Pre-registration guide UPV Master's Degree

For applicants with foreign qualifications from outside the EHEA (European Higher Education Area)
If you have never studied at UPV, the first thing you need is a PIN (password).

You can apply for it from the Alumni Service website, in the section **Official Master's Degrees > Services > Pre-registration and access > PIN request (password)** e PIN (clave).

**PIN and identifier request (upv.es)**
Fill in the form with your personal data.

It is mandatory to fill in the underlined fields with an asterisk at the end.

Check that the e-mail address is correct, as this is where you will receive your PIN (password).

When you have finished filling in your details, click on the OK button.
If you have filled in your details correctly, **you will receive a confirmation message.**

You will receive an email at the indicated email address with a **temporary link (URL)** that you will have to click on to verify your details within the next **15 minutes**. The system will automatically create a **user (ID) and PIN (access data)** that will be communicated via a new email.

**The verification URL expires after 15 minutes**, so you will have to fill in the form again to receive a new link with another 15 minutes of expiry.

The **processing** of your **PIN (password) request is not immediate**. PIN allocation is only guaranteed until 14h (Spanish time) on the last day of pre-enrolment applications.

If you do not receive it, please contact the Student Services - Master’s Unit using the [poli[Consulta]] service.
Once you have your PIN, you can access the pre-enrolment application from the Student Services website, in the 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 (I already have password and identifier)” in the section "Students from other universities"
This will open a page where you must enter **your ID** (in the DNI field) and **your PIN**.

Estimado [Name],
Le informamos que su solicitud de alta de datos personales en la Universitat Politècnica de València ha sido tramitada.

ID: [ID]
PIN: [PIN]

Atentamente,
Servicio de Alumado
Universitat Politècnica de València
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 notice** in order to continue (by clicking on the **Accept** button)
The pre-enrolment application process consists of only 2 steps:

**Step 1:** Check your personal data and indicate the studies you have completed 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

Here you have access to the poli[Consulta] service to ask us your questions.
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.

Check that your email address is correct. Through it you will receive the information related to your pre-registration.

Select the country of the foreign university where you have completed your access studies.
NOTICE: If your access studies are not recognised as a Spanish degree, you must pay a fee of 155,22€ for the verification of the educational equivalence of the studies provided with those required for access to the master's degree. If you do not pay the fee, you will not be able to complete your pre-registration application.

Fill in the fields about the studies you provide. Remember that fields marked with an asterisk are mandatory.

University: indicate the university where you have studied.

Studies completed. The access studies provided must be completed.

Studies grade: This grade must be in base 10. For this purpose, a declaration of equivalence of average marks of university studies carried out in foreign centres is required (Ministry responsible for Universities). Instructions for calculating the equivalence of the average mark of qualifications obtained abroad. Those who do not provide this document will be assigned an average mark of 5.

Degree credits: indicates the number of credits of the studies provided.
If your studies have been accredited by the Spanish Ministry of Universities, you must prove it by attaching the accreditation document from the Ministry.

Remember that the process of homologation of a degree is different from the process of legalisation of a degree.

Here is an explanation of the differences.

When you have filled in all the fields correctly, click on Accept.
Reminder: If your access studies are not homologated, you must pay a fee for the verification of the educational equivalence of the studies provided with those required for access to the master's degree. If you do not pay the fee, you cannot complete your pre-registration application. In addition to paying the fee, to carry out the equivalence study, it is necessary to attach a copy of the official degree that is provided for access to master's studies and a certificate issued by the university of origin or competent body specifying that the qualification provided entitles you in the country of origin to take the postgraduate studies required in the "Documentation" section of the pre-enrolment form.

It is not possible to gain access to a qualifying Master's degree by providing a foreign access qualification unless the competent Spanish Ministry approves it.

After accepting the reminder, you can check that the previously entered studies have been added.

You can then add more studies (following the steps described above), edit the included studies or delete them.

When you have filled in all the studies correctly, you can continue to "Step 2" of your pre-enrolment process.
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

You can apply to a maximum of 4 master’s degree courses in one pre-enrolment 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 Application".

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:

- **intranet.upv.es dice**
  Request done to MASTER'S DEGREE IN CULTURAL MANAGEMENT (remember to add/send the required documents)

- **intranet.upv.es dice**
  It has been created a receipt for payment of the fee for the analysis of the academic equivalence of your not officially approved studies. There's a section called 'Receipts' in Step 2 of this Pre-enrolment where you can manage the receipt in order to proceed to pay it.
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.

Access the receipt for the payment of the fee for the equivalence of non-approved foreign studies.
You can pay electronically and, if you live in Spain, you can also print out a receipt to pay at any CaixaBank branch.

You will only be able to make the payment within the deadlines established according to the phase of the master's degree.

**Step 0:** You will have 21 days to pay this fee. After 15 days you will receive a reminder email if you have not paid the equivalence study fee indicating that it is pending payment and, if after 21 days from the application you have not made the payment, the status of your phase 0 applications will change to cancelled.

**Step 1, 2, 3:** You will only be able to pay the fee while the pre-registration period is open. Remember that if you do not make the payment and provide the required documentation for the verification of the educational level, your application or applications for pre-registration of Steps 1, 2 and 3 will be cancelled and will not be assessed.
This section lists all the master's degree courses you have pre-enrolled. You can change the order of preference (while the application period is still open). You can also print your pre-enrolment application receipts.

Remember 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.

Please 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.

Please note that some master's degrees have different pre-enrolment periods (the lists are published shortly before the opening of the corresponding period).

**List of Master's degrees in Phase 0**
**List of Master's degrees in Phase 1**
**List of Master's degrees in Phase 2**
**List of Master's degrees in Phase 3**

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

### REQUESTS DONE

**Master requests year 2024-2025**

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<th>Order</th>
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<td>Master's Degree in Cultural Management</td>
<td>Advanced Pre-enrolment Phase</td>
<td>Results not published yet</td>
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<td>Requested Certificate</td>
<td></td>
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<tr>
<td>2</td>
<td>Master's Degree in Cooperation to the Development of Latin American and Iberian Specialties: GESTIÓN DE PROYECTOS Y PROCESOS DE DESARROLLO</td>
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<td>Results not published yet</td>
<td>Requested Certificate</td>
<td>Requested Certificate</td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENTATION TO PROVIDE

Through the next link you can access to a page where you can check the documents the applicant must provide and add new files automatically containing that documentation.
After pre-registration, you can download your application form receipt.

Please, note that you will only be able to make the payment within the deadlines established according to the phase of the master's degree.

Step 0: You will have 21 days to pay this fee. After 15 days you will receive a reminder email if you have not paid the equivalence study fee indicating that it is pending payment and, if after 21 days from the application you have not made the payment, the status of your phase 0 applications will change to cancelled.

Steps 1, 2, 3: You will only be able to pay the fee while the pre-registration period is open. Remember that if you do not make the payment, your pre-registration application(s) for steps 1, 2 and 3 will be cancelled and will not be considered.

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.
Remember that there are different stages in the application process for admission to any of the master’s degrees:

**PHASE 0.** The pre-registration 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 registration period is only available for some university master’s degrees. It does not apply to qualifying master’s degrees.

- **Submission of applications:**
  - For masters going to Phase 1: from 15 November 2023 to 15 February 2024.
  - For masters going to Phase 2: from 15 November 2023 to 30 May 2024.

**PHASE 1.** This phase is optional for master’s degree courses that apply before 1 February 2024.

- From 1 March to 3 May 2024.

**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.

- From 17 to 28 June 2024.

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

- Two distinct periods: from 29 July to 2 August 2024 and from 26 August to 6 September 2024.

[Further information]