



## MASTER'S REGISTRATION FOR THE 2017-18 ACADEMIC YEAR

### New documentation

Students admitted onto a master's programme have uploaded the required documentation (legalisations, translations, attested copies, etc.) onto the document manager during the access and admissions process.

To access online registration, students must first present the original versions of the following documents to the Secretary's Office:

#### DOCUMENTATION TO BE PROVIDED BY ALL STUDENTS (except for those with URV degrees):

##### Identity document:

###### ▶ Spanish students:

- original and photocopy or an attested photocopy of a valid **identity card (DNI)**

###### ▶ Foreign students

- original and photocopy or an attested photocopy a valid **passport**

##### University qualification that allows access to the course (bachelor's degree or equivalent) or the receipt demonstrating payments of the fees for the issuance of the this qualification:

- Original and photocopy, the Secretary's Office will attest the photocopy of the qualification/receipt and return the original to the student.

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- Attested photocopy of the original document.

##### Personal academic transcript or European supplement of the certificate:

- Original and photocopy, the Secretary's Office will attest the personal academic transcript/European supplement of the certificate (bachelor's degree, master's degree or equivalent) and return the original to the student.

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- Attested photocopy of the original document.

#### DOCUMENTATION TO BE PROVIDED BY THE FOLLOWING STUDENTS:

##### ▶ Students who wish to pay their registration fees by **direct debit**:

- **Direct debit mandate** (SEPA form, available from the secretary's office).

##### ▶ Students **with large family certificates**:

- Original and photocopy or an attested photocopy of the **large family certificate**.

#### ADDITIONAL REQUIRED DOCUMENTATION:

- ▶ The secretary's office may require students to provide additional documentation to accredit any specific circumstances (victims of terrorism, victims of domestic violence, etc.).

#### REMEMBER:

- Foreign students who have to make any financial transaction (e.g. apply for a grant) must possess and present a Spanish foreign resident's card (NIE). During their studies at the URV they must use the NIE to identify themselves to the University.
- The presentation of attested copies is governed by article 6 of the Registration Regulations. 6.
- Students who are applying for an exemption from registration fees must provide documentary proof that they find themselves in the circumstances that make them eligible for the exemption on the date on which their studies begin (6 September 2017). This documentation must be presented within the specified period (article 6.2 of the Registration Regulations).