



14. Admitted pending requirements documentation

Dear [Nom del candidat/a],

We are pleased to inform you that we have reviewed the documentation that you have uploaded to the document manager; however, we have found that you have not yet completed all the documentation in accordance with the [formal requirements](#).

Although you have a place on the Master's Degree in [Nom del programa] for the [Curs Acadèmic] academic year, you will not be able to complete the registration process until you present the documents in accordance with the [formal requirements](#) via the [document manager](#).

As soon as you have this documentation you must upload it onto the document manager. The deadline for submitting this documentation is the last day of the registration period for your pre-registration phase. You can enter the document manager to find out on which date the registration period ends:

The screenshot shows the 'GesDoc' document manager interface. At the top, there are navigation links: Administration, Search, Report, and Logout. The main header area displays the program name 'Energy Conversion Systems and Technologies (2019) - (2023-24) - MASTER' and the status 'With access studies coursed at a Spanish university'. Below this, it states 'State of pre-registration: Access to registration. For more information on this status, click here'. The interface includes several buttons: 'Admitted 09/19/2023', 'Opened', 'Internal observations', 'Admitted Acad 09/21/2023', 'Exchange of observations', 'Send e-r', and 'Letter of admission'. On the right side, there are two dates: 'Final date for consultation: 04/30/2024' and 'Final date for modification: 09/29/2023'. The 'Enrollment date' is listed as '09/26/2023'. The current phase is 'Phase: 4' with the status 'Place reservation: Not generated'.

You can also check whether your documents comply with these requisites.

Remember that in order to complete the registration process for the master's degree, you must send us by standard mail the original attested copies or present in person the original documents and copies thereof.

When you have done this, we will send you an email to inform you that your registration status has changed from Admitted pending required documentation to Permitted to access the registration process and we will send you another email with all the information you need to complete the registration process before the deadline.

You can also apply for a conditional registration. To do this, you need to sign this [declaration of commitment](#), upload it to your document manager in the section and inform us that you have done so. Your conditional registration will be maintained until 30 April 2025 at the latest, by which date you must have provided the required documentation. If you do not do this, your registration will be annulled, you will have no right to a refund of the amount and you will still be liable to pay any other outstanding debts that you may have with the university.

If you do not complete any of these options, your status will be changed to *Excluded on technical grounds because you have not presented the required documentation within the specified period* because the university interprets that you have withdrawn in accordance with article 68.1 of Law 39/2015 of 1 October, which regulates common administrative procedures of public administrations.

You can enter the [document manager](#) to check the change of status to your pre-registration process.

If you are still interested in studying on this or any other master's course, you will have to repeat the pre-registration process and pay the corresponding fee, although the success of your application will depend on the availability of a place. You can consult the calendar [here](#).

If you need any further information, please do not hesitate to contact us.

Regards,



[Secretaria de Centre/Campus]
Universitat Rovira i Virgili