UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

UPV

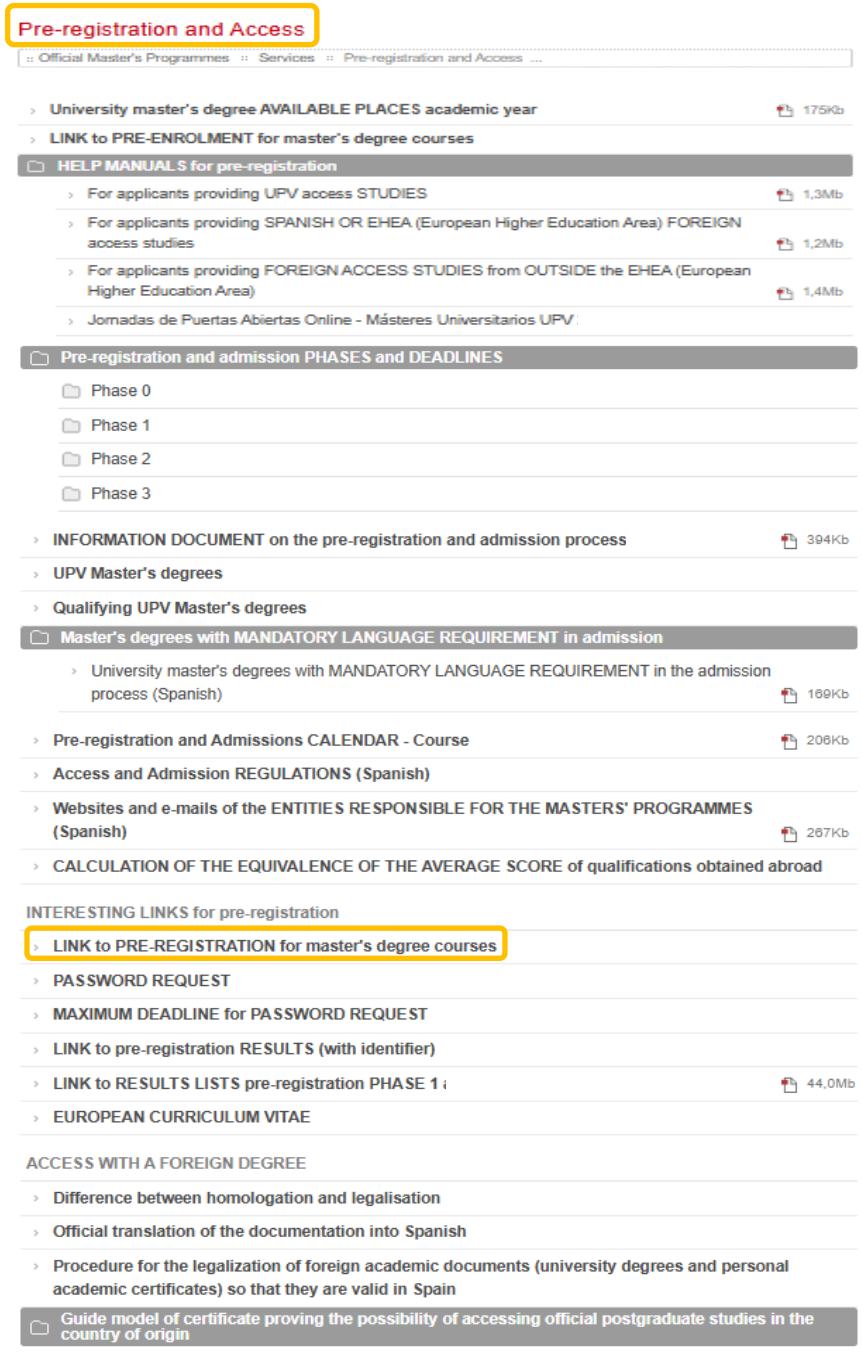
UNIVERSITAT POLITÈCNICA DE VALÈNCIA

UPV Master's degree pre-registration guide

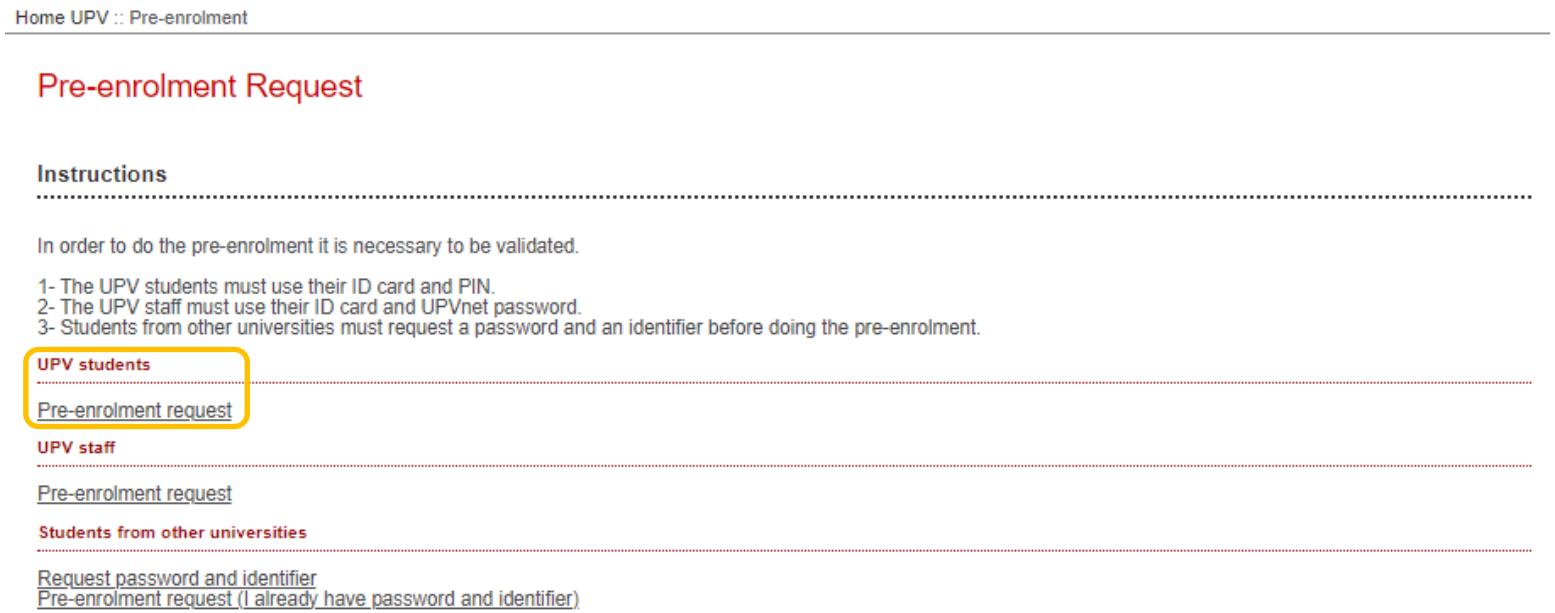
For applicants who have studied at UPV

To carry out the pre-registration process **you need your student password**.

You can access the pre-registration application form on the Student Services' website, in the following section: **Official Master's Degrees > Services > Pre-registration and Access > LINK to PRE-REGISTRATION for Master's degree courses**.



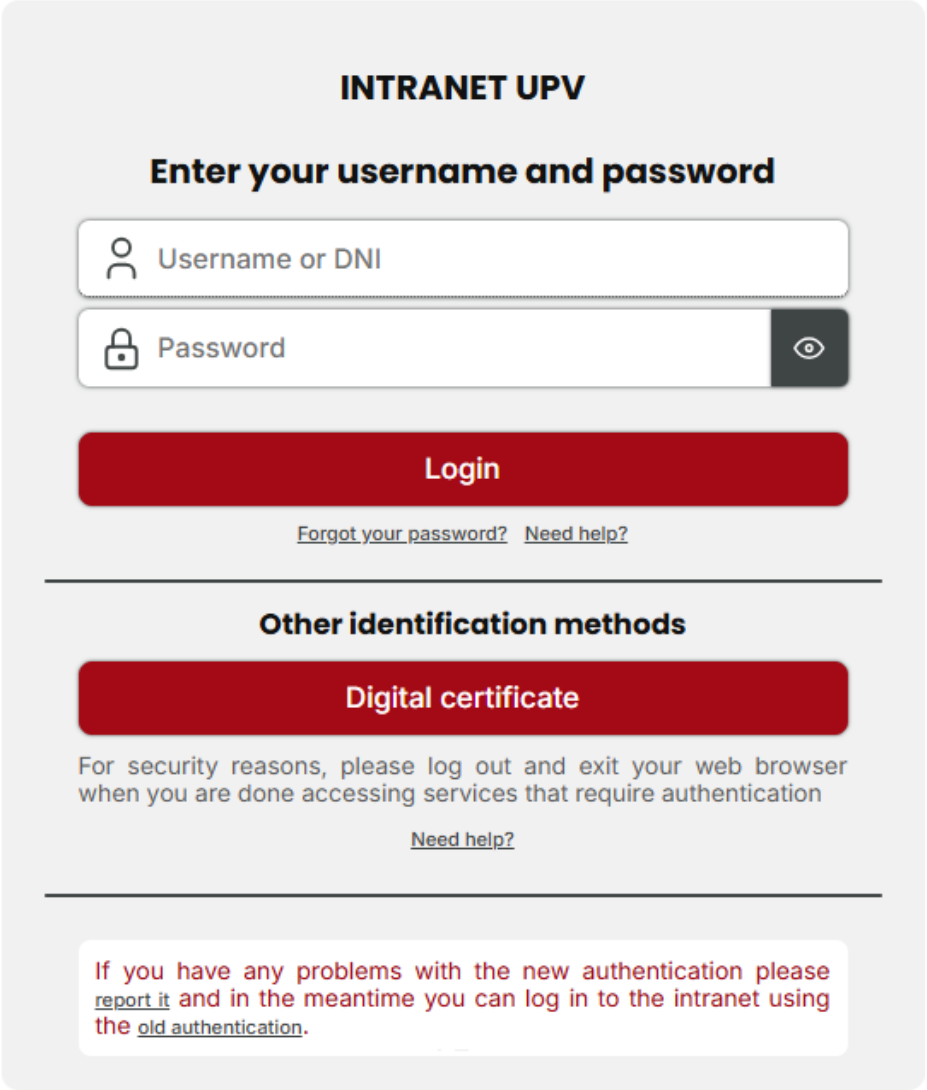
Then click on "**Pre-enrolment request**" in the section "**UPV students**"



This will open a page where you must enter **your ID** (in the *Username or DNI* field) and your ***Password***.

If you cannot remember your password, you can recover it.

There is a section called "***Forgot your password?***" that will show you how to recover it.



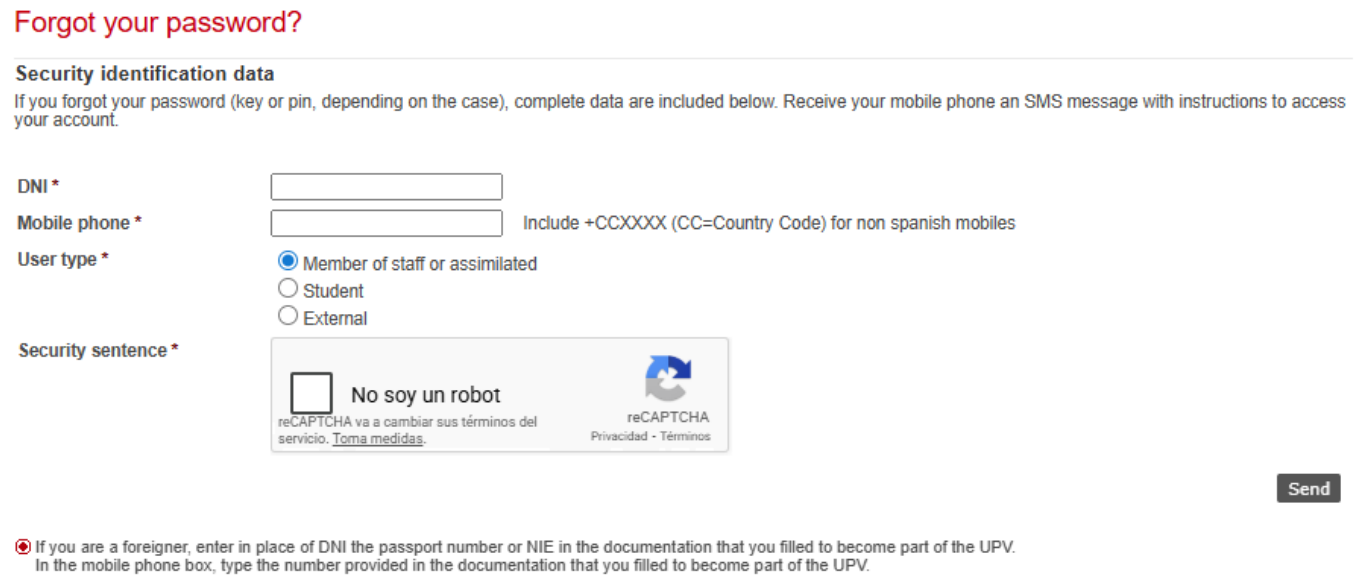
You simply have to enter your **ID no. (DNI), passport no. or foreign resident ID no. (NIE)** and the **mobile number** provided in the documentation that you completed when you entered the UPV.

Additionally, to recover your password, you will need to select the type of user "*Student*" and click on the **checkbox** and "**Send**".

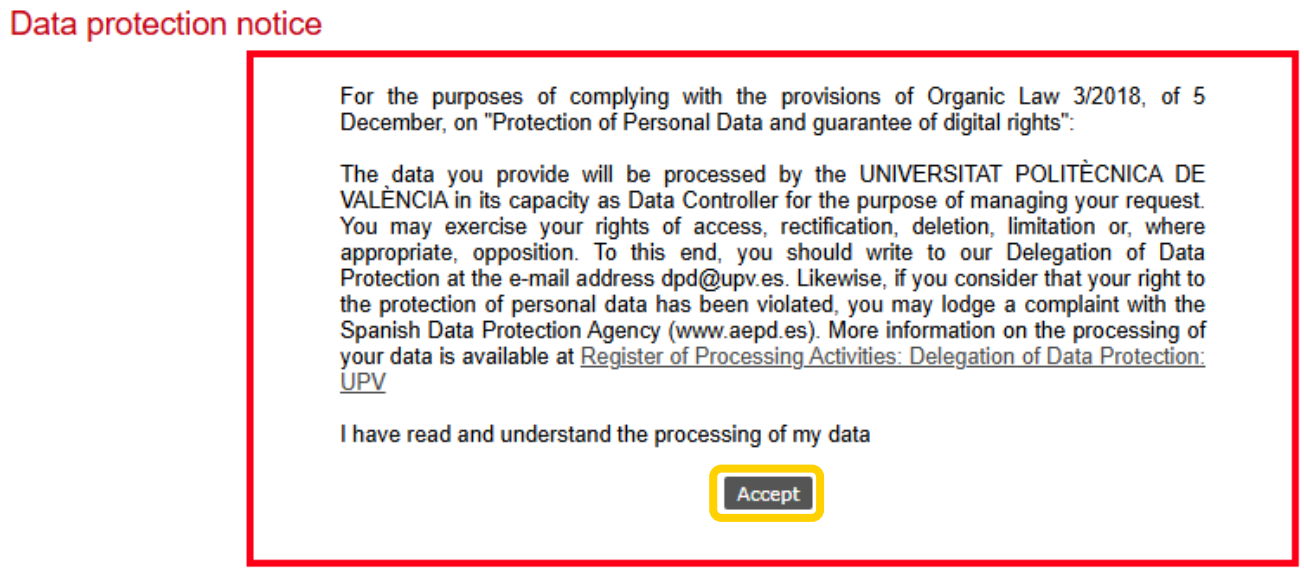
Once you have sent it, **you will receive a text message (SMS)** on your mobile phone, which will tell you how to recover your password.

If, when obtaining the password, you did not specify a mobile telephone number, you can use **the email address with which you registered** to contact our CAU (Customer Service) and ask to recover your password.

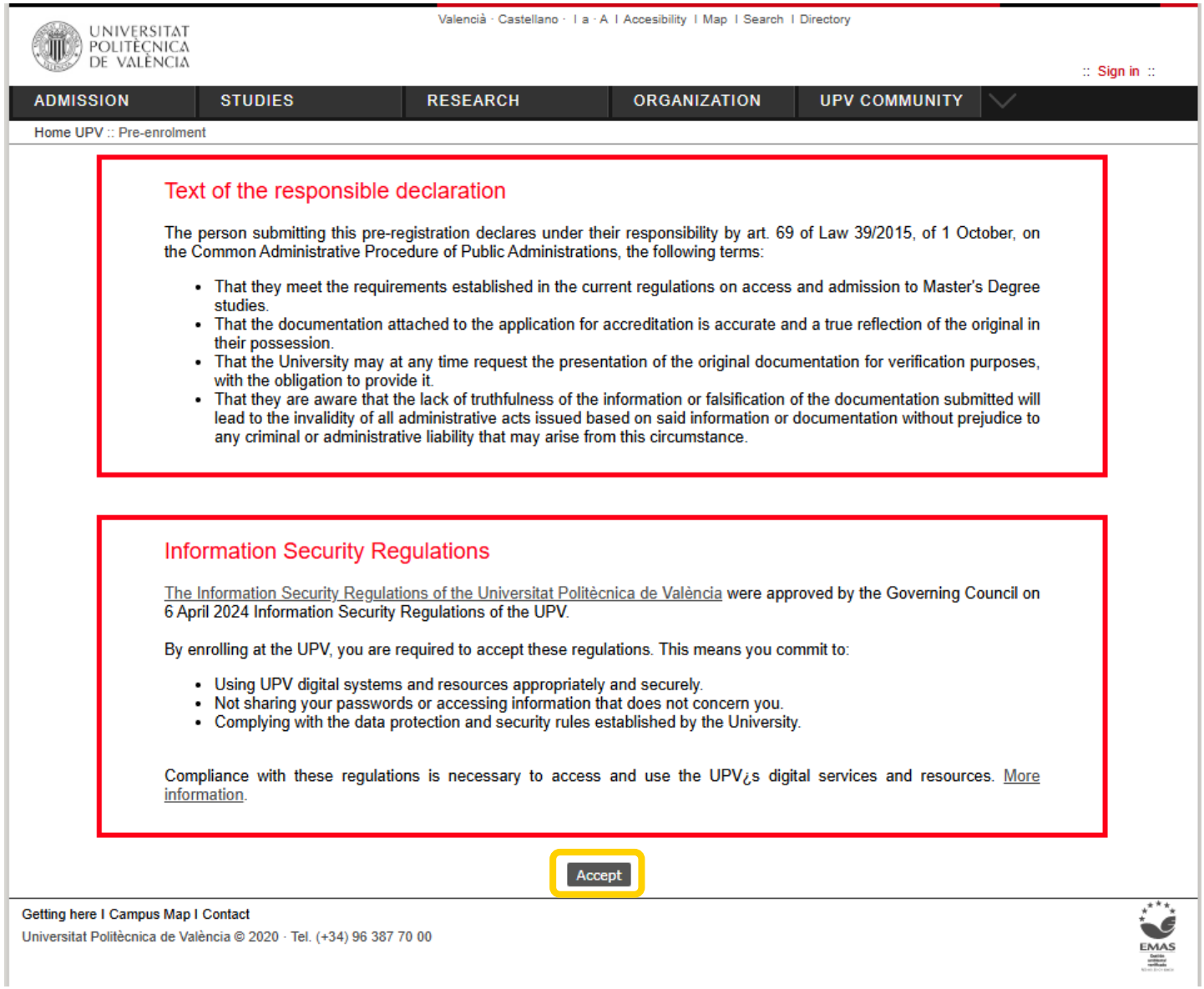
CAU Web: https://cau.upv.es



Once you have logged in, if you have not already done so, you must accept **the data protection notice** (by clicking the **Accept** button)



Once you have logged in, you must accept the **responsible declaration and the information security regulations** in order to continue (by clicking on the **Accept** button)

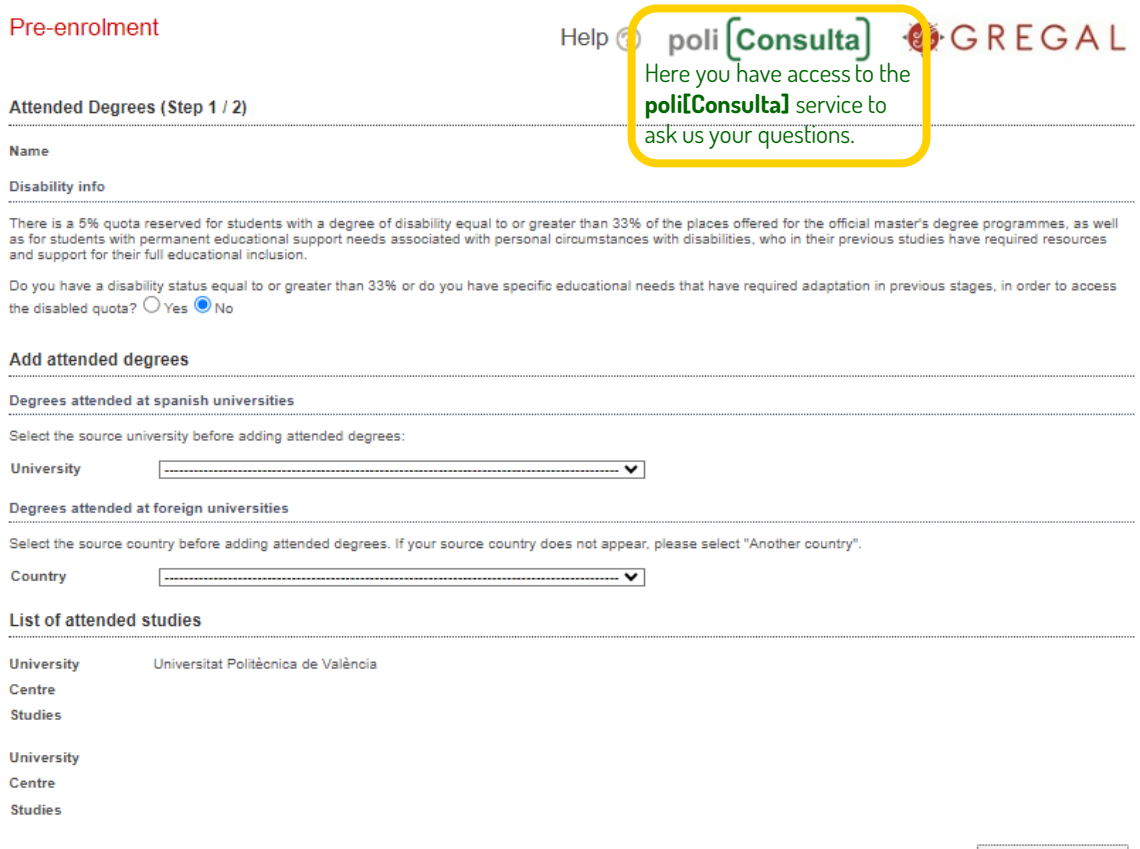


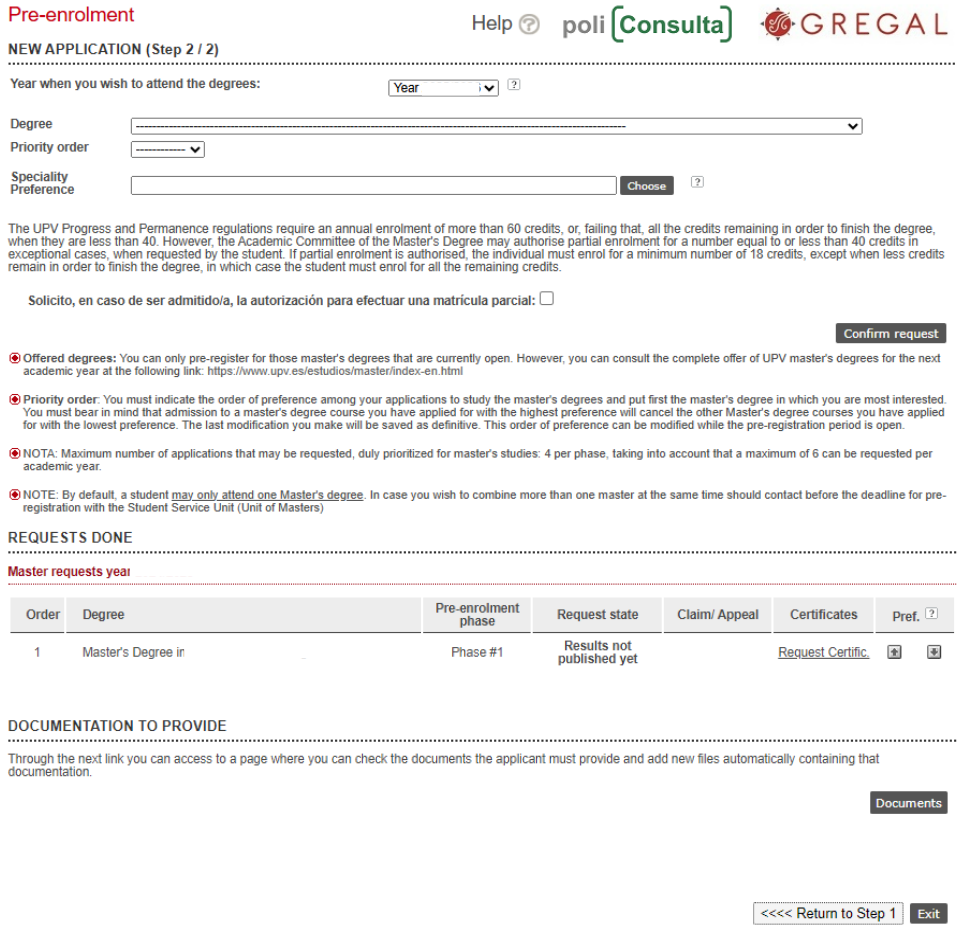
UNIVERSITAT POLITÈCNICA DE VALÈNCIA

The pre-enrolment application process consists of only 2 steps:

Step 1: Check your **personal data** and indicate the **studies you have attended** to gain access to the Master's degree of your choice

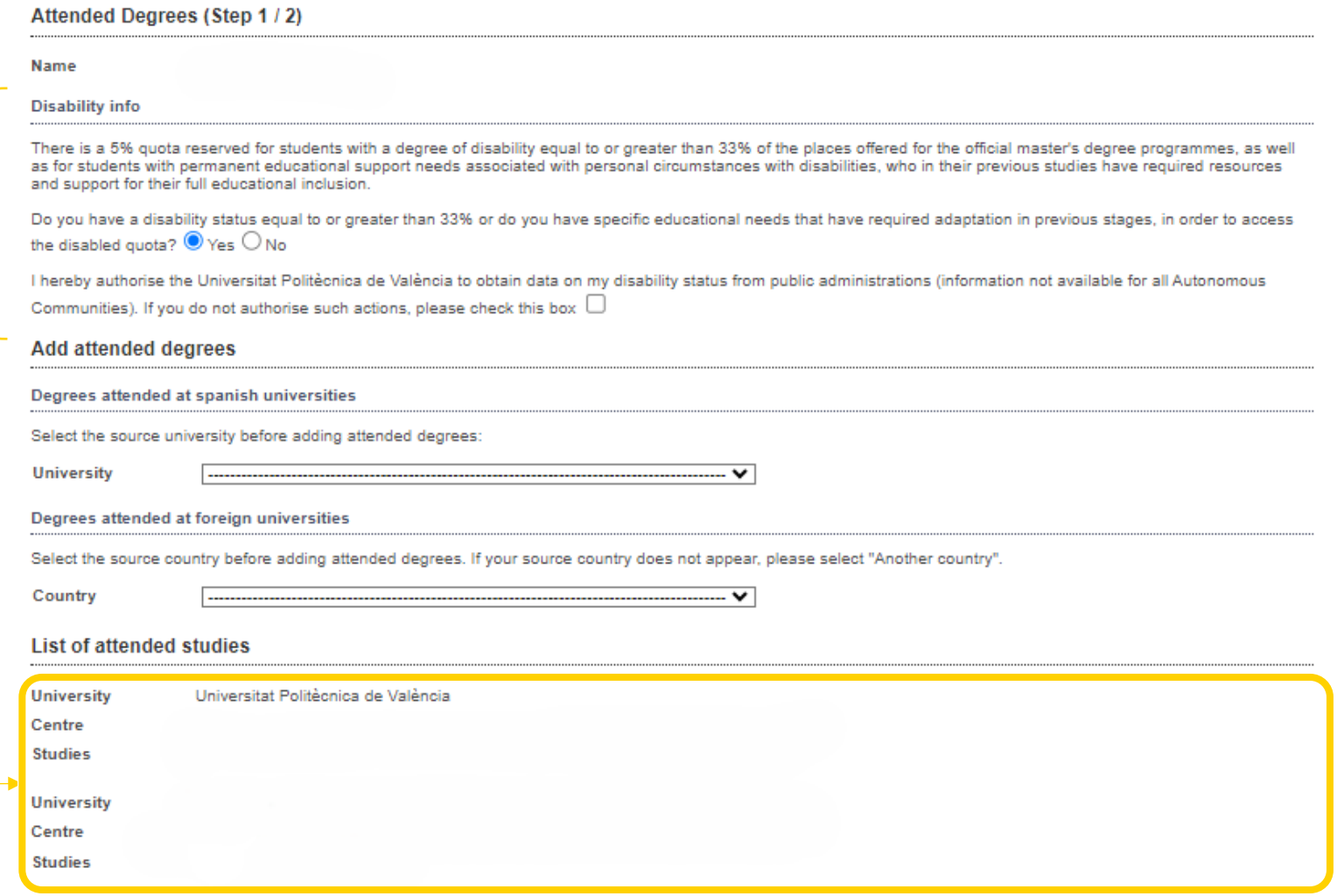
Step 2: Apply for pre-registration in the master's degrees of your choice





Step 1: Studies required to gain access to the master's degree

The condition of disability equal to or greater than 33% **requires accrediting documentation issued by a Spanish Community.**



Make sure that the studies that you attended at UPV are shown here correctly. If you need to add additional studies, use the fields above.

If everything is correct, click on **"Go to Step 2"**.

Step 2: Apply for pre-registration in the master's degrees of your choice

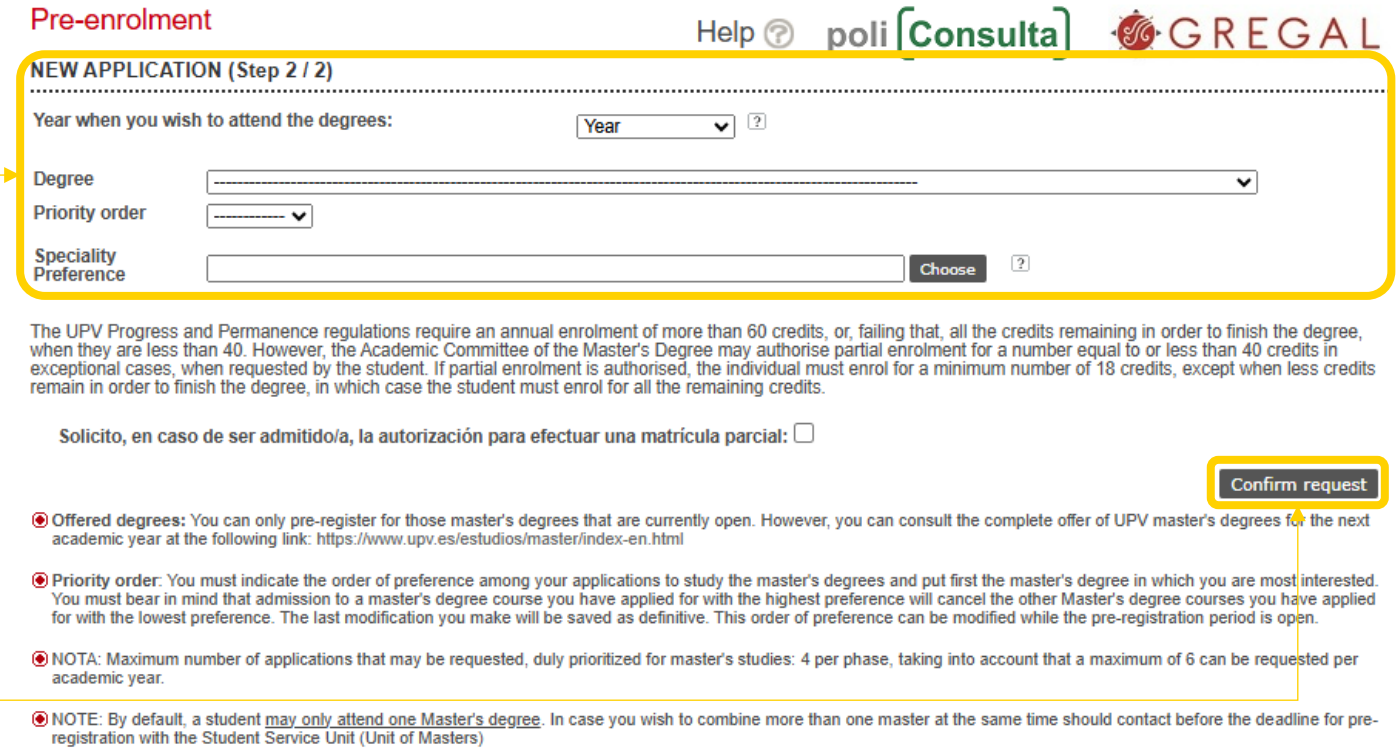
Next, indicate the master's degree you wish to pre-enrol in: Check the UPV university master's degrees here. Bear in mind that not all of them are offered in all phases.

You can apply to a **maximum of 4 master's degree courses in one pre-registration period** (indicating the order of priority for each of them) and a **maximum of 6 master's degree courses in one academic year.**

If the master's degree has a specialisation, you can also choose your preferred specialisation.

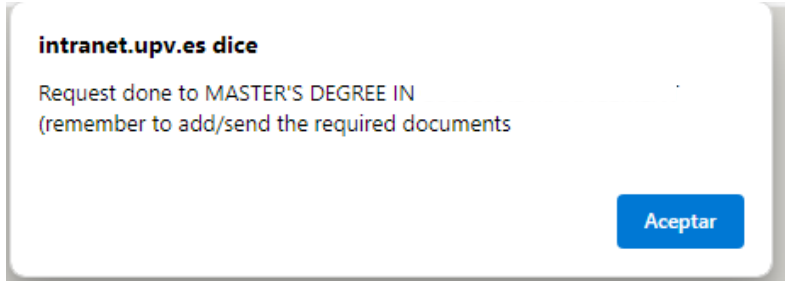
You may receive **notifications** of specific documentation required for some master's degrees. Please read these notifications carefully.

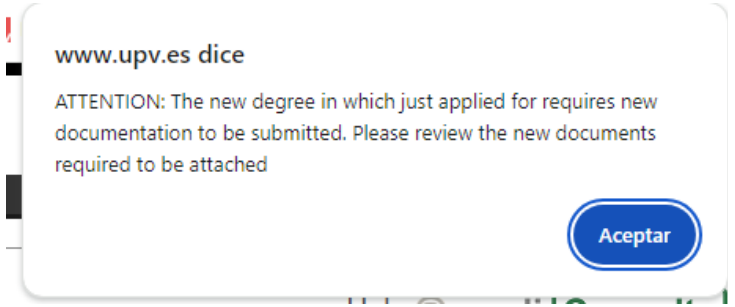
When you have filled in all the fields, click on "**Confirm request**".



Think carefully about the Master's degrees you want to pre-register for.
Once you have confirmed your application, **you cannot undo it**.

Read carefully any of the notifications you receive from your browser, they will help you in the pre-enrolment application process. Here are some examples:

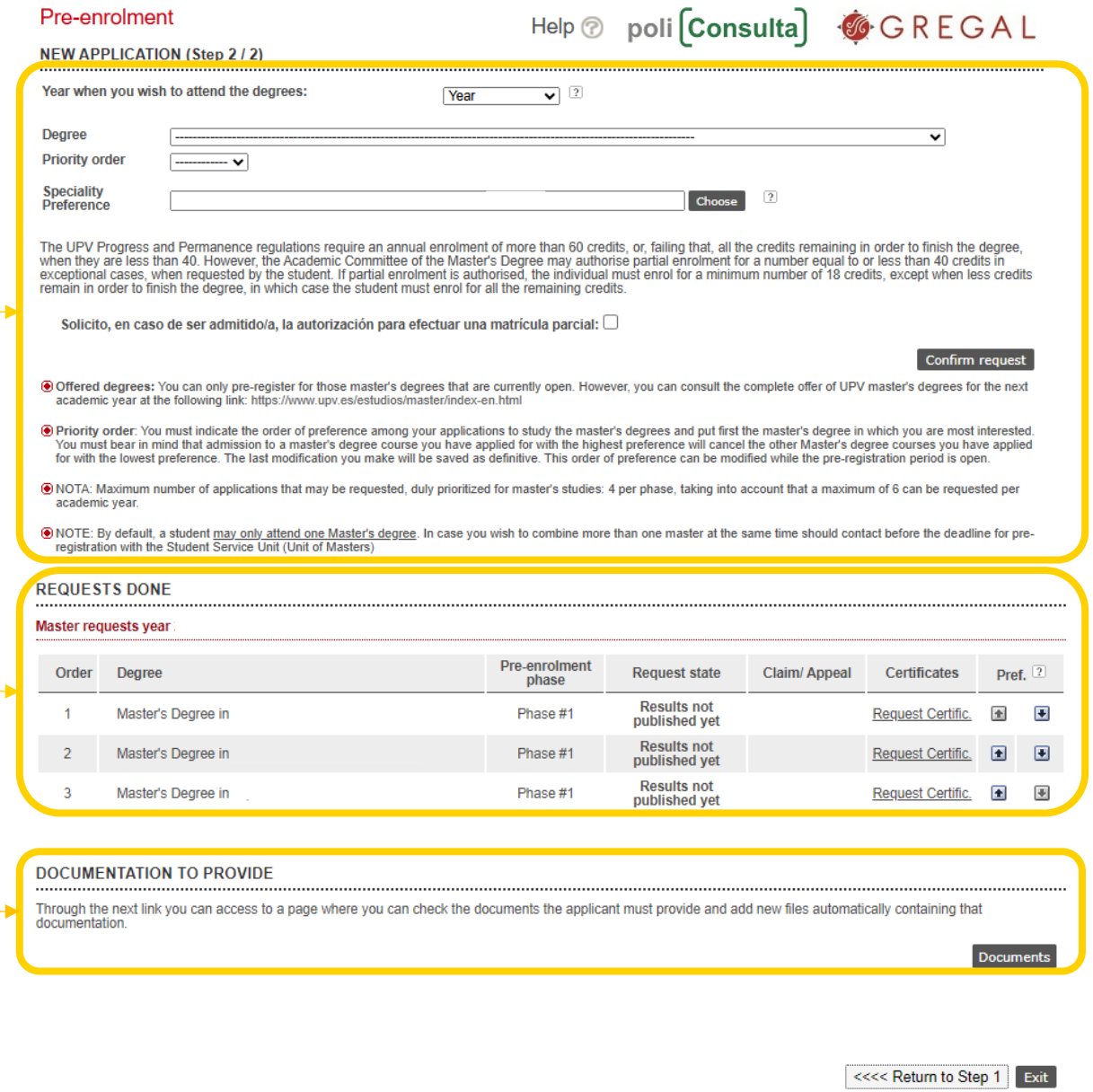




After confirming your first application, you can continue **to add new applications in order of PRIORITY.** You should consider that admission to a master's degree applied for with better preference entails **the CANCELLATION of the rest** of the master's degrees that have been applied for with **worse preference.**

This section details **all of the Master's degree courses in which you have pre-registered.** You can change the **order of preference** (up until the deadline for submitting applications). You can also print out your pre-registration application **receipts**.

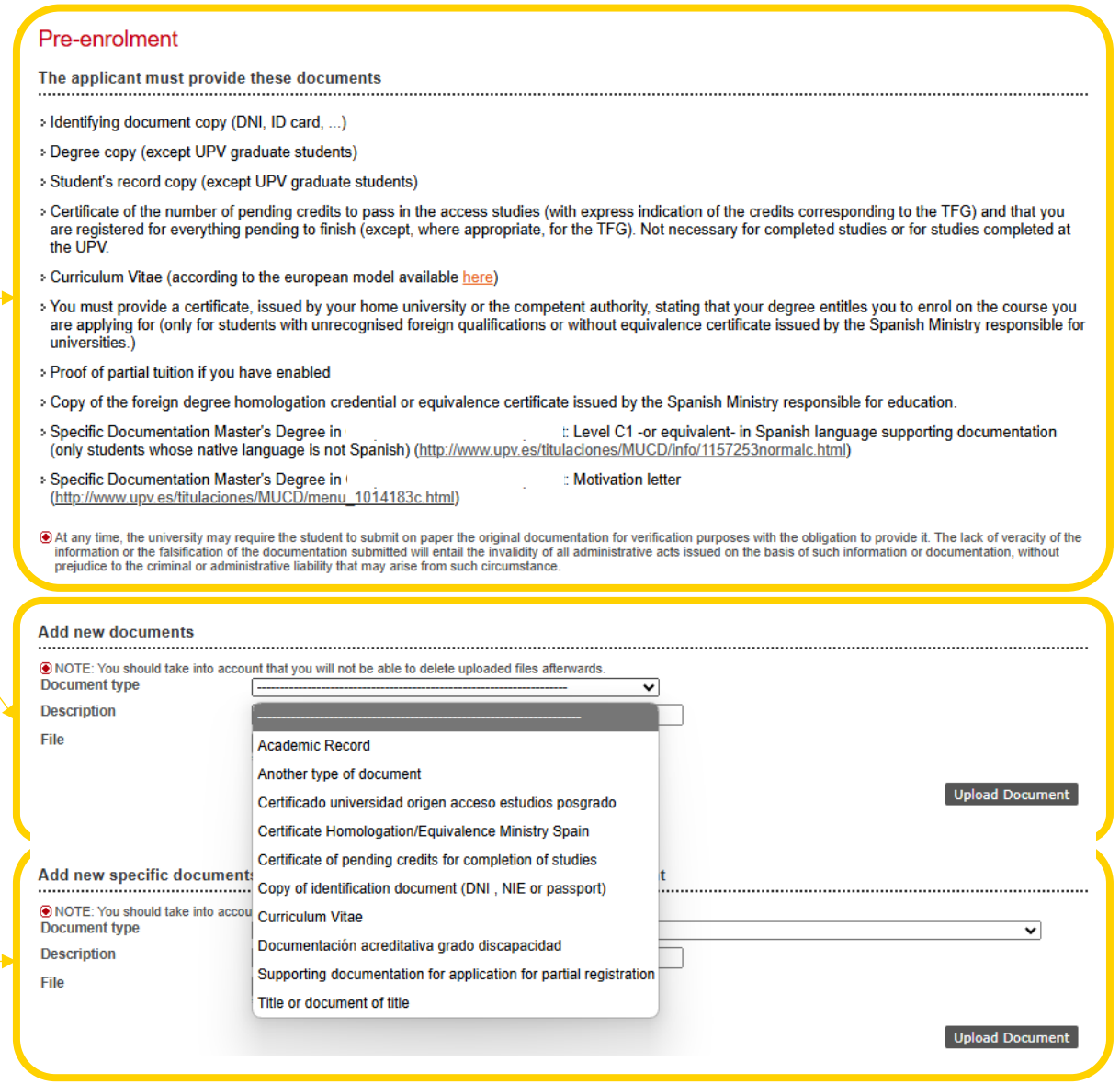
Attach all required **documentation (preferably in PDF format).**



Read carefully all **the general and specific documentation** you must provide for the selected master's degree.

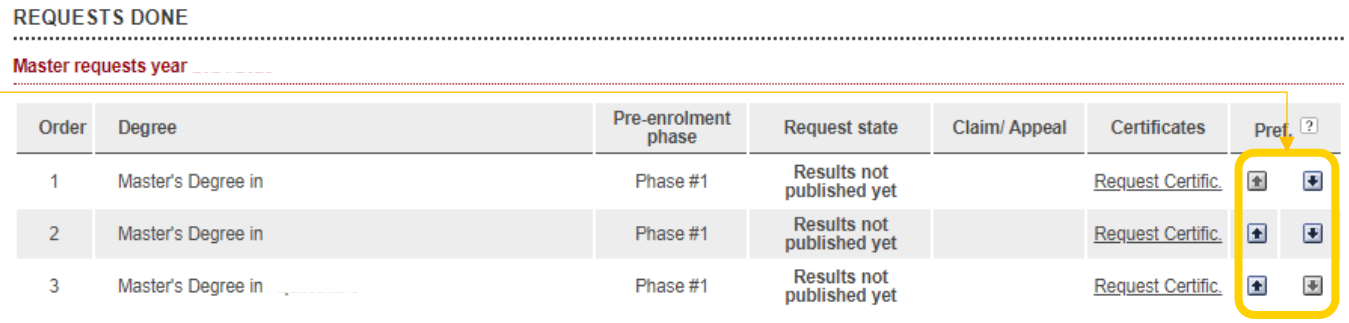
This is where you must submit the **general documentation.** Choose the type of document, add a description text, choose the file to upload (**preferably PDF**) and click on the "**Upload Document**" button. It is important that you correctly select the description of the document you are going to upload. Once the documentation has been submitted, **you cannot delete it**.

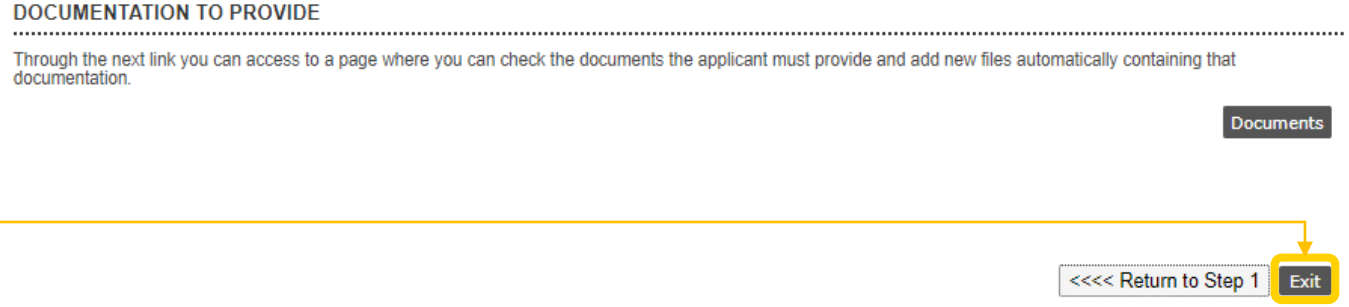
This is where you must upload, if applicable, the **specific documentation**. It is important that you correctly select the description of the document you are going to upload. Once the documentation has been submitted, **you cannot delete it**.



Once you have chosen your master's degrees, you can change your order of preference here.

Remember that admission to a higher-preference Master's degree results in the cancellation of applications for all other lower-preference Master's degrees.





When you have finished your pre-enrolment application process, you can **quit** by clicking this button.

After pre-registration, you can download your **application form receipt**.

The deadline for the consideration of academic conditions is the date indicated in each phase in the Academic Calendar of the course. In other words, in order to assess your application for admission, **only the merits accredited up to the indicated date will be taken into account.**

ACCESS REQUEST CERTIFICATE

MASTER OFFICIAL STUDIES

The date [redacted] the student [redacted] has requested the acceptance to attend Master's Degree in [redacted] at the Universitat Politècnica de València during the academic year [redacted]

Applicant details

Name	[redacted]
Id card no.	[redacted]
Date of Birth	[redacted]
Sex	[redacted]
Nacionality	[redacted]
Telephone no.	[redacted]
Mobile no.	[redacted]
E-mail	[redacted]
Registration type	**Solicita matrícula completa**

Academic degrees provided by the aplicant

[redacted]

We are at your disposal in case you need any clarification at:

Universitat Politècnica de València - Servicio de Alumnado - Master Unity

Camino de Vera, s/n - 46022 VALENCIA - Telf.: 963879401

Web: http://www.upv.es/po

Poli[consulta]: http://www.upv.es/policonsulta/i/SA

Date of consideration of academic conditions: [redacted] In the assessment of the application for admission, only those merits accredited until the aforementioned date shall be taken into account.

For the purposes of complying with the provisions of Organic Law 3/2018, of 5 December, on "Protection of Personal Data and guarantee of digital rights": The data you provide will be processed by the UNIVERSITAT POLITÈCNICA DE VALÈNCIA in its capacity as Data Controller for the purpose of managing your request. You may exercise your rights of access, rectification, deletion, limitation or, where appropriate, opposition. To this end, you should write to our Delegation of Data Protection at the e-mail address dpd@upv.es. Likewise, if you consider that your right to the protection of personal data has been violated, you may lodge a complaint with the Spanish Data Protection Agency (www.aepd.es). More information on the processing of your data is available at Register of Processing Activities: Delegation of Data Protection: UPV (https://www.upv.es/entidades/DPD/info/1093763normalc.html)

The person submitting this pre-registration declares under their responsibility by art. 69 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, the following terms:
- That they meet the requirements established in the current regulations on access and admission to Master's Degree studies.
- That the documentation attached to the application for accreditation is accurate and a true reflection of the original in their possession.
- That the University may at any time request the presentation of the original documentation for verification purposes, with the obligation to provide it.
- That they are aware that the lack of truthfulness of the information or falsification of the documentation submitted will lead to the invalidity of all administrative acts issued based on said information or documentation without prejudice to any criminal or administrative liability that may arise from this circumstance.

Remember that there are **different phases** in the application process for admission to the master's degrees:

PHASE 0. The pre-enrolment period in advance of the ordinary period (Phases 1 or 2, at the choice of each master's degree) is aimed exclusively at foreign graduates **without European nationality and legal residence** in any of the states of the European Union so that they have sufficient time in advance to apply for study visas, grants or permits. This early enrolment period is only available for some university master's degrees. It does not apply to qualifying master's degrees.

- **WHEN PHASE 0 OPENS.**

PHASE 1. This phase is optional for master's degree courses that apply for it.

- **Phase 1 information.**

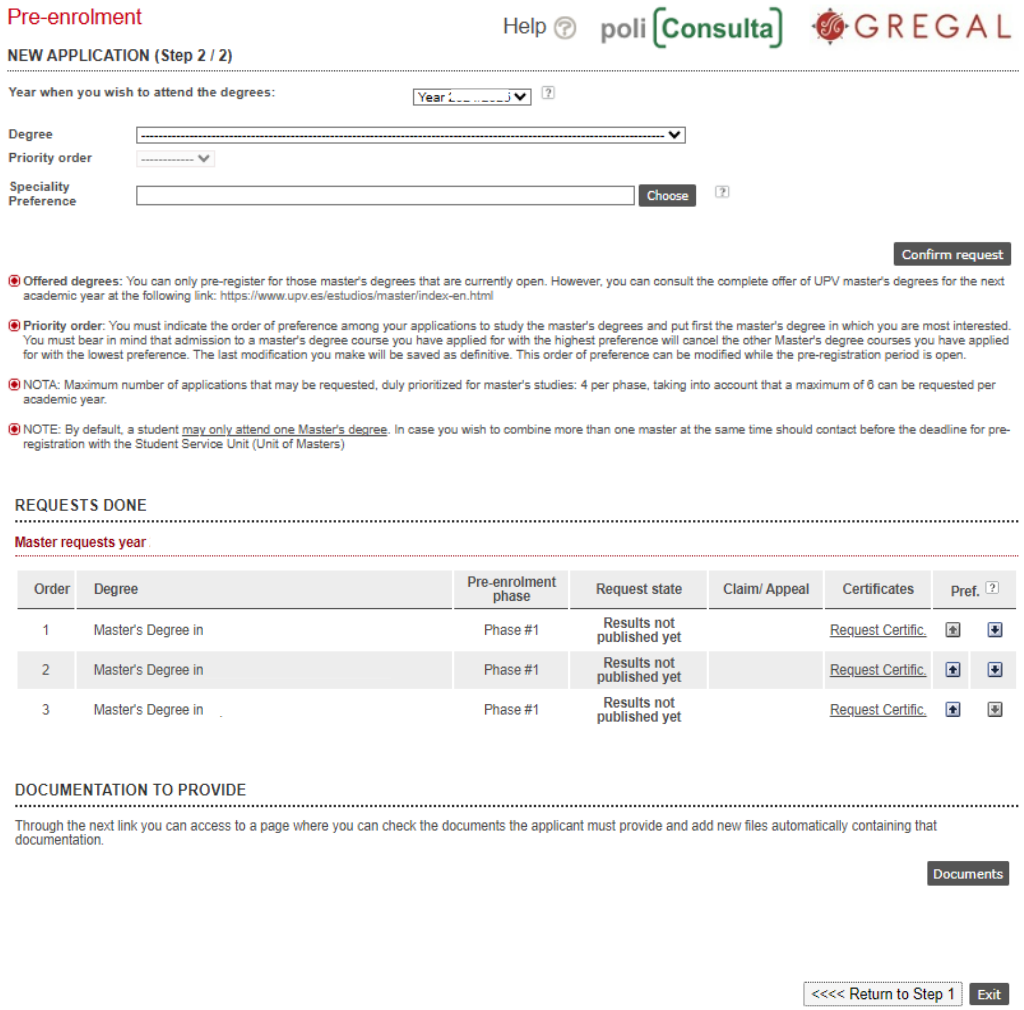
PHASE 2. This phase opens the pre-enrolment period for all master's degree courses that have not applied for phase 1 and for master's degree courses that have vacancies after the admission results of phase 1.

- **Phase 2 information.**

PHASE 3. This phase opens the pre-enrolment period only for master's degree courses with vacant places.

- **Phase 3 information.**

Further information



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