UPV Master's degree pre-registration guide
For applicants who have studied at UPV
To carry out the pre-registration process you need to have your student PIN (password).

You can access the pre-registration application form on the Office of 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 DNI field) and your PIN or password.

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

There is a section called “Forgot your PIN or 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. and the mobile number provided in the documentation that you completed when you entered UPV.

Additionally, to recover your PIN or password, you will need to select the type of user “Student (PIN)” or “Student (ALUMNO key domain)” 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 PIN.

If, when obtaining the PIN, 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 PIN.

CAU Web: https://cau.upv.es
CAU email: gregal@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 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.

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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.

Make sure that the studies that you completed at UPV are shown here correctly. If you need to add additional studies, use the fields above. If everything is correct, click on “Step 2”.

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Your application for access to the master's degree for the disabled quota shall only be granted after the appropriate documentation has been provided.

**Attend Degrees (Step 1 / 2)**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Disability info</td>
</tr>
<tr>
<td>There is a 5% quota reserved for students with a degree of disability equal to or greater than 33% of the places offered for the official master's degree programmes.</td>
</tr>
<tr>
<td>Do you have a disability status equal to or greater than 33% in order to access the disabled quota? Yes ☐ No ☑</td>
</tr>
<tr>
<td>I hereby authorise the Universitat Politècnica de València to obtain data on my disability status from public administrations (information not available for all Autonomous Communities). If you do not authorise such actions, please check this box. ☑</td>
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**Add attended degrees**

**Degrees attended at Spanish universities**

- Select the source university before adding attended degrees:
  - University

**Degrees attended at foreign universities**

- Select the source country before adding attended degrees. If your source country does not appear, please select “Another country”:
  - Country

**List of attended studies**

- Country
- University
- Studies
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:
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.
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