



UNIVERSITAT  
POLITÈCNICA  
DE VALÈNCIA

UPV



# Pre-registration guide UPV Master's Degree

**For applicants with foreign qualifications from outside the EHEA (European Higher Education Area)**

If you have never studied at UPV, the first thing you need is a PIN (password).

You can apply for it from the Alumni Service website, in the section [Official Master's Degrees > Services > Pre-registration and access > PIN request \(password\) e PIN \(clave\)](#).

[PIN and identifier request \(upv.es\)](#)

Home UPV :: Student Services

**Pre-registration and Access**

[Official Master's Programmes](#) :: [Services](#) :: [Pre-registration and Access](#) ...

- > [University master's degree PLACES AVAILABLE academic year 2024/2025 \(Spanish\)](#) 175Kb
- > [LINK to PRE-ENROLMENT for master's degree courses](#)
- HELP MANUALS for pre-enrolment**
  - > [Para solicitantes que aportan ESTUDIOS de acceso UPV](#) 1,1Mb
  - > [Para solicitantes que aportan ESTUDIOS de acceso ESPAÑOLES O EXTRANJEROS del EEES \(Espacio Europeo de Educación Superior\)](#) 1,4Mb
  - > [For applicants providing FOREIGN ACCESS STUDIES OUTSIDE the EHEA \(European Higher Education Area\) \(Spanish\)](#) 1,5Mb
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- FASES y PLAZOS preinscripción y admisión**
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- > [Instrucciones para el CÁLCULO DE LA EQUIVALENCIA DE LA NOTA MEDIA de titulaciones obtenidas en el extranjero](#)

INTERESTING LINKS for pre-registration

- > [LINK to PRE-ENROLMENT for master's degree courses](#)
- > **[PIN REQUEST \(password\)](#)**
- > [ENLACE a los RESULTADOS de la preinscripción \(mediante IDENTIFICADOR\)](#)

Fill in the form with your personal data.

It is mandatory to fill in the underlined fields with an asterisk at the end.

Check that the **e-mail address** is correct, as this is where you will receive your **PIN** (password).

When you have finished filling in your details, click on the **OK** button.

## Password and Identifier Request

### Personal Data Input

You must fill in the following form to receive an identifier and a password which once received will allow you to access the Pre-enrolment application form.

(\*) Mandatory fields

Type of Document\*

Document num.\*

Letter (DNI, ID card)

Name\*

Surname\*

Second Surname (Mandatory for spanish)

Gender\*

### Birth details

Date (DD/MM/YYYY)\*

Native Land\*

Province (Only spanish)

Town\*

Nationality\*

### Contact data

e-mail\*

Mobile

Phone number

### Address

Country

Province (Only Spain)\*

Town\*

Postcode (Mandatory for Spain)

Type of Address\*

Name\*

Number\*

Stairs

Floor/Door\*

Letter

### Information before the Request

You must say, when you have an identifier, which will be your access study to deal the master (this does not mean in any case that already you have fulfilled the inscription request to any study). Later you will receive an e-mail with your identifier and you will be able to access again to the application, to do the inscription request to the wished study.

Access study\*

⚠ The personal data gathered in the pre-enrolment process will be processed by the Polytechnical University of Valencia with the purpose of Teaching and Study organization, as well as for the exercise of the other own functions of the Public Service from a Higher Education, ruled by Universities Organic Law and University Statutes.

Pursuant to the provisions of Organic law 3/2018, of 5 December, on personal data protection and guarantee of digital rights, the rights of access, rectification, deletion, portability, limitation or opposition may be exercised before the Data Protection Delegate of the Universitat Politècnica de València, Secretary General's Office, Universitat Politècnica de València, Camí de Vera, s/n, 46022 València. In the event of a complaint, the competent authority is the Spanish Data Protection Agency.



If you have filled in your details correctly, **you will receive a confirmation message.**

**You will receive an email at the indicated email address with a temporary link (URL) that you will have to click on to verify your details within the next 15 minutes.** The system will automatically create a **user (ID) and PIN (access data)** that will be communicated via a new email.

**The verification URL expires after 15 minutes,** so you will have to fill in the form again to receive a new link with another 15 minutes of expiry.

The **processing** of your **PIN** (password) request **is not immediate.** PIN allocation is only guaranteed until 14h (Spanish time) on the last day of pre-enrolment applications.

If you do not receive it, please contact the Student Services - Master's Unit using the [poli\[Consulta\]](#) service.

Inicio UPV :: Preinscripción

### Solicitud clave e identificador

En breve recibirá en su dirección de correo externo un email para obtener sus datos de identificación para poder solicitar la Preinscripción. En caso de no recibirlo, póngase en contacto con el Servicio de Alumnado - Unidad de Máster/Doctorado

Unidad de Máster: (+34) 963879401 o a través de PoliConsulta

Universidad Politècnica de Valencia  
Servicio de Alumnado - Unidad de Máster/Doctorado  
Camino de Vera s/n  
46022 - VALENCIA

Aceptar

Estimada Estudiante,

Le informamos que su solicitud de alta de datos personales en la Universitat Politècnica de València ha sido tramitada.


ID: ██████████  
PIN: ██████████

Atentamente,  
Servicio de Alumnado  
Universitat Politècnica de València

Once you have your PIN, you can access the pre-enrolment application from the Student Services website, in the section [Official Master's Degrees > Services > Pre-registration and access > LINK to PRE-REGISTRATION for Master's degree courses.](#)

## Pre-registration and Access

[:: Official Master's Programmes](#) :: [Services](#) :: [Pre-registration and Access](#) ..

> [University master's degree PLACES AVAILABLE academic year \(Spanish\)](#)  175Kb

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### HELP MANUALS for pre\_enrolment

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> [Webinar: sesión informativa sobre Másteres Universitarios de la UPV.](#)

### FASES y PLAZOS preinscripción y admisión

> [Fase 0](#)

> [Fase 1](#)

> [Fase 2](#)

> [Fase 3](#)

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### INTERESTING LINKS for pre-registration

> [LINK to PRE-ENROLMENT for master's degree courses](#)

> [PIN REQUEST \(password\)](#)

> [ENLACE a los RESULTADOS de la preinscripción \(mediante IDENTIFICADOR\)](#)

## Pre-enrolment Request

### Instructions

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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

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[Pre-enrolment request](#)

### UPV staff

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[Pre-enrolment request](#)

### Students from other universities

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[Request password and identifier](#)

[Pre-enrolment request \(I already have password and identifier\)](#)

Then click on **“Pre-enrolment request (I already have password and identifier)”** in the section **“Students from other universities”**

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

Estimada [redacted],  
Le informamos que su solicitud de alta de datos personales en la Universitat Politècnica de València ha sido tramitada.  
ID: [redacted]  
PIN: [redacted]  
Atentamente,  
Servicio de Alumnado  
Universitat Politècnica de València

## 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





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

Once you have logged in, you must accept the **responsible declaration notice** in order to continue (by clicking on the **Accept** button)

Home UPV :: Pre-enrolment


### 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

Home UPV :: Pre-enrolment

### Pre-enrolment

Help ?

**poli [Consulta]** GREGAL  
Here you have access to the poli[Consulta] service to ask us your questions.

#### 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

#### External mail for notifications

e-mail \*

#### 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

### Pre-enrolment

Help ?

poli [Consulta]

GREGAL

#### NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees:

Year

Degree

Priority order

Specialty Preference

If you are not a resident in Spain and you need to arrange your visa, you can request to receive acceptance notice (if appropriate) at the Spanish diplomatic representation in your country, for your ease.

I would like a copy of the decision to be sent to a diplomatic office:

No

Diplomatic office's e-mail:

Repeat diplomatic office's e-mail:

Confirm request

NOTE: 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).

#### RECEIPTS

Analysis of academic equivalence of not officially approved foreign studies with the studies required for access to Masters

Receipts

#### REQUESTS DONE

##### Master requests year 2024/2025

Order	Degree	Pre-enrolment phase	Request state	Claim/ Appeal	Certificates	Pref.
1	Master's Degree in Cultural Management	Advanced Pre-enrolment Phase	Results not published yet		Request Certific.	⬆ ⬇ ⬇ ⬆
2	Master's Degree in Cooperation to the Development Specialty Preference: GESTION DE PROYECTOS Y PROCESOS DE DESARROLLO	Advanced Pre-enrolment Phase	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

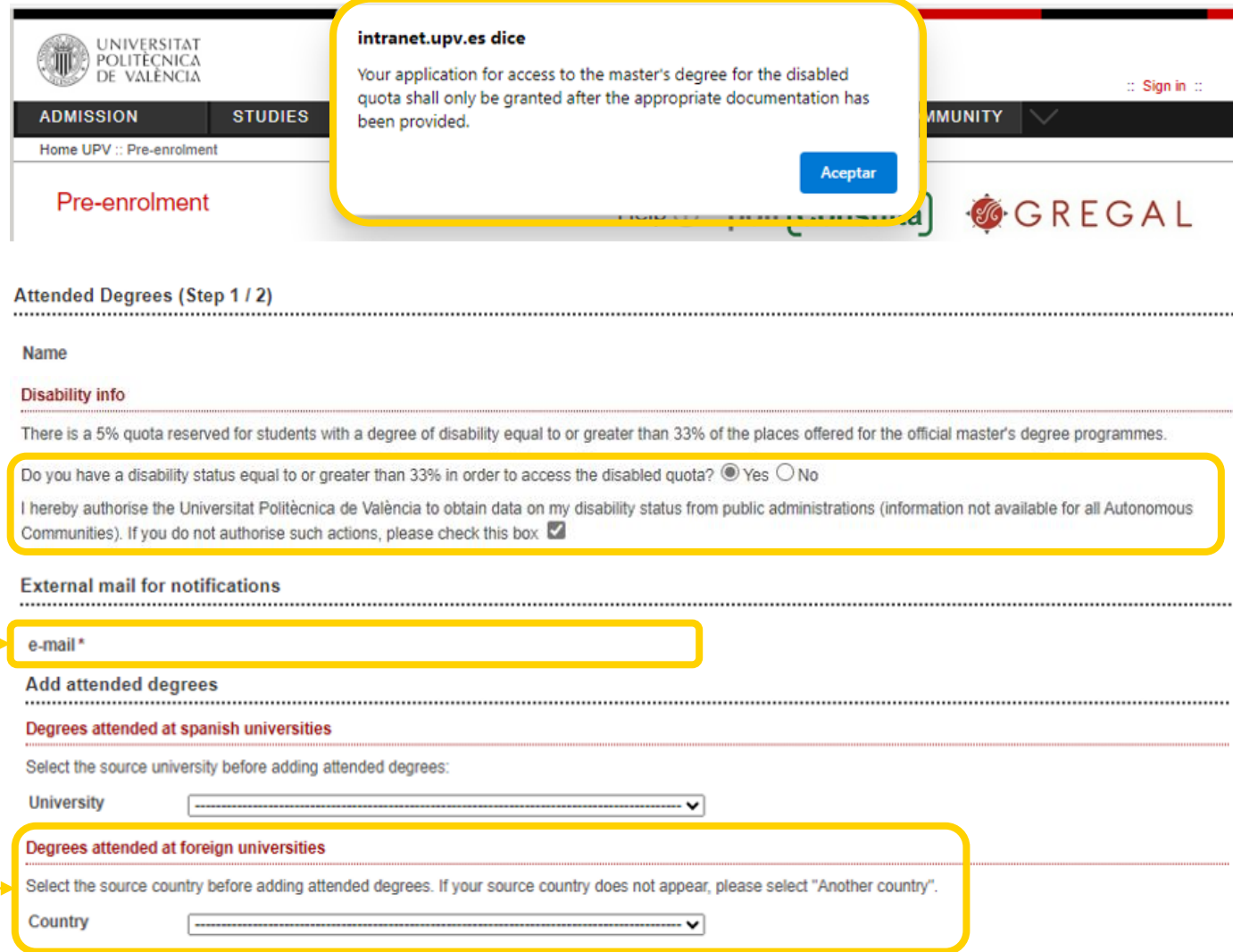
<<<< Return to Step 1 Exit

## 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.**

**Check that your email address is correct.** Through it you will receive the information related to your pre-registration.

Select **the country of the foreign university** where you have completed your access studies



The screenshot shows the 'Pre-enrolment' page on the UPV intranet. A yellow callout box at the top right contains the text: '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.' Below this, the page is divided into sections: 'Attended Degrees (Step 1 / 2)', 'Disability info', 'External mail for notifications', 'Add attended degrees', and 'Degrees attended at foreign universities'. The 'Disability info' section includes a question about disability status and a checkbox for authorizing data collection. The 'External mail for notifications' section has an 'e-mail\*' field. The 'Add attended degrees' section has a dropdown for 'University'. The 'Degrees attended at foreign universities' section has a dropdown for 'Country'. Yellow callout boxes highlight the 'Disability info' section, the 'e-mail\*' field, and the 'Degrees attended at foreign universities' section.

**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.

**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

**External mail for notifications**

**e-mail\***

**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

**NOTICE:** If your access studies are not recognised as a Spanish degree, you must pay a fee of **155,22€** for the **verification of the educational equivalence of the studies provided** with those required for access to the master's degree. If you do not pay the fee, you will not be able to **complete your pre-registration application**.

Fill in the fields about the studies you provide. Remember that fields marked with an asterisk are mandatory.

**University:** indicate the university where you have studied.

**Studies completed.** The access studies provided **must be completed**.

**Studies grade:** This grade must be **in base 10**. For this purpose, a **declaration of equivalence of average marks of university studies carried out in foreign centres is required** (Ministry responsible for Universities). Instructions for calculating the equivalence of the average mark of qualifications obtained abroad. Those who do not provide this document will be assigned an average mark of 5.

**Degree credits:** indicates the number of credits of the studies provided.

## Attended degrees

**VALENCIAN GOVERNMENT FEE FOR EQUIVALENT STUDIES:** If the degree for access provided has been issued in an educational system outside the European Higher Education Area (EHEA) and has not been validated to a Spanish degree, this pre-enrolment entails the analysis of the equivalence of the studies provided with those studies required to access the master's degree.

This analysis involves the electronic payment of a € 155,22 euro fee through the electronic pre-registration form, by means of a POS terminal or by means of a receipt. This fee must be paid before the end of the pre-registration period. Otherwise, the application shall be cancelled. Therefore, payment is essential to complete the pre-registration process, and the applicant shall not be admitted to any master's degree until payment has been carried out.

In addition to paying the fee, in order to carry out the equivalence study it is necessary to attach a copy of the official degree provided for access to master studies and a certificate issued by the university of origin or competent institution specifying that the degree provided allows you in the country of origin to pursue postgraduate studies required in the Documentation section of pre-registration. If both documents are not provided within the deadline, it will be understood that you have withdrawn your application.

The fee is generated once only for all pre-registration requests made. In this way, if the students were to pre-register in master's degree studies in another academic year, providing at least the same foreign access studies a previous degree, there would be no need to pay the fee again.

In the event that an applicant has paid the equivalence rate of foreign degrees in another university, such student shall be exempt from paying the same as long as he requests the exemption by means of a request addressed to the Vice-Rector of Students and presented in the UPV's General Register (preferably). Proof of payment of the aforementioned rate and a positive resolution of equivalence with indication of the degree provided must be attached.

In order to prove that the overseas studies provided have been approved by the Spanish Ministry of Education, a copy of the accreditation of the overseas degree issued by the Ministry responsible for education. If such accreditation is not provided, it shall be understood that the degree is not validated for the purpose of the payment of the aforementioned fee.

### General info

If your university does not appear, please select "Another foreign university" and indicate in Observations the following information:

- University name (original name without translating it)
- City
- Country

#### (\*) Mandatory fields

If studies having taken place outside the European Higher Education Area are submitted, they must be completed studies.

University*	<input type="text"/>
Attended degrees*	<input type="text"/>
Degree date	(DD/MM/YYYY) <input type="text"/> <input type="text"/>
Average mark*	<input type="text"/> Mark must be 10-base ( between 0 and 10). Only up to 2 decimal numbers.
Passed Credits*	<input type="text"/>
Education Level	<input type="text" value="Other studies"/>
Observations	<input type="text"/>

While remaining open registration period , if there is any change in his studies contributed data , you can access this form to make any necessary changes.

If your studies have been accredited by the Spanish Ministry of Universities, you must prove it by attaching the accreditation document from the Ministry.

Remember that the process of homologation of a degree is different from the process of legalisation of a degree.

[Here is an explanation of the differences](#)

When you have filled in all the fields correctly, click on **Accept**

#### Research Work Info

(\*) Name of Doctorate programme or Official Master

(\*) Doctorate department  (Only Doctorate)

(\*) Research work

(\*) Research Work credits

(\*) Research Work Director

(\*) Info to be filled in if the studies you are entering belong to a Doctorate or an Official Master and if you have done a research work.

#### Official Approval Info

Official approval is a procedure by which the Ministry of Education of Spain equates a degree to the corresponding qualifications Spanish, for the purposes of professional performance in Spain. This process can only take place at the Ministry of Education of Spain.

By indicating that you have the official approval of the degree you must prove it attaching the resolution of official approval by the Ministry of Education of Spain. In case of not attaching it, you may be excluded from the enrolment process.

Have these degrees been officially approved and are equivalent to an spanish degree?

Yes  No

Education level

Ministry degrees

Official approval

(DD/MM/YYYY)

(\*) If the applicant submits copies of the original documentation, he/she will get a conditional acceptance until the original documents are produced for cross-checking and authentication in your center during the month of September, or in case of enrolling in the extraordinary period, in the month following the formalization of the same.

OK

Cancel

(\*) Remember that you must have finished the attended degrees in order to enrol postgraduate degrees.



**Reminder:** If your access studies are not homologated, you must pay a fee for the verification of the educational equivalence of the studies provided with those required for access to the master's degree. If you do not pay the fee, you cannot complete your pre-registration application. In addition to paying the fee, to carry out the equivalence study, it is necessary to attach a copy of the official degree that is provided for access to master's studies and a certificate issued by the university of origin or competent body specifying that the qualification provided entitles you in the country of origin to take the postgraduate studies required in the "Documentation" section of the pre-enrolment form.

It is not possible to gain access to a **qualifying Master's degree** by providing a foreign access qualification unless the competent Spanish Ministry approves it.

After accepting the reminder, you can check that the previously entered studies have been added.

You can then add more studies (following the steps described above), edit the included studies or delete them.

When you have filled in all the studies correctly, you can continue to "Step 2" of your pre-enrolment process.

### intranet.upv.es dice

REMEMBER: submitting not officially approved studies entail payment of a fee for carrying out the analysis of academic equivalence with the required studies to attend Master / Doctorate. Do you want to continue?

Aceptar

Cancelar

## Pre-enrolment

Help ? poli [Consulta] 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

#### External mail for notifications

e-mail \*

#### 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	Australia
University	The University Of Adelaide
Studies	Law

Edit Delete studies

Go to Step 2 >>>>

## 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.

When you have filled in all the fields, click on "**Confirm Application**".

Pre-enrolment Help ? poli [Consulta] 

NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees:  ?

Degree:  ?

Priority order:  ?

Speciality Preference:  Choose ?

If you are not a resident in Spain and you need to arrange your visa, you can request to receive acceptance notice (if appropriate) at the Spanish diplomatic representation in your country, for your ease.

I would like a copy of the decision to be sent to a diplomatic office:  No ?

Diplomatic office's e-mail:

Repeat diplomatic office's e-mail:

● NOTE: 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)

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

**intranet.upv.es dice**

It has been created a receipt for payment of the fee for the analysis of the academic equivalence of your not officially approved studies.  
There's a section called 'Receipts' in Step 2 of this Pre-enrolment where you can manage the receipt in order to proceed to pay it.

Aceptar

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**.

Access the receipt for the payment of the fee for the **equivalence** of non-approved foreign studies.

## Pre-enrolment

### NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees:

Degree

Priority order

Specialty Preference

If you are not a resident in Spain and you need to arrange your visa, you can request to receive acceptance notice (if appropriate) at the Spanish diplomatic representation in your country, for your ease.

I would like a copy of the decision to be sent to a diplomatic office:

Diplomatic office's e-mail:

Repeat diplomatic office's e-mail:

- Ⓢ **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)

### RECEIPTS

Analysis of academic equivalence of not officially approved foreign studies with the studies required for access to Masters

### REQUESTS DONE

Master requests year 2024/2025

Order	Degree	Pre-enrolment phase	Request state	Claim/ Appeal	Certificates	Pref. <small>[?]</small>
1	Master's Degree in Cultural Management	Advanced Pre-enrolment Phase	Results not published yet		<a href="#">Request Certific.</a>	<input type="button" value="⬇"/> <input type="button" value="⬆"/>
2	Master's Degree in Cooperation to the Development Specialty Preference: GESTIÓN DE PROYECTOS Y PROCESOS DE DESARROLLO	Advanced Pre-enrolment Phase	Results not published yet		<a href="#">Request Certific.</a>	<input type="button" value="⬆"/> <input type="button" value="⬇"/>

### 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.

You can pay electronically and, if you live in Spain, you can also print out a receipt to pay at any CaixaBank branch.

**You will only be able to make the payment within the deadlines established according to the phase of the master's degree.**

**Step 0:** You will have 21 days to pay this fee. After 15 days you will receive a reminder email if you have not paid the equivalence study fee indicating that it is pending payment and, if after 21 days from the application you have not made the payment, the status of your phase 0 applications will change to cancelled.

**Step 1, 2, 3:** You will only be able to pay the fee while the pre-registration period is open. Remember that if you do not make the payment and provide the required documentation for the verification of the educational level, your application or applications for pre-registration of Steps 1, 2 and 3 **will be cancelled** and will not be assessed.

## Pre-enrolment

### Receipts

You must pay the fee for the analysis of academic equivalence of your access studies. The amount is 155,22 Euros. To do this, proceed as follows, depending on your place of residence:

1st FOREIGN RESIDENTS must pay electronically.

2nd RESIDENTS IN SPAIN, can choose one of these two modalities:

- Option 1: Print the receipt and make your deposit at any branch office of CaixaBank.
- Option 2: Pay electronically.

Receipt no.	
Amount	155,22 euros
State	Pending

[Print receipt](#) [Pay](#)

[Go back](#)

- YOU CAN ONLY PERFORM THE PAYMENT OF THE RECEIPTS WHILE THE PRE-ENROLMENT PERIOD FOR THE DEGREE YOU PRE-ENROL IS OPEN. Otherwise, your requests will be void.
- A student may not be admitted to any Masters study as long as any receipt does not appear as paid.

NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees:  ?

Degree:

Priority order:  ?

Speciality Preference:   ?

If you are not a resident in Spain and you need to arrange your visa, you can request to receive acceptance notice (if appropriate) at the Spanish diplomatic representation in your country, for your ease.

I would like a copy of the decision to be sent to a diplomatic office:  ?

Diplomatic office's e-mail:

Repeat diplomatic office's e-mail:

- Ⓢ NOTE: 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)

RECEIPTS

Analysis of academic equivalence of not officially approved foreign studies with the studies required for access to Masters

REQUESTS DONE

Master requests year 2024/2025

Order	Degree	Pre-enrolment phase	Request state	Claim/ Appeal	Certificates	Pref. ?
1	Master's Degree in Cultural Management	Advanced Pre-enrolment Phase	Results not published yet		<a href="#">Request Certific.</a>	<input type="button" value="↑"/> <input type="button" value="↓"/>
2	Master's Degree in Cooperation to the Development Speciality Preference: GESTION DE PROYECTOS Y PROCESOS DE DESARROLLO	Advanced Pre-enrolment Phase	Results not published yet		<a href="#">Request Certific.</a>	<input type="button" value="↑"/> <input type="button" value="↓"/>

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.

This section lists **all the master's degree courses you have pre-enrolled**. You can change the **order of preference** (while the application period is still open). You can also print your **pre-enrolment application receipts**.

**Remember** 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.

Please attach all required **documentation (preferably in PDF format)**.

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](http://www.upv.es/titulaciones/MUCD/menu_1014183c.html))
- > Specific Documentation Master's Degree in Cultural Management: Spanish language certification (<http://www.upv.es/titulaciones/MUCG/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

Upload Document

Add new specific document: Certificado universidad origen acceso estudios posgrado

### 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)

Upload Document

Once you have chosen your master's degrees, you can change your order of preference here.

Please note that some master's degrees have different pre-enrolment periods (the lists are published shortly before the opening of the corresponding period).

[List of Master's degrees in Phase 0](#)

[List of Master's degrees in Phase 1](#)

[List of Master's degrees in Phase 2](#)

[List of Master's degrees in Phase 3](#)

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

#### REQUESTS DONE

Master requests year 2024/2025

Order	Degree	Pre-enrolment phase	Request state	Claim/ Appeal	Certificates	Pref. ?
1	Master's Degree in Cultural Management	Advanced Pre-enrolment Phase	Results not published yet		<a href="#">Request Certific.</a>	⬆️ ⬇️ ⬆️ ⬇️
2	Master's Degree in Cooperation to the Development Speciality Preference: GESTIÓN DE PROYECTOS Y PROCESOS DE DESARROLLO	Advanced Pre-enrolment Phase	Results not published yet		<a href="#">Request Certific.</a>	⬆️ ⬇️ ⬆️ ⬇️

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[Documents](#)

[<<<< Return to Step 1](#) [Exit](#)





After pre-registration, you can download your **application form receipt**.

Please, note that **you will only be able to make the payment within the deadlines established according to the phase** of the master's degree.

**Step 0:** You will have 21 days to pay this fee. After 15 days you will receive a reminder email if you have not paid the equivalence study fee indicating that it is pending payment and, if **after 21 days from the application you have not made the payment**, the status of your phase 0 applications will change to **cancelled**.

**Steps 1, 2, 3:** You will only be able to pay the fee **while the pre-registration period is open**. Remember that if **you do not make the payment**, your pre-registration application(s) for steps 1, 2 and 3 will be **cancelled** and will not be considered.

**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 [redacted] has requested the acceptance to attend Master's Degree in [redacted] at the Universitat Politècnica de València during the academic year [redacted].

#### Applicant details

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

#### Academic degrees provided by the applicant

[redacted]

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>

Polif[consulta]: <http://www.upv.es/policonsulta/i/SA>

**WARNING:** The payment of the fee for the study of verification of equivalence of foreign degrees outside the European Higher Education Area with Spanish official degrees is essential to complete the pre-registration process. Otherwise, the pre-registration application shall be cancelled.

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

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).

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

### NEW APPLICATION (Step 2 / 2)

Year when you wish to attend the degrees:  ⓘ

Degree:

Priority order:  ⓘ

Specialty Preference:   ⓘ

If you are not a resident in Spain and you need to arrange your visa, you can request to receive acceptance notice (if appropriate) at the Spanish diplomatic representation in your country, for your ease.

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### REQUESTS DONE

Master requests year 2024/2025

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2	Master's Degree in Cooperation to the Development Specialty Preference: GESTION DE PROYECTOS Y PROCESOS DE DESARROLLO	Advanced Pre-enrolment Phase	Results not published yet		<a href="#">Request Certific.</a>	<input type="button" value="⊕"/> <input type="button" value="⊖"/>

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UNIVERSITAT  
POLITÈCNICA  
DE VALÈNCIA

[www.upv.es](http://www.upv.es)