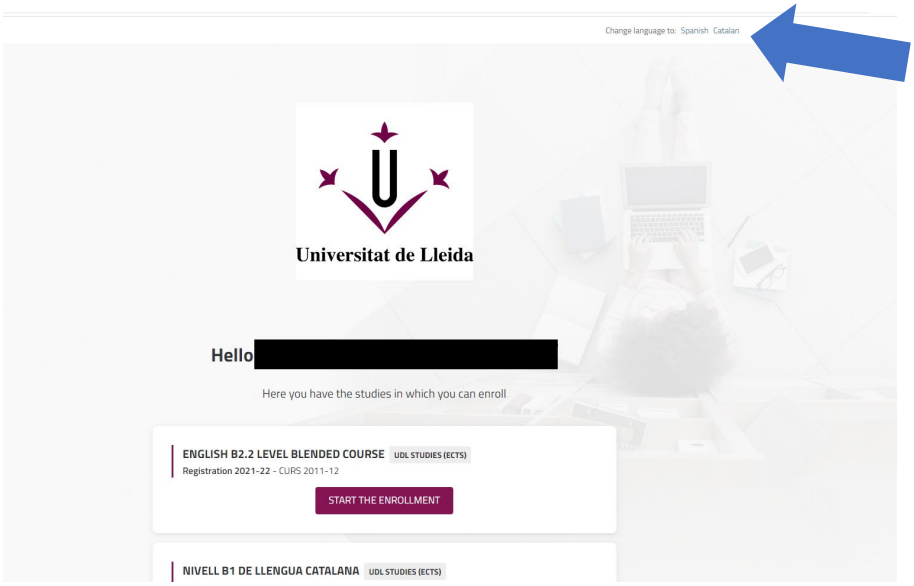
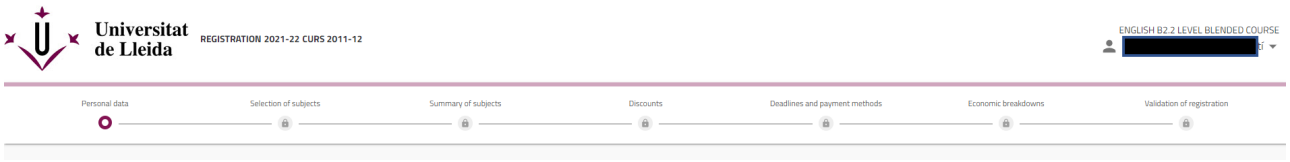
SELF-ENROLMENT GUIDE

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

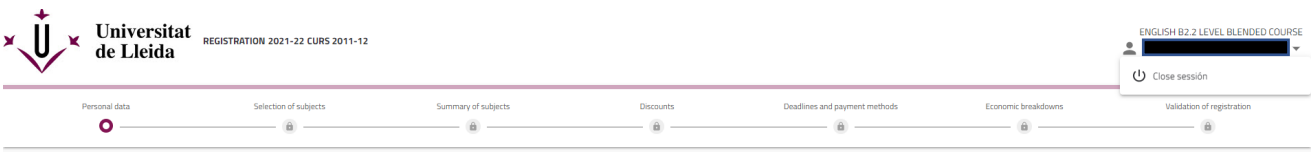
Then, you will see all the language courses in which you can enrol. If you want, you can change the interface language.

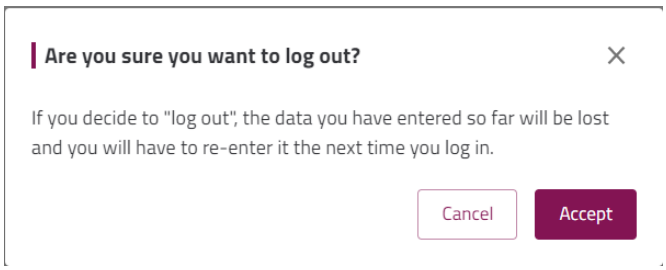


At the top of the page, you will find a menu in which you will be able to see the stage of the actual enrollment process you are in.



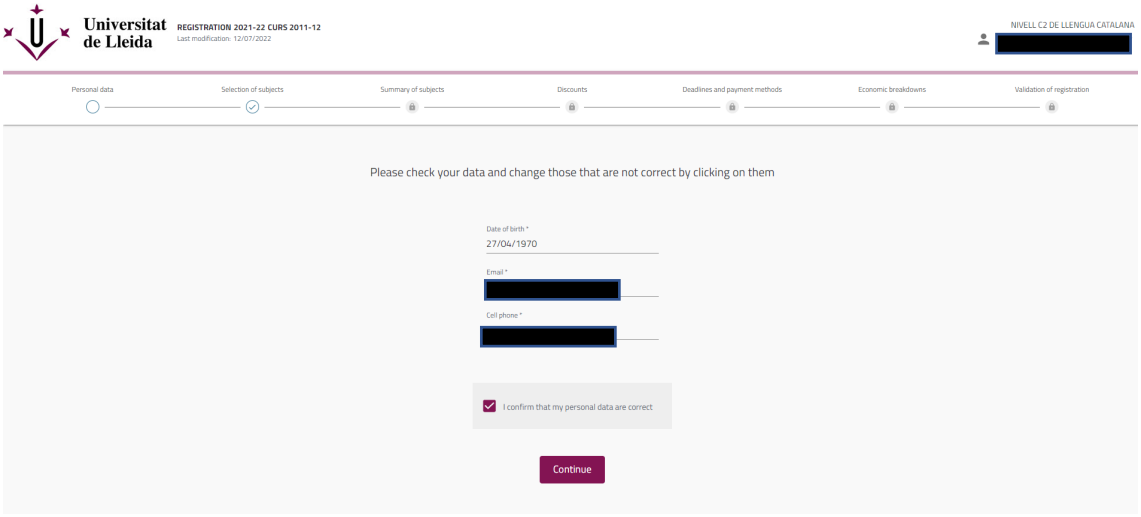
If you need to leave the site without having completed the self-enrolment process, click on “Close session” at the top of the page. Once you log in again, you will have to start all the process from the beginning. Note that, if you close the browser without logging out, you may have problems to access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





Personal data

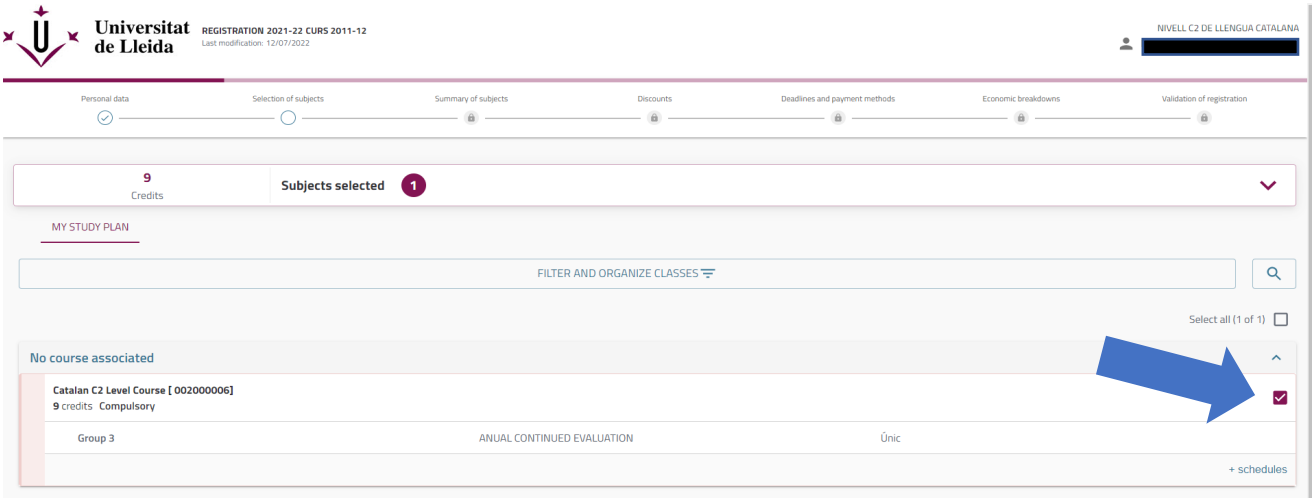
Review your personal data before proceeding any further. Enter or modify any info if necessary.



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

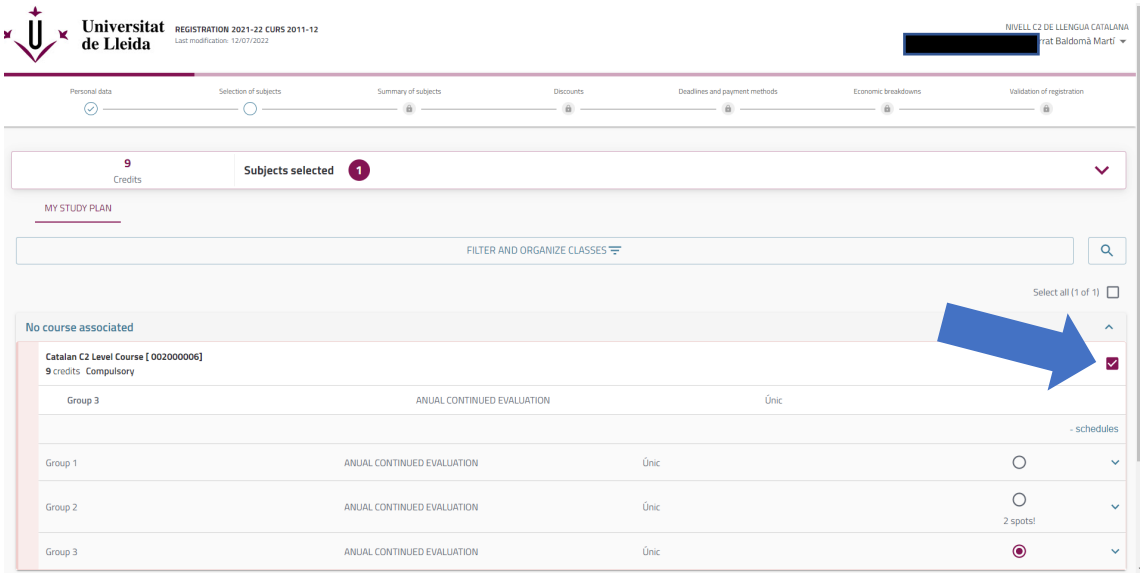
In this section, you will see the subjects in which you can enrol.

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

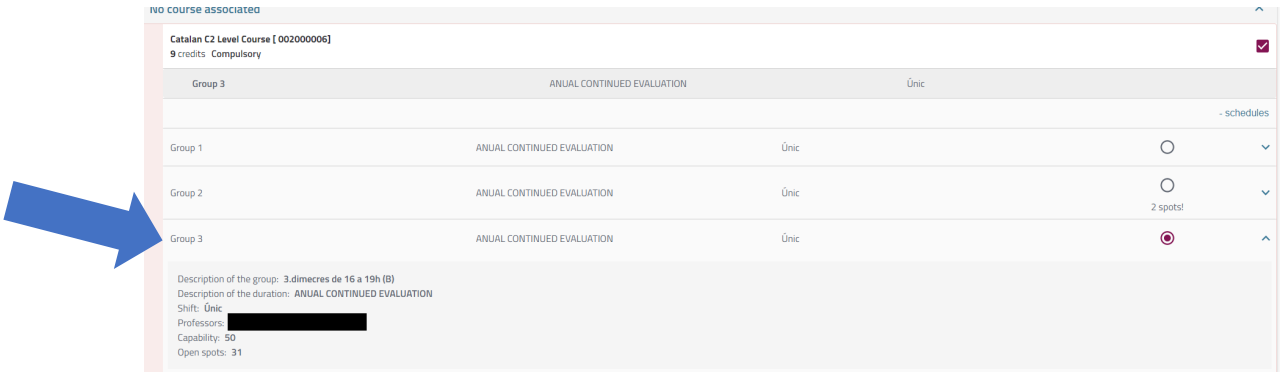


Groups

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.



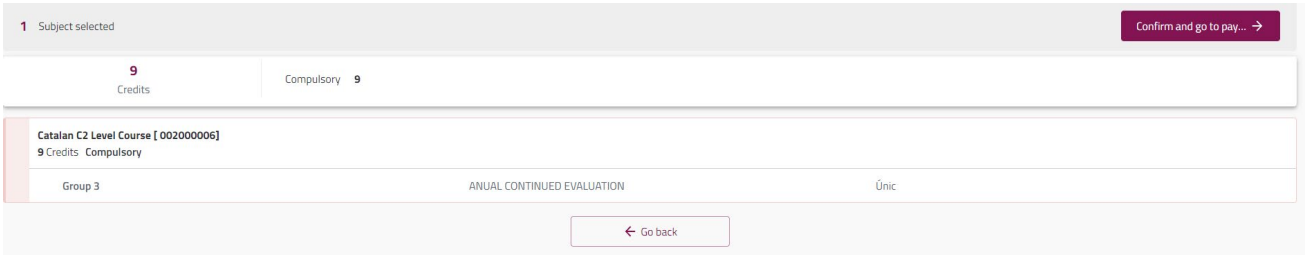
If you click on the name of the group, you will be able to see all the information.



Summary of subjects

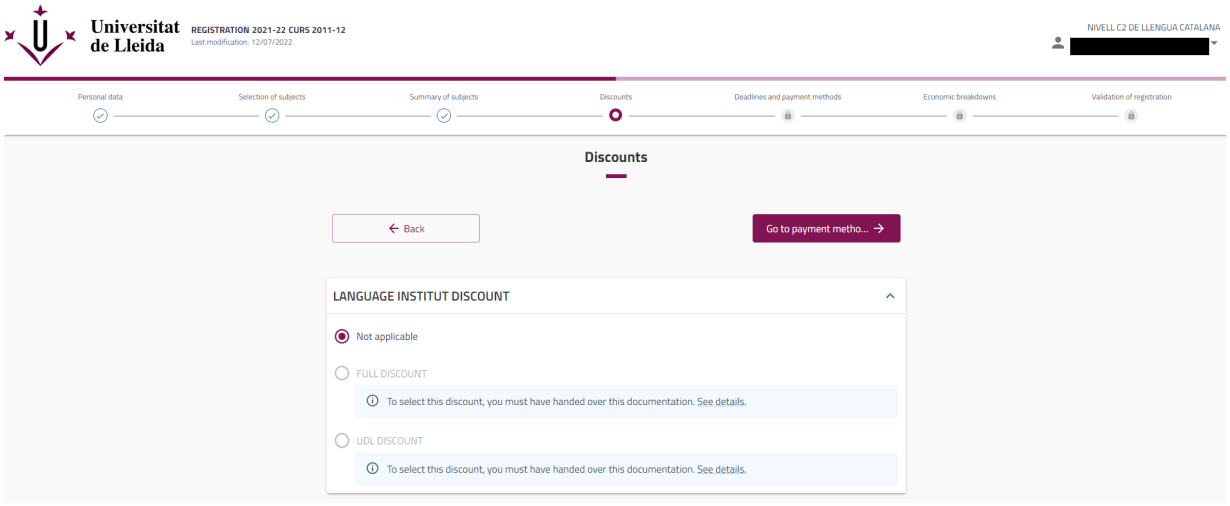
All information regarding the selected course(s) and the group you have enrolled in is summed up. No changes are allowed on this page (if necessary, you can go back to the previous one).

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



Discounts

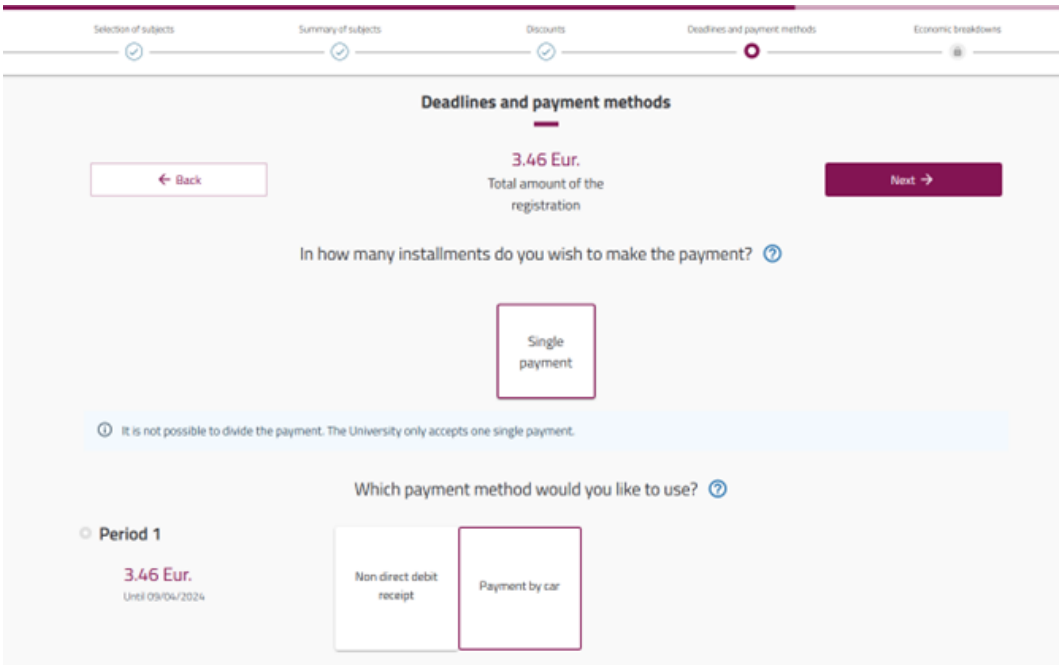
If you are eligible for any fees exemption or discount, this will be selected here by default.



Deadlines and payment methods

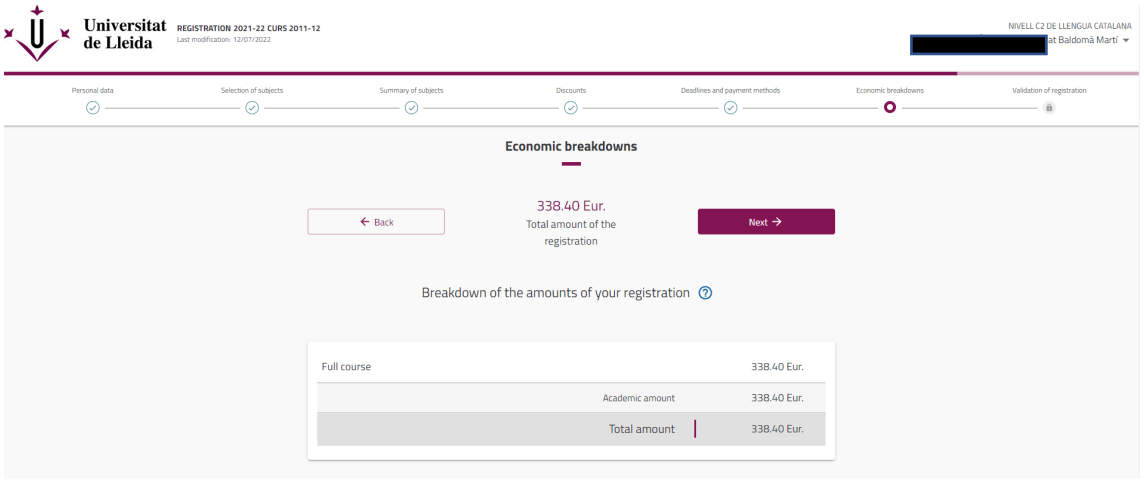
Shows the deadlines and payment methods. In your case, you must click on:

- Single payment
- Credit card or cash



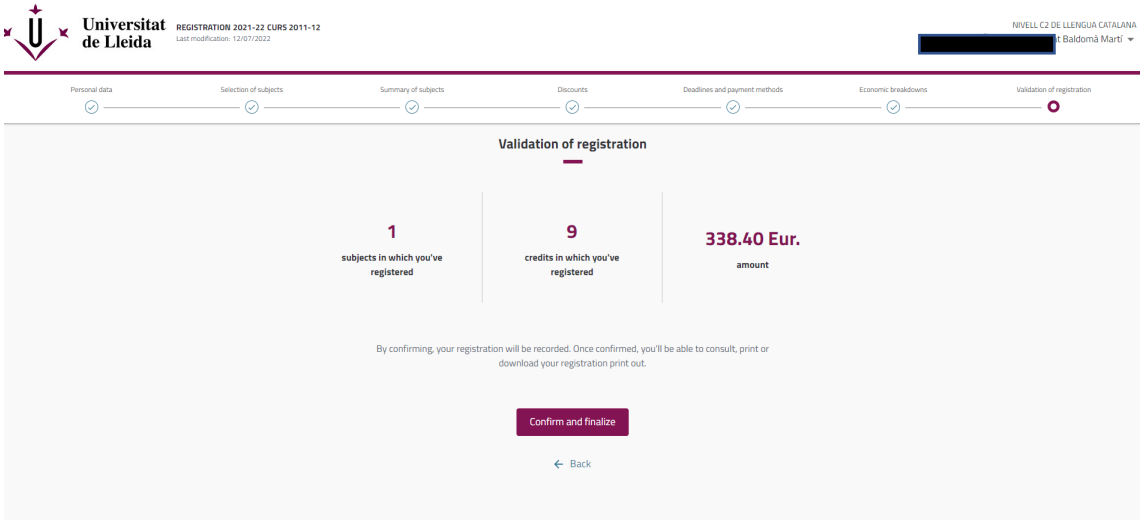
Economic breakdowns

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

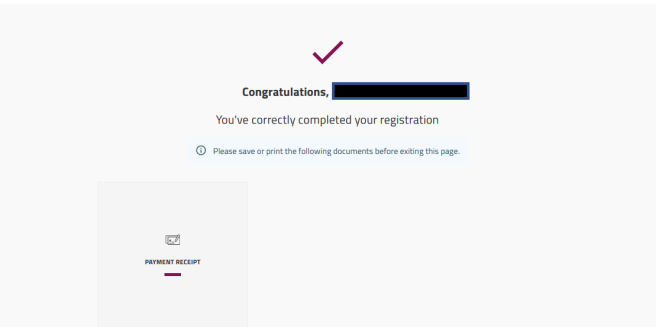


Validation of registration

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



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



Universitat de Lleida
Formació no Reglada
Gestió Economicoadministrativa

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	T	Créditos	D	V	Mt
2000003	CATALAN B1 LEVEL COURSE	CAB1	1	G		1	N	5	AC	V	1

T. 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		Emisión	Vencimiento	Cobro	Cuenta bancaria
1	2022162356177	**100.00**	Cash	03-06-22	07-06-22		

RALU_CAR_EP-LEYENDA2
RALU_CAR_EP-AMCOCSEGVOL
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.