UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

UPV

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**"

Pre-enrolment Request

Instructions

In order to do the pre-enrolment it is necessary to be validated.

1- The UPV students must use their ID card and PIN.
2- The UPV staff must use their ID card and UPVnet password.
3- Students from other universities must request a password and an identifier before doing the pre-enrolment.

UPV students

Pre-enrolment request

UPV staff

Pre-enrolment request

Students from other universities

Request password and identifier
Pre-enrolment request (I already have password and identifier)

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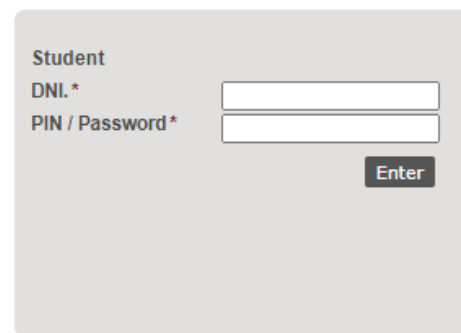
This will open a page where you must enter **your ID** (in the DNI field) and **your PIN or password**.

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.

Home UPV :: Identification

UPV identification. Logging in application Solicitud Preinscripción Máster

Once identified, you're going to be redirected to application

Student
DNI. *
PIN / Password *

Enter

- Foreign students should enter their passport or NIE number instead of their DNI number.
- In the PIN / Password box, add the PIN number of your self-registration if you are a new student or in the process of registration, otherwise use the password of the ALUMNO domain.
- Your identity, as well as the associated privileges, will be remembered through the entire work session. Do not forget to end the session before leaving the computer.

Forgot your PIN or Password?

Access with certificate

Now you can access the intranet identifying yourself by means of the e-DNI or the GVA digital certificate. Further information

In order to access the intranet by means of a certificate, enter your card in the reader and click

Enter

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

Forgot your password?

Security identification data

If you forgot your password (key or pin, depending on the case), complete data are included below. Receive your mobile phone an SMS message with instructions to access your account.

DNI*

Mobile phone*   Include +CCXXXX (CC=Country Code) for non spanish mobiles

User type*
- ⦿ Member of staff or assimilated (UPVNET key domain)
- ○ Student (ALUMNO key domain)
- ○ Student (PIN)
- ○ External (key)

Security sentence*

[ ] No soy un robot   reCAPTCHA
Privacidad - Términos
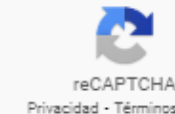
Send

⦿ If you are a foreigner, enter in place of DNI the passport number or NIE in the documentation that you filled to become part of the UPV.
In the mobile phone box, type the number provided in the documentation that you filled to become part of the UPV.

Once you have logged in, if you have not already done so, you must accept **the data protection notice** (by clicking the **Accept** button)

Data protection notice

In pursuance of Regulation 2016/679 of 27 April 2016 regarding the protection of natural persons with regard to the processing of personal data and the free movement of such data, please be advised that the entity responsible for the processing of the data is the Universitat Politècnica de València, and the personal data collected shall be processed in order to administratively manage pre-registration and admission applications in university master's studies. You may exercise the rights of access, rectification, suppression and portability provided, as well as the limitation or opposition to the processing of your data by sending a request to the Universitat Politècnica de València, Camí de Vera, s/n, 46022 València (València).

Accept

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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

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".**

UNIVERSITAT POLITÈCNICA DE VALÈNCIA

ADMISSION   **STUDIES**

Home UPV :: Pre-enrolment

Pre-enrolment

:: Sign in ::

intranet.upv.es dice

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

Aceptar

GREGAL

Attended Degrees (Step 1 / 2)

Name

Disability info

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.

Do you have a disability status equal to or greater than 33% in order to access the disabled quota? ● Yes ○ No

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 ☑

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   Universitat Politècnica de València
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.

Pre-enrolment

Help ⓘ poli [Consulta] ✿GREGAL

NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees: [   ] ⍰

Degree   [--- ▾]
Priority order   [--------- ▾] ⍰

Speciality
Preference   [   ] [Choose] ⍰

[Confirm request]

● NOTA: Maximum number of applications that may be requested, duly prioritized for master's studies: 4 per phase, taking into account that a maximum of 6 can be requested per academic year.
● NOTE: By default, a student may only attend one Master's degree. In case you wish to combine more than one master at the same time should contact before the deadline for pre-registration with the Student Service Unit (Unit of Masters)

[<<<< Return to Step 1] [Exit]

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:

intranet.upv.es dice

Request done to MASTER'S DEGREE IN CULTURAL MANAGEMENT (remember to add/send the required documents

Aceptar

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

Aceptar

Pre-enrolment

Help ⑦   poli [Consulta]   ⓖ GREGAL

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.**

NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees: [____ ▾] ⑦

Degree [_____ ▾]
Priority order [_____ ▾] ⑦
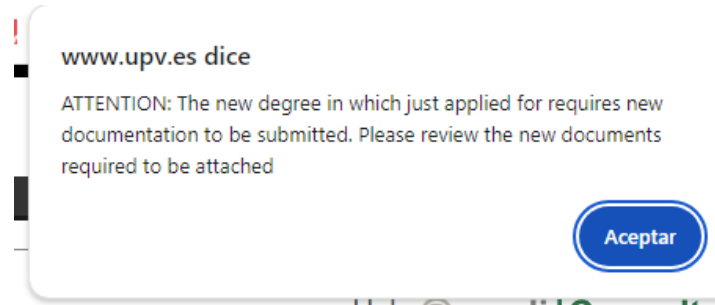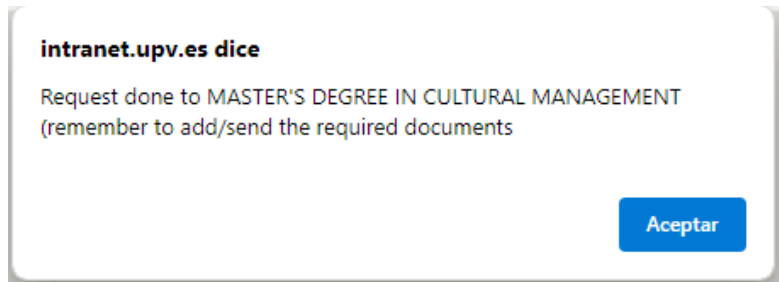
Speciality Preference [_____] [Choose] _

[Confirm request]

⦿ NOTA: Maximum number of applications that may be requested, duly prioritized for master's studies: 4 per phase, taking into account that a maximum of 6 can be requested per academic year.
⦿ NOTE: By default, a student may only attend one Master's degree. In case you wish to combine more than one master at the same time should contact before the deadline for pre-registration with the Student Service Unit (Unit of Masters)

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**.

REQUESTS DONE

Master requests year

Order	Degree	Pre-enrolment phase	Request state	Claim/ Appeal	Certificates	Pref. ⑦
1	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆ ⬇
2	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆ ⬇
3	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆ ⬇

Attach all required **documentation (preferably in PDF format).**

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.

[Documents]

[<<<< Return to Step 1] [Exit]

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**.

Pre-enrolment

The applicant must provide these documents

> Identifying document copy (DNI, ID card, ...)
> Degree copy (except UPV graduate students)
> Student's record copy (except UPV graduate students)
> Certificate of the number of pending credits to pass in the access studies (with express indication of the credits corresponding to the TFG) and that you are registered for everything pending to finish (except, where appropriate, for the TFG). Not necessary for completed studies or for studies completed at the UPV.
> Curriculum Vitae (according to the european model available here)
> You must provide a certificate, issued by your home university or the competent authority, stating that your degree entitles you to enrol on the course you are applying for (only for students with unrecognised foreign qualifications)
> Proof of partial tuition if you have enabled
> Documentación acreditativa grado discapacidad (expedida por la unidad de valoración correspondiente de una Comunidad Autónoma de España)
> Specific Documentation Master's Degree in Cooperation to the Development: Level C1 -or equivalent- in Spanish language supporting documentation (only students whose native language is not Spanish) (http://www.upv.es/titulaciones/MUCD/info/1157253normalc.html)
> Specific Documentation Master's Degree in Cooperation to the Development: Motivation letter (http://www.upv.es/titulaciones/MUCD/menu_1014183c.html)
> Specific Documentation Master's Degree in Cultural Management: Spanish language certificacation (http://www.upv.es/titulaciones/MUGC/info/1155516normalc.html)

Add new documents

⊙ NOTE: You should take into account that you will not be able to delete uploaded files afterwards.
Document type
Description
File

Curriculum Vitae
Documentación acreditativa grado discapacidad
Academic Record
Certificate of pending credits for completion of studies
Copy of identification document (DNI , NIE or passport)
Another type of document
Supporting documentation for application for partial registration
Title or document of title
Certificado universidad origen acceso estudios posgrado

Upload Document

Add new specific documents - Master's Degree in Cooperation to the Development

⊙ NOTE: You should take into account that you will not be able to delete uploaded files afterwards.
Document type
Description
File

Motivation letter
Level C1 -or equivalent- in Spanish language supporting documentation (only students whose native language is not Spanish)

We recommend to upload files in PDF format

Upload Document

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.

REQUESTS DONE

Master requests year

Order	Degree	Pre-enrolment phase	Request state	Claim/ Appeal	Certificates	Pref. [?]	
1	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆	⬇
2	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆	⬇
3	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆	⬇

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.

Documents

When you have finished your pre-enrolment application process, you can **quit** by clicking this button.

<<<< Return to Step 1   Exit

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www.upv.es poli (Consulta)

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.**

ACCESS REQUEST CERTIFICATE

MASTER OFFICIAL STUDIES

The date ⬛⬛⬛⬛⬛ has requested the acceptance to attend Master's Degree in ⬛⬛⬛⬛ ⬛⬛⬛⬛ at the Universitat Politècnica de València during the academic year ⬛⬛⬛

Applicant details

Name	
Id card no.	
Date of Birth	
Sex	
Nacionality	
Telephone no.	
Mobile no.	
E-mail	
Registration type	Solicita matrícula completa

Academic degrees provided by the aplicant

We are at your disposal in case you need any clarification at:

Universitat Politècnica de València - Servicio de Alumnado - Master Unity

Camino de Vera, s/n - 46022 VALENCIA - Telf.: 963879401

Web: http://www.upv.es/po

Poli[consulta]: http://www.upv.es/policonsulta/i/SA

Date of consideration of academic conditions: ⬛⬛⬛⬛ In the assessment of the application for admission, only those merits accredited until the aforementioned date shall be taken into account.

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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.

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

Pre-enrolment   Help ⑦ poli [Consulta]   🌺 GREGAL

NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees: [▾] ⑦

Degree   [--- ▾]
Priority order   [------------ ▾] ⑦
Speciality   [   ] [Choose] ⑦
Preference

[Confirm request]

🔴 NOTA: Maximum number of applications that may be requested, duly prioritized for master's studies: 4 per phase, taking into account that a maximum of 6 can be requested per academic year.
🔴 NOTE: By default, a student may only attend one Master's degree. In case you wish to combine more than one master at the same time should contact before the deadline for pre-registration with the Student Service Unit (Unit of Masters)

REQUESTS DONE

Master requests year .

Order	Degree	Pre-enrolment phase	Request state	Claim/ Appeal	Certificates	Pref. ⑦	
1	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆	⬇
2	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆	⬇
3	Master's Degree in	Phase #1	Results not published yet		Request Certific.	⬆	⬇

DOCUMENTATION TO PROVIDE

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[Documents]

[<<<< Return to Step 1] [Exit]

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