UPV
UPV Master's degree pre-registration guide
For applicants who have studied in Spain or abroad, within 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).**

**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.
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)

**Text of the responsible declaration**

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.

**Accept**
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 Spanish university or the country of the foreign university where you have completed your access studies.
If you completed your studies at a Spanish university, a window like this will appear:

Fill in the fields about the studies you provide. Remember that fields marked with an asterisk are mandatory. We have explained some of them below:

**Centre**: choose the centre of the selected university where you completed your studies.

**Degrees**: choose the studies that you have completed. You must select the Centre first.

**Degree mark**: average grade from your studies (up to 2 decimal places can be entered).

**Passed credits**: indicates the number of credits gained from your studies.

Additionally, if you have not completed your studies, you must enter the **number of pending credits**, not including the bachelor's thesis, and the number of pending credits of the bachelor’s thesis.

When you have completed all of the fields correctly, click on **OK**.
If your studies took place within the European Higher Education Area (EHEA), a window like this will appear:

Fill in the fields about the studies you provide. Remember that fields marked with an asterisk are mandatory. We have explained some of them below:

**University**: indicate the university where you have studied.

**Attended degrees and study name**: choose and write the studies that you have completed.

**Average mark**: This mark 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). Those who do not provide this document will be assigned an average mark of 5. Instructions for calculating the equivalence of the average mark of qualifications obtained abroad.

**Passed credits**: indicates the number of credits gained from your studies.

Additionally, if you have not completed your studies, you must enter the number of pending credits, not including the bachelor’s thesis, and the number of pending credits of the bachelor’s thesis.
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 OK.
You can then add additional studies (following the steps described above), edit the studies that you have included or delete them.

When you have entered all of your studies correctly, you can continue to “Step 2” of your pre-registration 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 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:

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

2. **www.upv.es dice**
   ATTENTION: The new degree in which just applied for requires new documentation to be submitted. Please review the new documents required to be attached.
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.

### Requests Done

<table>
<thead>
<tr>
<th>Order</th>
<th>Degree</th>
<th>Pre-enrolment phase</th>
<th>Request state</th>
<th>Claim Appeal</th>
<th>Certificates</th>
<th>Pre</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Master's Degree in</td>
<td>Phase #1</td>
<td>Results not published yet</td>
<td></td>
<td>Request Certif</td>
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<td>Results not published yet</td>
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<td>Request Certif</td>
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</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.
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.

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