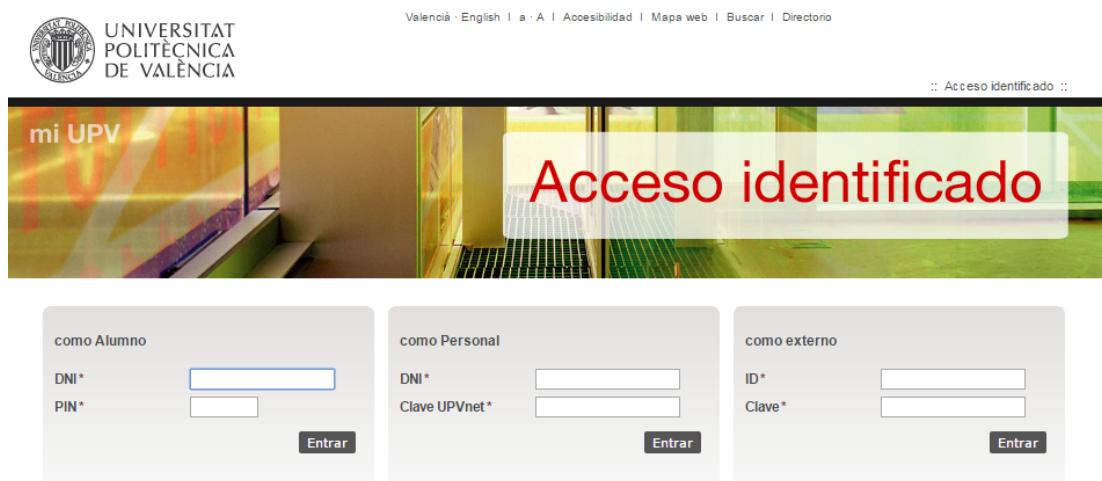# NEW MANAGEMENT FOR THE APPLICATION OF ACADEMIC TITLE

The introduction of the rating of your TFG / TFM means you will receive an institutional email in which you are instructed that you can apply for your title.

This message contains a link that will redirect you if you are not within the Intranet, to the following screen:

Once inside your Intranet you must access the option:

Virtual Secretariat \ Application \ Application Title

Additionally you will receive a second email to fill in the survey of graduates. If you do not complete the survey at this time, you can do so later.

Only students of Bachelor and Master must additionally complete the assessment of transversal skills acquired during application, with the form that you will find on the Intranet / Secretariat / Surveys.

To apply for the title, from the Secretary of the Centre your request must be "pre-valid". If you have any problems, you should contact the Secretary of your Centre.

By clicking on "REQUEST FOR QUALIFICATIONS" an informational message will appear, after reading it, press "CONTINUE".

Then you are presented with a screen with information about the PROVISIONAL CERTIFICATION OF TITLE and the European Diploma Supplement. You should read it carefully.

Then you can start your REQUEST FOR TITLE.

Once you start the application, you have to navigate through 7 tabs

1.- Qualification
If you are in a position to apply for more than one title, you must choose the relevant titles and start the process.
Typically, you have a unique title you should get this by default.

If you are in any of the following circumstances you cannot apply for the title:
- Not having accredited the level B2 of a foreign language.
- Have outstanding loans to the Library.
- Have receipts outstanding at the UPV.
- Your scholarship application at pending.
- Failure to complete the curriculum or have outstanding credits recognized by external practices or International Relations.
- The Centre apply a "pre-valid" to your request.

If you are in any of the following circumstances you cannot apply for the title.

If you don´t have any of these problems, you'll advance to the next tab:

2.- PERSONAL DATA
Check your details carefully. They are to be used for the issuance of your title. Once you have completed the application, any change will issue a new title, with the consequent economic cost to the interested party.

If you want to change any data you should do it in the same tab by clicking on the "MODIFICATION REQUEST" button. Such request will be received by the Secretary of your Centre.

All requests for data must be accompanied by supporting documentation.

If you made changes to the relevant taxation authorities, you will be notified on the external mail account you supplied. Continue and move to the next tab.

The next screen you'll find is:

3.- CONTACT INFORMATION
This data has been recovered from your academic record. However, you can modify them.
In the external UPV email you will be notified that your title is now available to be withdrawn.

Then navigate to the following screen:

4.- ACADEMIC DATA

This screen contains information regarding the degree obtained. It verifies what is consistent with your expectations.

The next step is:

5.- OPTIONS

You must indicate:
- Title text language. In your Degree / Master the mandatory language is Castilian / Valencia.
- Yes / No if you want to register for the network of graduates at UPV.
- The issue of SET language.
- You must also agree or disagree to the consent of UPV using your personal data in accordance with the purposes listed.

You will then access the following screen:

6.- PAYMENT DATA

You can choose to pay by cash receipt or payment by credit card.

If you choose to click on "Request Title" a message will appear that you should read carefully.
If you are satisfied to continue, click "OK".

You will complete the necessary data for payment, and will continue to the next screen.

If you choose the cash payment option, you must print the receipt and credit the bank. It informs you that the application will be processed once the bill has been paid in the bank and has conformation of such payment. When this is checked you will receive an email in your external account to continue.

 Finally, navigate to the tab:

7.- EVIDENCE

If you paid by TPV and everything is correct the following will appear:
- Your request has been processed correctly.
- Received payment date TFV XXXX
- Your receipt of the application is available (you can print)

In a few days you will receive an email in your external mail account. Containing information on how to download the SUPLETORIA CERTIFICATION title, which contains the national registration number of titles and the digital signature of the UPV. It has all the aspects of an original document. You can print this as many times as you want, until the final date, at which it will no longer be available.

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If your payment was in cash, the screen will look like this once the payment data has been checked.

If you did not complete the survey, you can request to do it again.

You can find more detailed information on how to apply the official title through the following Polimedia, by accessing the following link:

http://www.upv.es/entidades/SA/titulos/392603normalc.html

Thank you very much for your cooperation.

Valencia, Mayo 2016