



## SUCCESSFUL ONLINE REGISTRATION

-students university masters' , second year and above 2017-18-

1



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shortcuts + intranet

### CHECK

- **The curriculum and your academic transcript:** remember to mark all subjects that you wish/have to study.
- **Your financial record:**
  - check your bank account details and, if you have to change them, do so a few days before online registration;
  - check that the financial record includes all discounts for which you are eligible;
  - and remember that in to register you must be up to date with all payments to the URV.
- **Your URV email:** we will send important registration information to your URV email account.
- **Your computer:** check that your computer and software are compatible with the online registration application ([online registration](#)).

2



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### BE PREPARED

- **Plan what you have to register for:** subjects, groups, etc.
- **Check timetables:** of classes and examinations to avoid clashes.
- **Check when you have to register:** check the period assigned to you.
- **Watch the online registration demo** ([online registration](#)).

3



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registration

### REGISTER ONLINE

- **Have to hand your bank details** for the direct debit.
- **Access:** during the period and timetable assigned to you
- **Follow the steps:** you will have enough time, but don't take too long!
- **Complete** your online registration.
- **Save** a pdf copy of your registration details; also available at "My payments" ([intranet](#)).

4



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### CHECK

- **Your registration details:** which subjects have you registered for, which payment method have you chosen, which bank account details have you entered, have any grants or other deductions been applied, etc.?
- **Modify** your registration free of charge during the following 5 calendar days if you find errors.
- **Your email:** Within a few minutes of completing the online registration process you will receive a confirmation email.

Any questions? [Here](#)  
you will find a list of registration FAQ.