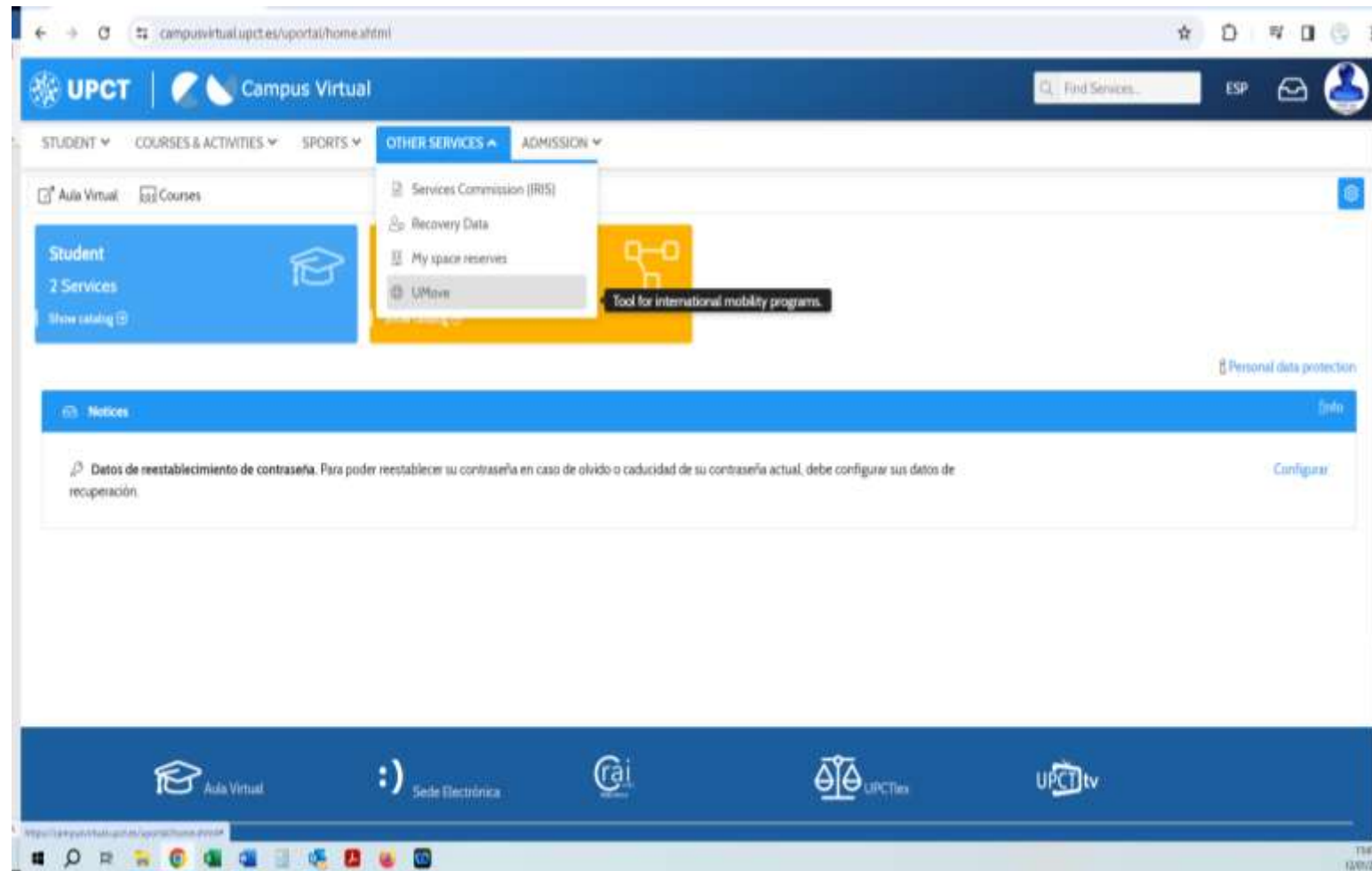


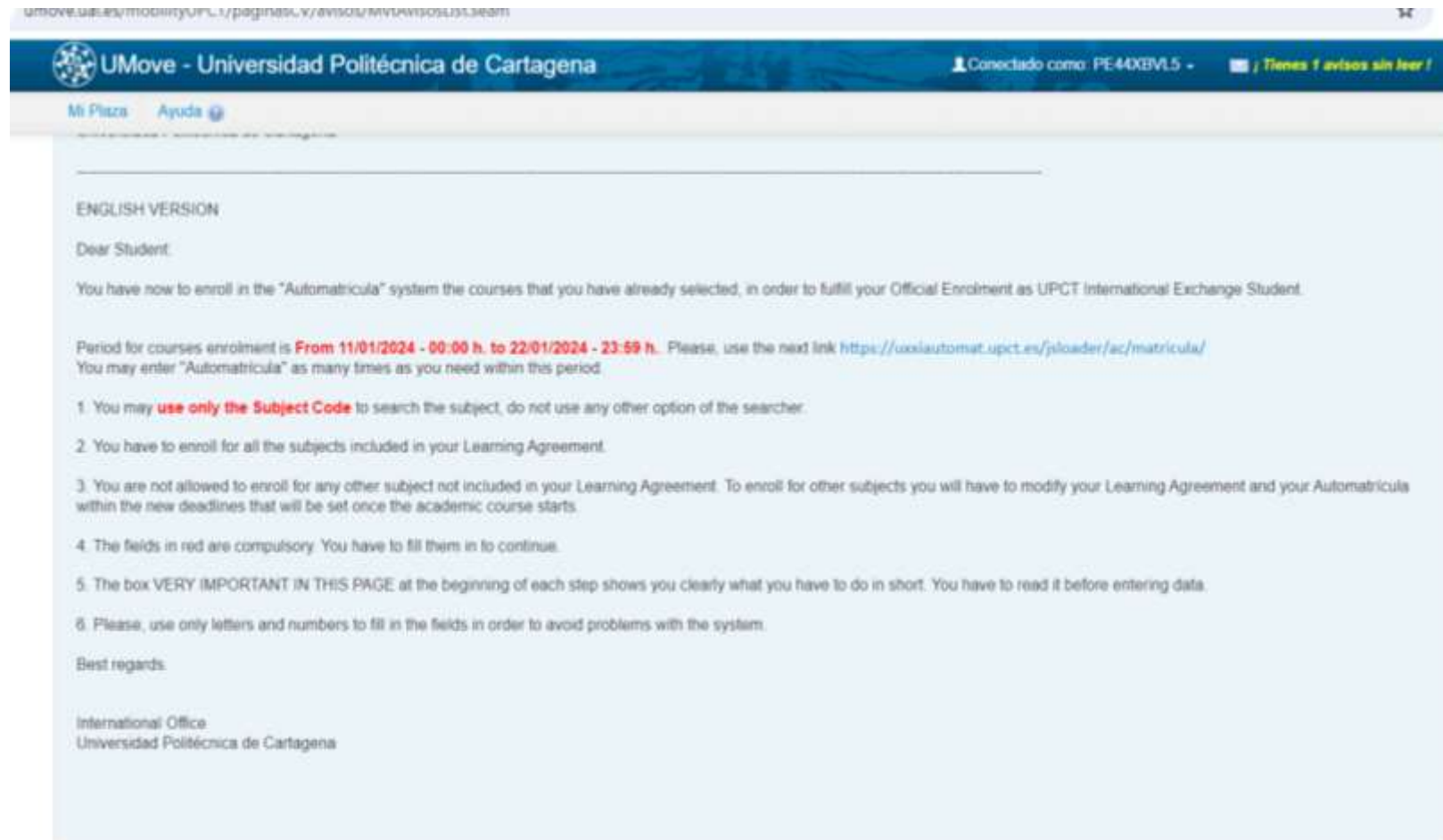
HOW TO DO MY AUTOMATRICULA (SELF ENROLMENT) :

1) Access to your Campus Virtual / Other Services / UMove



2) Go to your Umove Inbox and click in the link contained in the last message AUTOMATRICULA EN UPCT// REGISTRATION AT UPCT

IMPORTANT: bear in mind the **deadline** for doing the self-registration (automatricula) (written in red). Once the deadline expired, the link to the Automatricula will not work!



The screenshot shows an email interface with a header for 'UMove - Universidad Politécnica de Cartagena'. The email content is in English and addresses a student, informing them of the enrollment period for the 'Automatricula' system. The enrollment period is highlighted in red as 'From 11/01/2024 - 00:00 h. to 22/01/2024 - 23:59 h.'. A red link is provided for access: <https://uaxiautomat.upct.es/ploaden/ac/matricula/>. The email includes six numbered instructions for using the system, such as using only subject codes and filling in compulsory fields. It concludes with 'Best regards' and the 'International Office' of the university.

ENGLISH VERSION

Dear Student:

You have now to enroll in the "Automatricula" system the courses that you have already selected, in order to fulfill your Official Enrollment as UPCT International Exchange Student.

Period for courses enrolment is **From 11/01/2024 - 00:00 h. to 22/01/2024 - 23:59 h.** Please, use the next link <https://uaxiautomat.upct.es/ploaden/ac/matricula/>
You may enter "Automatricula" as many times as you need within this period.

1. You may **use only the Subject Code** to search the subject, do not use any other option of the searcher.
2. You have to enroll for all the subjects included in your Learning Agreement.
3. You are not allowed to enroll for any other subject not included in your Learning Agreement. To enroll for other subjects you will have to modify your Learning Agreement and your Automatricula within the new deadlines that will be set once the academic course starts.
4. The fields in red are compulsory. You have to fill them in to continue.
5. The box **VERY IMPORTANT IN THIS PAGE** at the beginning of each step shows you clearly what you have to do in short. You have to read it before entering data.
6. Please, use only letters and numbers to fill in the fields in order to avoid problems with the system.

Best regards,

International Office
Universidad Politécnica de Cartagena

3) Click on “start enrolment”:

Universidad Politécnica de Cartagena

ENROLLMENT 2023-24 PERIODO DE MATRICULA

PROGRAMA DE MOVILIDAD INTERNACIONAL

Please check your data and change those that are not correct by clicking on them

Date of birth*

Email to receive UPCT's official communications and no...

Cell phone*

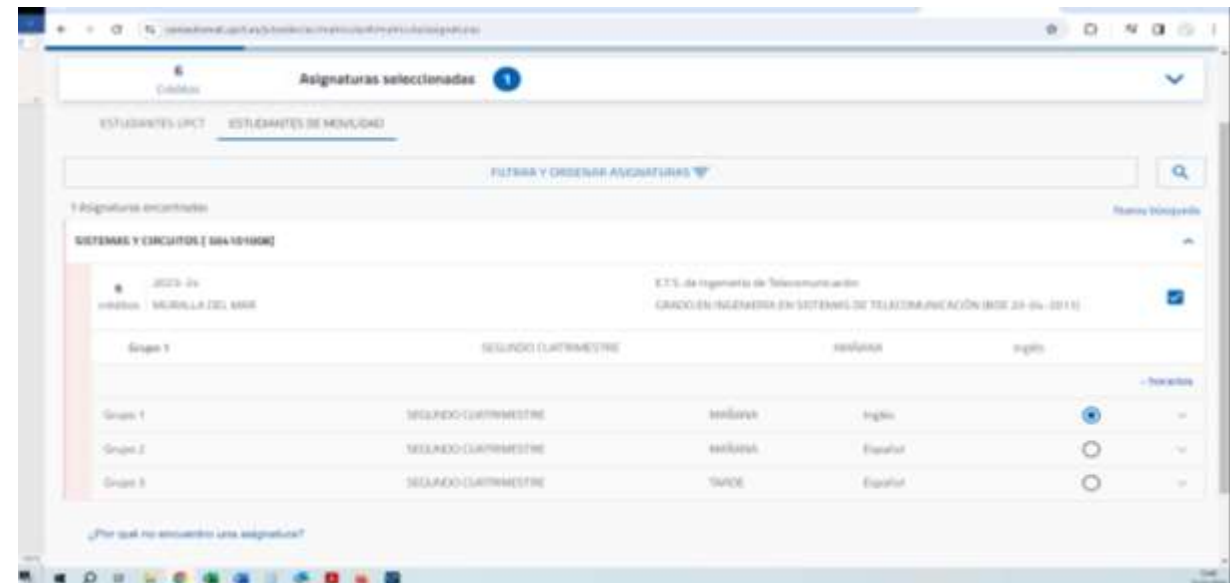
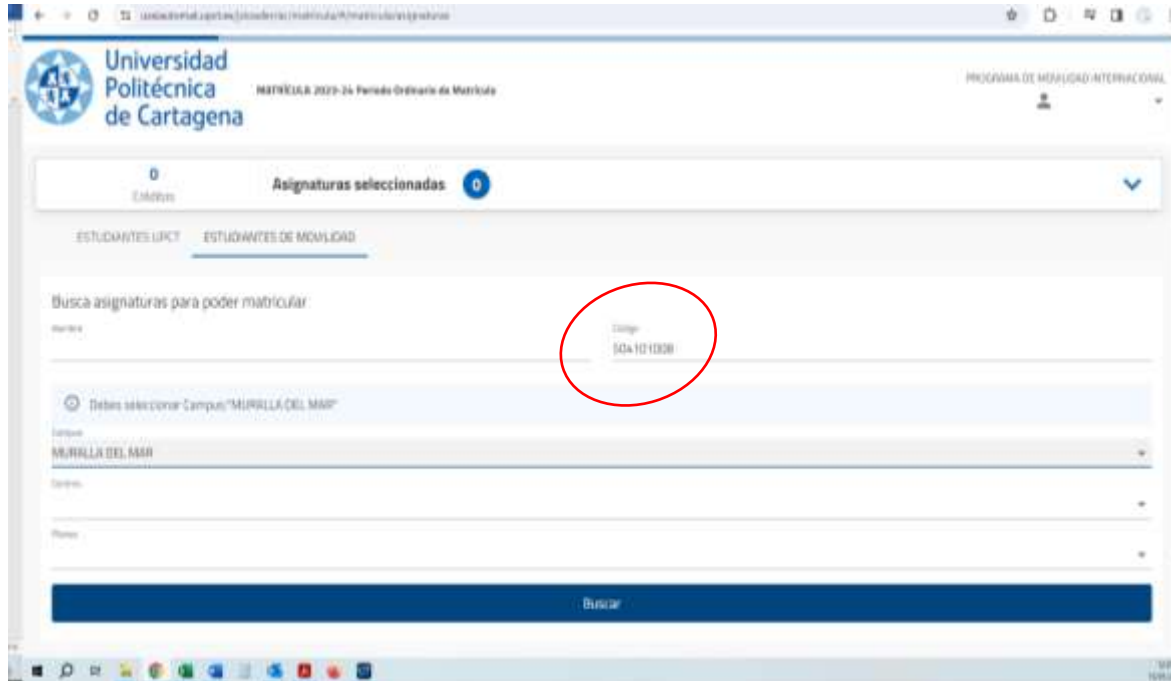
I confirm that my personal data are correct

Continue

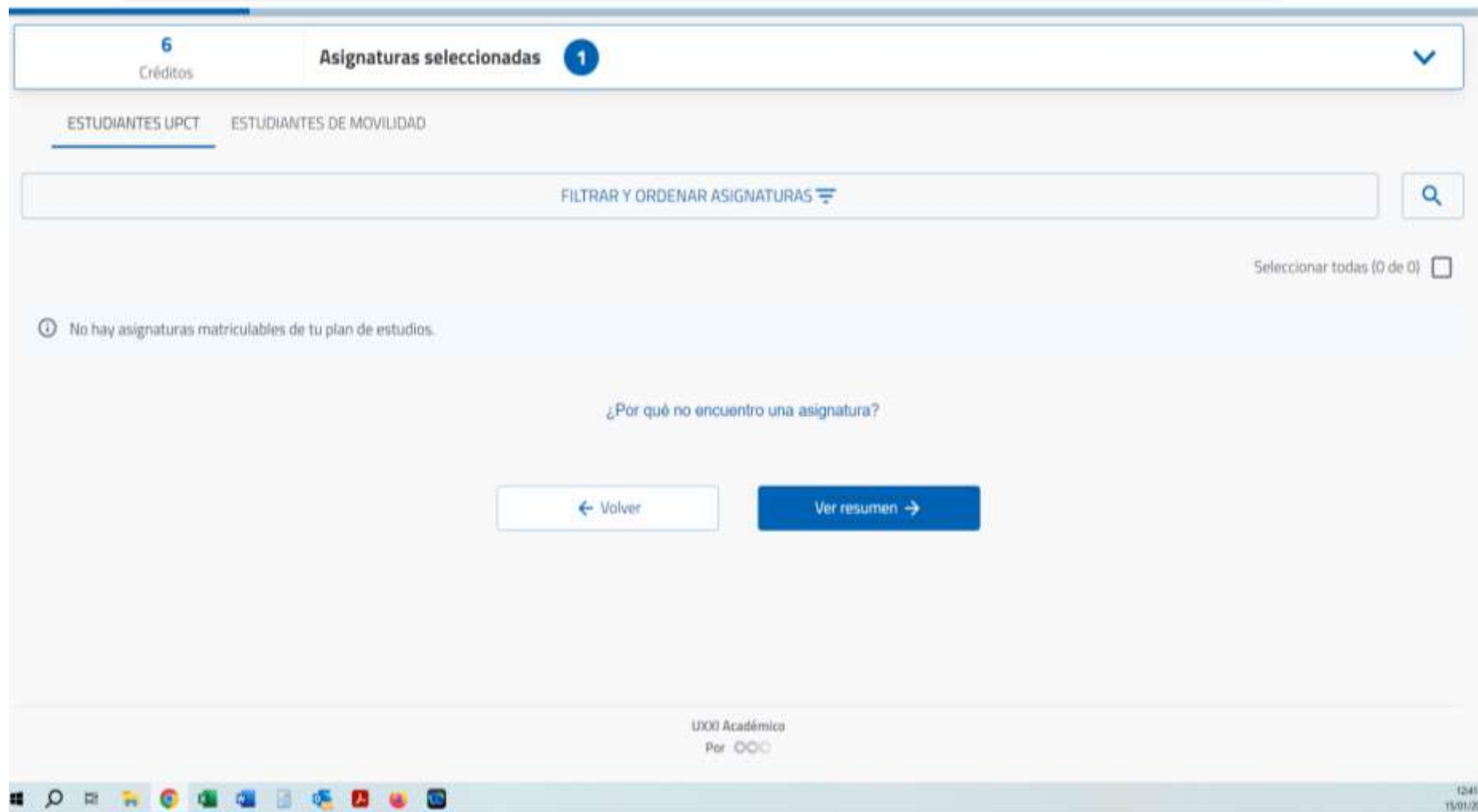
11:02 12/01/2024

4) Select “Estudiantes de movilidad”

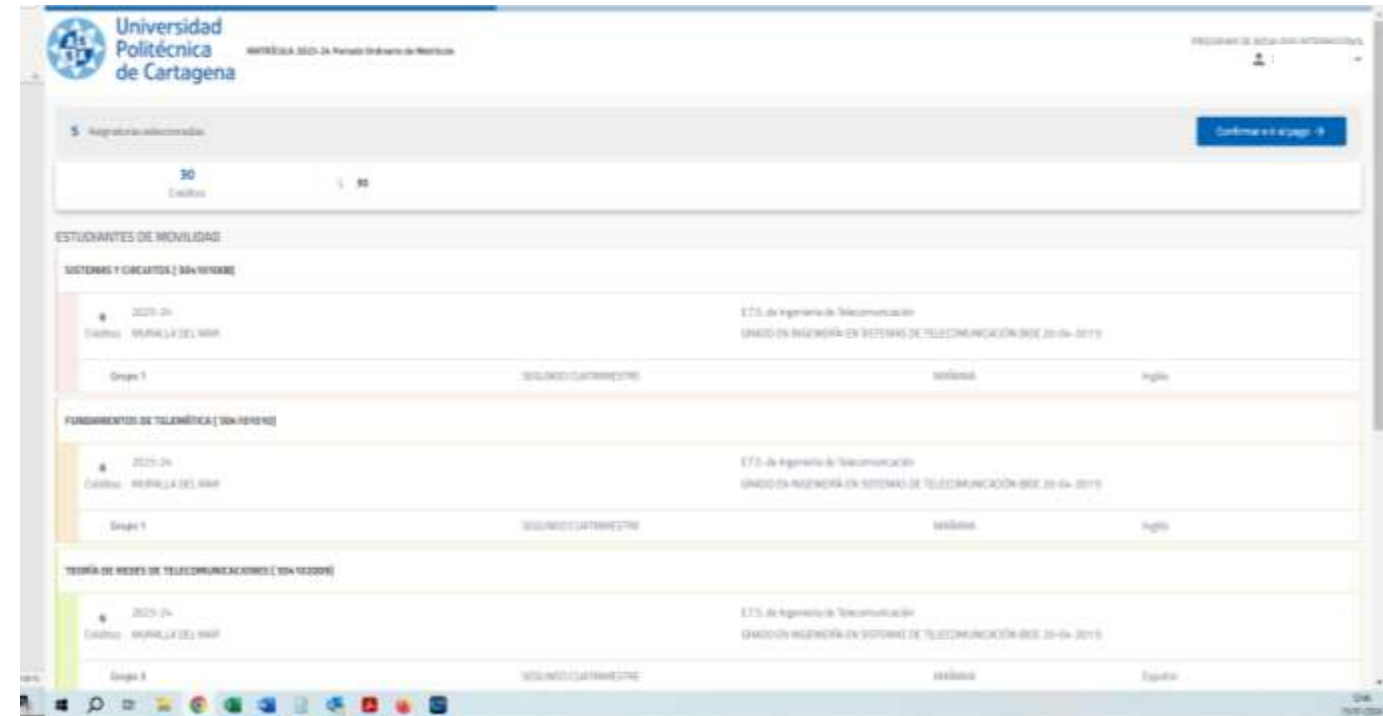
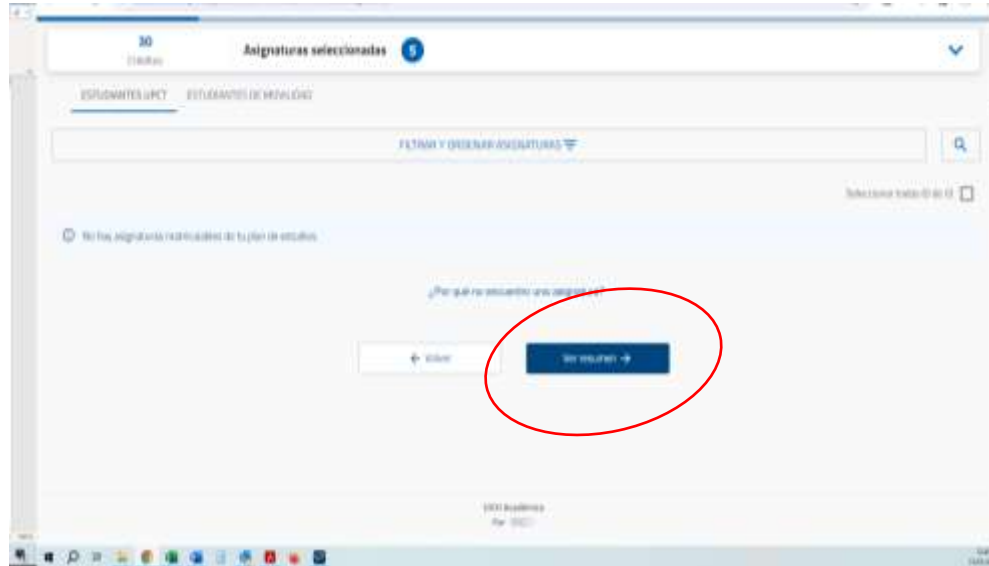
Then, search the course introducing ONLY the CODE . Also, by default, the campus to be selected has to be “Muralla del Mar” (or Campus Alfonso XIII if it does not work with Campus Muralla del Mar).



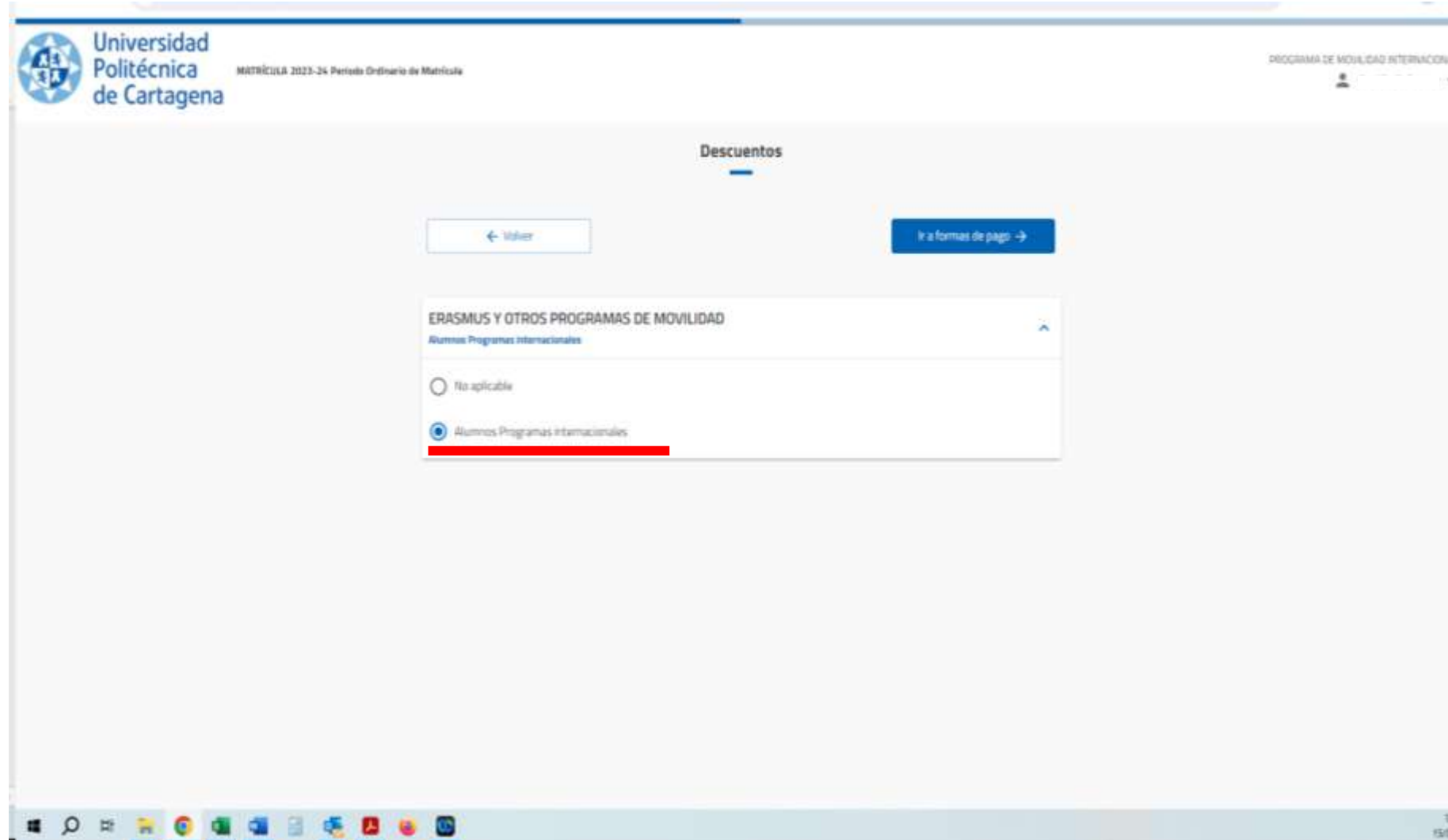
Once the course selected, you can see the total number of courses selected and the ECTS



5) Click on “Ver Resumen” to check



6) Click on “Confirmar e ir al pago”, and click on “Alumnos Programas Internacionales”



7) Plazos y formas de pago: click on “Siguiete”

The screenshot shows a web browser window with the URL `uaxiautomat.upct.es/jsloader/ac/matricula/#/matricula/plazos-formas-pago`. The page header includes the logo of the **Universidad Politécnica de Cartagena** and the text **MATRÍCULA 2023-24 Período Ordinario de Matriculación**. On the right, it says **PROGRAMA DE MOVILIDAD INTERNACIONAL**.

The main content area is titled **Plazos y formas de pago**. It displays the **Importe total de la matrícula** as **0,00 Eur.** and a **← Atrás** button on the left. A blue **Siguiente →** button is highlighted with a red circle. Below this, a question asks **¿En cuantos plazos desea pagar?** with a help icon. A button labeled **Pago único** is visible. A note states: **No es posible fraccionar el pago, la Universidad solo admite pago único.**

Another question asks **¿Con qué método de pago?** with a help icon. Under the **Plazo 1** option, the amount **0,00 Eur.** is shown, and a **Recibo Bancario** button is present.

The Windows taskbar at the bottom shows the system tray with the date **15/01/2024** and time **12:48**.

8) Click on siguiente

loader/ac/matricula/#/matricula/desgloses-economicos

← Volver

0,00 Eur.
Importe total de la matrícula

Siguiente →

Desglose de los importes de tu matrícula ?

30 Créditos en 1a Matrícula Importe unitario 16,88 Eur.	506,40 Eur.
Seguro escolar	1,12 Eur.
Apertura Expediente	27,50 Eur.
Tarjeta Identidad	7,90 Eur.
Seguro obligatorio complementario	6,13 Eur.
Importe académico	506,40 Eur.
Importe administrativo	42,65 Eur.
Importe total sin descuentos	549,05 Eur.
Alumnos Programas internacionales	-549,05 Eur.
Importe académico	0,00 Eur.
Importe administrativo	0,00 Eur.
Importe total con descuentos	0,00 Eur.

UXXI Académico
Por

10) Click on “confirmar y finalizar”

The screenshot shows the 'Validación matrícula' (Registration Confirmation) page of the University of Cartagena. The page header includes the university's logo and the text 'Universidad Politécnica de Cartagena' and 'MATRÍCULA 2023-24 Período Ordinario de Matrícula'. The main content area displays three key statistics: 5 assigned courses, 30 credits, and 0.00 EUR. Below this, a confirmation message states that the registration will be saved upon clicking the 'Confirmar y finalizar' button. This button is highlighted with a red circle. A 'Volver' (Return) link is also visible at the bottom.

Universidad Politécnica de Cartagena
MATRÍCULA 2023-24 Período Ordinario de Matrícula

Validación matrícula

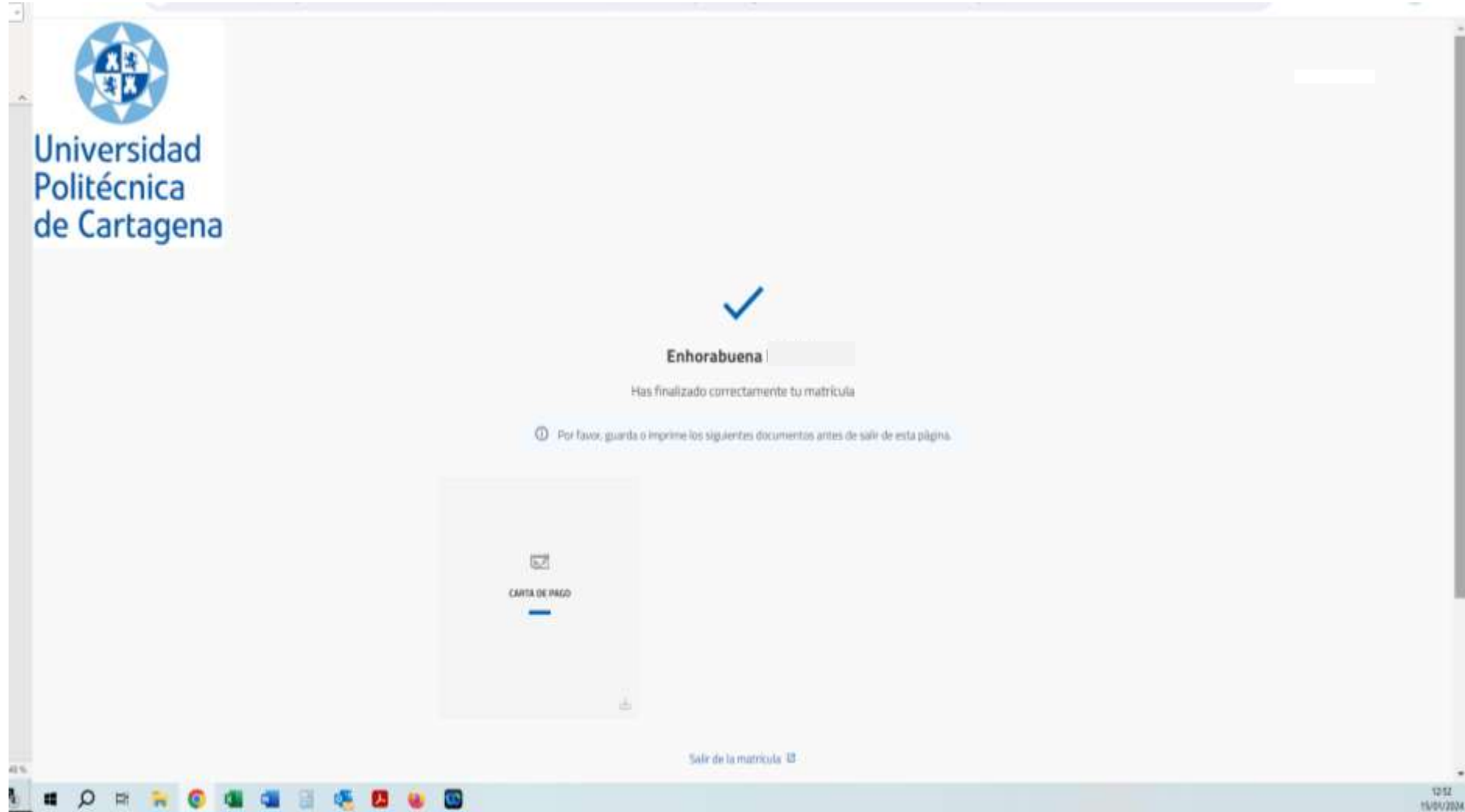
5 asignaturas matriculadas	30 créditos matriculados	0,00 Eur. importe
--------------------------------------	------------------------------------	-----------------------------

Al confirmar se grabará tu matrícula. Una vez confirmada, podrás consultar, imprimir o descargar tu impreso de matrícula.

Confirmar y finalizar

[← Volver](#)

You are properly enrolled (see below)



The screenshot shows a web browser window displaying the enrollment confirmation page for the Universidad Politécnica de Cartagena. The page features the university's logo and name in the top left corner. A large blue checkmark is centered on the page, indicating successful enrollment. Below the checkmark, the text reads "Enhorabuena!" followed by "Has finalizado correctamente tu matrícula". A warning icon and text prompt the user to save or print documents before leaving the page. A preview of a document titled "CARTA DE PAGO" is shown. At the bottom right, there is a link to "Salir de la matrícula". The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock displaying 12:52 on 15/01/2024.

Universidad Politécnica de Cartagena

✓

Enhorabuena!

Has finalizado correctamente tu matrícula


ⓘ Por favor, guarda o imprime los siguientes documentos antes de salir de esta página.

CARTA DE PAGO

Salir de la matrícula

12:52 15/01/2024

11) Download your “ Carta de pago” (Enrolment Certificate) to check the course and the groups in which you have enrolled yourself.



UNIVERSIDAD POLITÉCNICA DE CARTAGENA

Centro: E.T.S. de Ingeniería de Telecomunicación
Plan: MOV1PROGRAMA DE MOVILIDAD INTERNACIONAL
Núm. exp: 1685 **Alumno/a:** _____
Año acad: 2023-24
N.I.F.: |

<u>DATOS DE MATRÍCULA</u>										
Código	Asignatura	Plan	Cv	T	C	Gr	Créditos	D	V	Mt
504101008	SISTEMAS Y CIRCUITOS	5041	1	L	1	1	6	2Q	V	1
504101010	FUNDAMENTOS DE TELEMÁTICA	5041	1	L	1	1	6	2Q	V	1
504102009	TEORÍA DE REDES DE TELECOMUNICACIONES	5041	1	L	1	3	6	2Q	V	1
505101009	GESTIÓN DE EMPRESAS	5051	1	L	1	1	6	2Q	V	1
505103008	REDES INALÁMBRICAS	5051	1	L	1	1	6	2Q	V	1

<u>CONCEPTOS</u>			
Concepto	Cant.	Ip. unt.	Total
CRÉDITOS EN 1ª MATRÍCULA	30,00	16,88	506,40
SEGURO OBLIGATORIO COMPLEMENTARIO	1,00	6,13	6,13
TARJETA IDENTIDAD	1,00	7,90	7,90
SEGURO ESCOLAR	1,00	1,12	1,12
APERTURA EXPEDIENTE	1,00	27,50	27,50
Totales:			549,05

<u>DESCUENTOS</u>		
Código	Tipo de descuento	Descuento
70	Alumnos Programas internacionales	- 549,05

<u>PAGO</u>						
Pago	Referencia	Importe	Emisión	Vencimiento	Cobro	IBAN
1	2023345945043	0,00	15-01-24	31-12-24		

Los pagos con tarjeta on-line se realizará por la plataforma de pagos en el momento de la matrícula o a través de la aplicación Gestión de Recibos, accesible desde el Campusvirtual. Se debe realizar el pago dentro del plazo del vencimiento del recibo.
 El impago total o parcial de los precios públicos de matrícula podrá dar lugar al bloqueo del expediente o a la anulación de la matrícula.

La UPCT está legitimada para el tratamiento de los datos de carácter personal en base a lo dispuesto en el Reglamento UE 2016/679 del Parlamento Europeo y del Consejo de 27 de abril de 2016, y en la Ley Orgánica 3/ 2018 de 5 de diciembre de protección de datos personales y garantía de los derechos digitales. Puede obtener información sobre el tratamiento de sus datos y derechos en <https://nrvivacidad.unct.es/>

IMPORTANT:

The **Enrolment Certificate** is the only document at the UPCT which **demonstrates** you are enrolled in a **course** (the Learning Agreement only indicated the courses you WISH TO FOLLOW). Both your Enrolment Certificate and your LA must contain the same courses.