Access self-registration'. An arrow points to the 'Access self-registration' button.

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## SELF-REGISTRATION

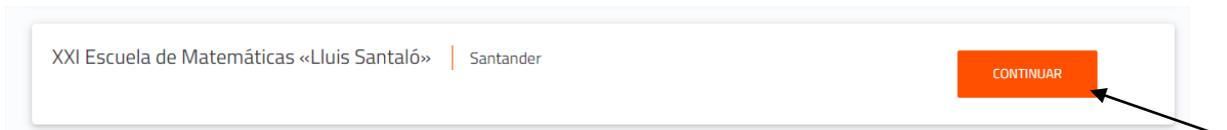
### 8.1 Click on “Comenzar” to start the registration



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

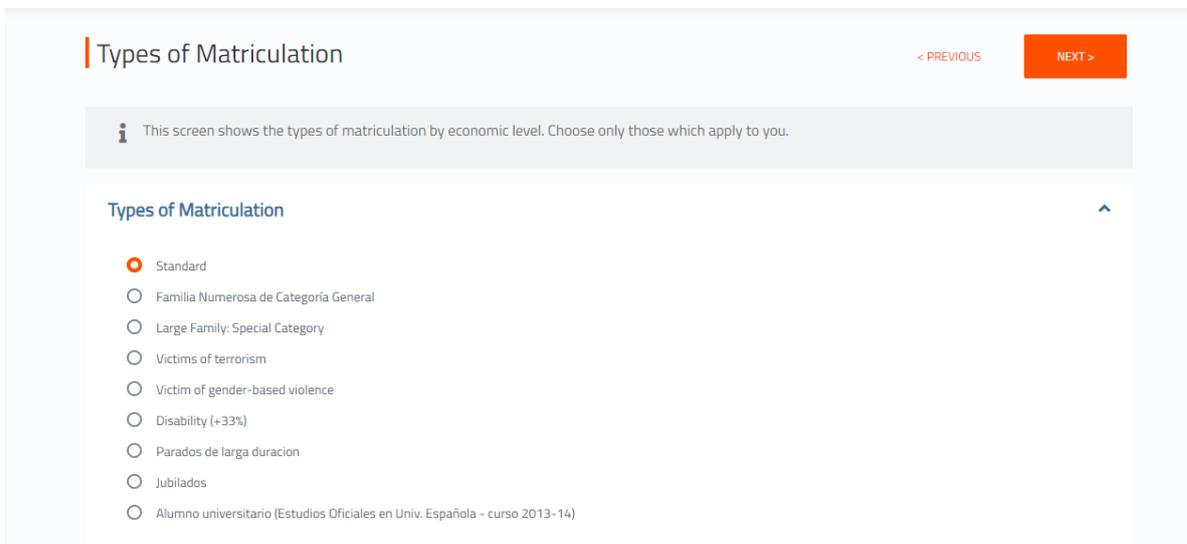
#### ✓ Selection of course

→ 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)

This screen lets you enter data in the training.

Estudios Universitarios

Academic level (Otros)

- 10-Estudiantes de Grado
- 2-Licenciado
- 4-Diplomado
- 5-Graduado Universitario

University: -- Select one --

Course

your University?

In University: choose "E" (extranjera)

Trabajo

Do you work?

Company  Public  Private

Group: -- Select one --

Professional category: -- Select one --

Position

Company

## ✓ Payment periods and methods:

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

Payment Periods and Methods

< PREVIOUS

NEXT >

This screen shows the payment methods available to students in order to complete matriculation. If permitted, you can also choose either payment in full or by instalments.

Payment types

Unique payment | Payment partitioning

Payment periods

Period 1

Bank receipt | Pago con RedSys

## ✓ Breakdown and receipts:

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

### Breakdown and receipts

< PREVIOUS NEXT >

**i** This screen displays the student's economic data, breakdowns of the concepts and receipts.

#### Amounts of tuition

Precio del curso	120,00 Eur.
Gastos de Secretaría	20,00 Eur.
Academic Total:	120,00 Eur.
Administrative Total:	20,00 Eur.
<b>Total:</b>	<b>140,00 Eur.</b>

#### Payment receipt

**Reference 2021143791553**      Amount **140,00 Eur.**      — No cobrado

---

Payment type: Unique payment      Term: 1  
Payment method: Pago con RedSys      Amount: 0  
Date of issuance: 23/05/2022      Date of expiration: 06/06/2022  
Gr.: No

## ✓ Documents Required:

→ You will see the documents you should upload through the platform: [www.uimp.es/docs](http://www.uimp.es/docs)

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

### Documents Required

< PREVIOUS NEXT >

**i** This screen presents the documents which the student should present at the “Secretaría”, or Registration Office.

#### Documentation pending delivery or expired

Standard

Photocopy of DNI (National ID Number) / Passport / NIE (Foreigner ID Number)

This document should be delivered before they can choose the discount to which it belongs

Standard

Accreditation as a Student or University Degree

Standard

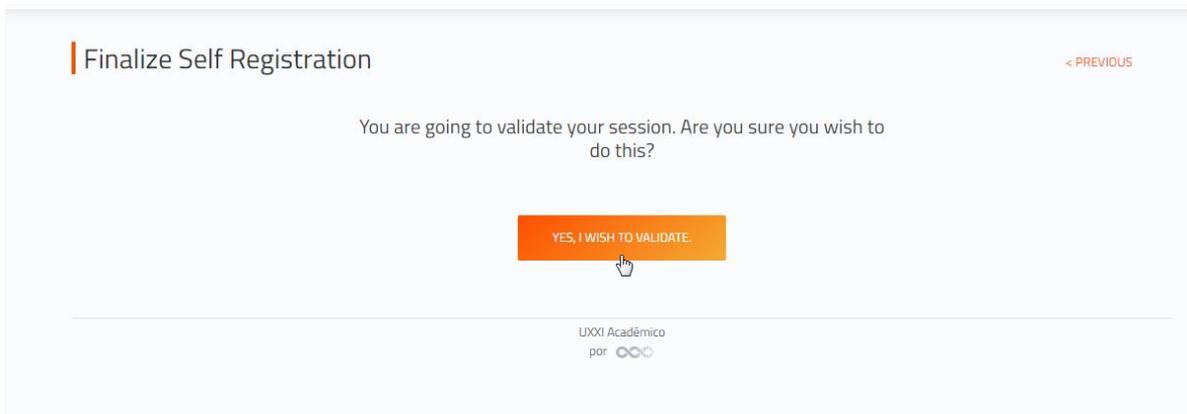
Two passport size photos

Standard

Recibo de matrícula (carta de pago) firmada por el alumno y sellada por el banco

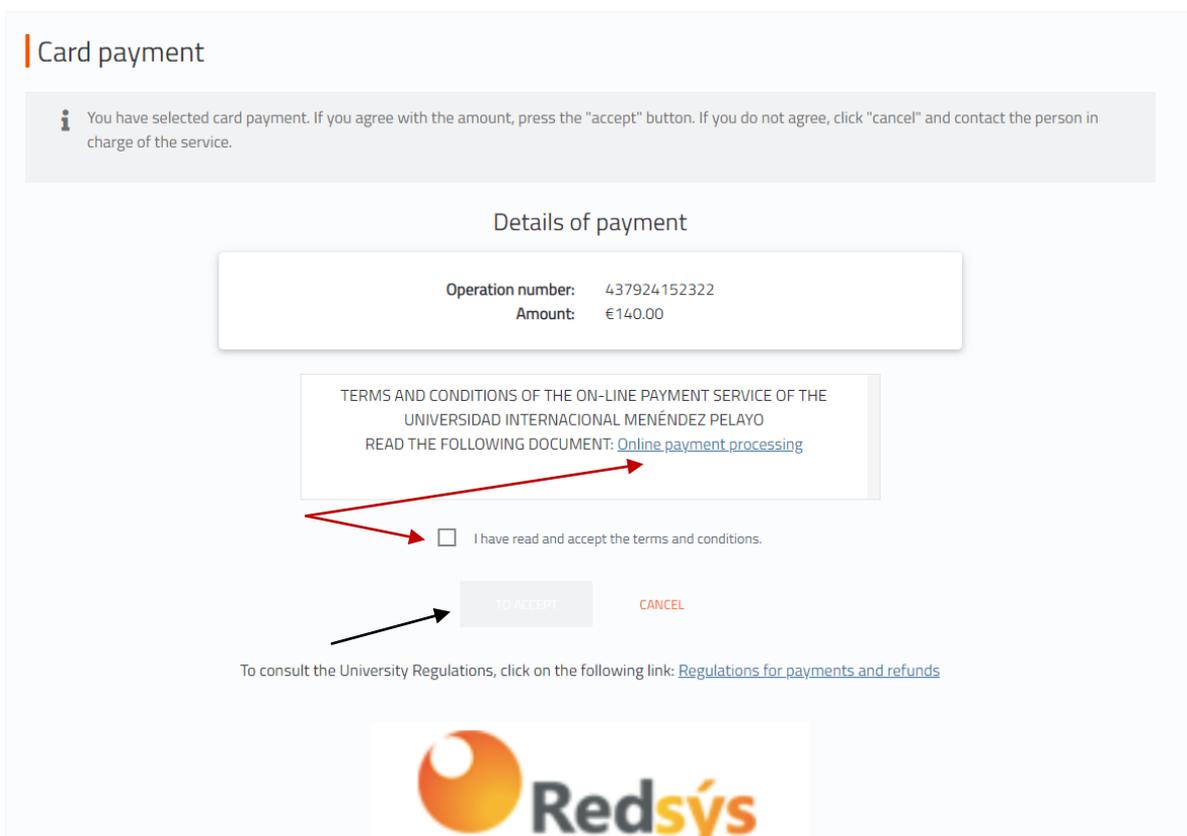
UXXI Académico

- ✓ **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 agree click on “I have read and accept the terms and conditions” and then click on “Aceptar”



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

Santander Select your language English

1 Choose payment method 2 Checking authentication 3 Authenticating card 4 Transaction result

**Payment details**

Amount **140,00 €**

Merchant UIMP MATRICULAS (ESPAÑA)

Terminal 31040074-1

Order 437960191610

Date 23/05/2022 19:16

Product description 2021143796007| 2022-23| ACE: 7| PAC: 1| PLAZO: 1| DNI: 76404509| PLAN: 6547| EXP: 34| Matrícula de Cursos Cortos

VISA Mastercard JCB UnionPay ProtectBuy

**Payment by Card** VISA Mastercard UnionPay JCB

Card Number

Expiry Date mm yy

CVV

Este comercio ofrece el servicio:

plazox Aplaza tus compras a tu medida y al instante

Cancel Accept

Payment by UnionPay Card

## Instructions to upload the documents required

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Once you have validated the registration, you should upload the documents required on the portal: [www.uimp.es/docs](http://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**

UIMP Universidad Internacional Menéndez Pelayo

Aplicación de subida de documentación para matrículas y becas

**Acceso**

- Introduce el e-mail y la contraseña que usas en el portal de la UIMP
- Si aún no estás registrado en el portal UIMP o no recuerdas tu contraseña pincha aquí

E-mail \*

Contraseña \*

Acceder

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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)

Matrículas del alumno						
Año	Plan	Nombre del plan	Fecha de matrícula	Estado de la documentación	Observaciones	
1	2022-23	6547 XXI Escuela de Matemáticas «Lluís Santaló»	23/05/2022 19:15	No recibida		<input type="button" value="Seleccionar"/>

Then, uploaded the documents required as indicated:

Tipos de documentos solicitados (tamaño máximo de cada documento 2MB)		Observaciones
Fotocopia de DNI / Pasaporte/ NIE *	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	(Obligatorio)
Acreditación de Estudiante o Titulación Universitaria (opcional)	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	
Recibo/Resguardo de pago	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	
Una fotografía tamaño carnet	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	

- 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”

Declaro que los datos aportados en la presente solicitud son ciertos.