

On-line Registration: A step by step Guide

- ① Link for the School of Mathematics: XXII Escuela de Matemáticas “Luis Santaló”.
Linear and non-linear analysis in Banach spaces

https://www.uimp.es/agenda-link.html?id_actividad=65EK&anyaca=2023-24

- ② To access to the Virtual Secretariat, click on: “Solicitud On line”



- ③ Click on: Enter online registration



A screenshot of the UIMP Portal de Servicios login page. The header includes the UIMP logo and the text "Portal de Servicios". Below the header, there are language selection flags for the UK and Spain. The main heading is "Access to UIMP Services Portal". The instructions state: "If you are already a registered user, enter username and password and click on Connect. If you are not, enter online registration >". The "enter online registration >" link is highlighted in red and has an arrow pointing to it from the right. Below the instructions, there is a link for "Did you forget your password? Click here". The login form consists of two input fields: "User (e-mail)" and "Password". At the bottom of the form are "OK" and "Cancel" buttons. The footer of the page reads "Universidad Internacional Menéndez Pelayo".

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Complete the data required following the indications, and click on “Create Account”

UIMP [UXXI APPLICATION]
Universidad Internacional
Mendoza - Patagonia

Users Creation

Enter your personal data

* Document Type * Document Number

* Name

* First surname

Second surname

* Email

* Repeat email

* Date of Birth

Sex

Enter your password

Your username will be generated automatically.

The password must contain at least two uppercase letters, one special character (!@#\$%&*), two digits, three lowercase letters and a minimum of eight characters in length.

* Password * Repeat password

Enter your password

Your username will be generated automatically.

The password must contain at least two uppercase letters, one special character (!@#\$%&*), two digits, three lowercase letters and a minimum of eight characters in length.

* Password * Repeat password

Confirm you are human

Enter the characters shown in the image.



reload image

* Enter captcha

Create Account

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Once you have registered, you will receive an automatic message with the “User name” and “password” to access the Virtual Secretary.

The screenshot shows the 'Portal de Servicios' for Universidad Internacional Menéndez Pelayo. At the top left is the UIMP logo and name. Below it are flags for the UK and Spain. The main heading is 'Access to UIMP Services Portal'. A text block instructs users to log in with their username and password or to register. A link for 'Did you forget your password?' is provided. Below this are input fields for 'User (e-mail)' and 'Password', followed by 'OK' and 'Cancel' buttons. The footer contains the university's name.

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To start the pre-registration, please click on “Application for pre-registration”

This screenshot shows a navigation menu on the left with options like 'My personal information', 'Registration', and 'Servicio Mi Cita Previa'. An arrow points to 'Application for pre-registration'. The main content area features a banner with the text 'Welcome to the campus online' and 'Access to UIMP's online services'. On the right, there is a search bar and a 'Web UIMP' button.

And then, click on “Access self-registration”

The screenshot displays the 'Course pre-enrolment application' form. It includes a sidebar with 'My personal information' and 'Registration'. The main form has a title 'Course pre-enrolment application' and a question 'What do want to study?'. Below this, there are dropdown menus for 'Course' (XXII Escuela de Matemáticas «Luis Santaló». Linear and non-linear analysis in Banach spaces) and '* Campus' (Santader - Península de La Magdalena 2023-24). A note states: 'When applying for pre-enrolment, you accept the legal terms and conditions'. At the bottom are 'Cancel' and 'Access self-registration' buttons, with an arrow pointing to the latter.

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Then, you will receive an e-mail confirming the pre-registration:

"WELCOME TO Universidad Internacional Menéndez Pelayo.

Dear PRUEBA SECRETARIA

We are pleased to confirm that we have correctly received your pre-enrolment application for the XXII Escuela de Matemáticas «Lluis Santaló». Linear and non-linear analysis in Banach spaces programme.

We would like to thank you for the trust you have placed in our institution and welcome you to Universidad Internacional Menéndez Pelayo.

Our main priority is for our lecturers and administrative staff to be as available as possible to you. We are therefore at your disposal for any query or information you may require regarding the requested programme.

Course programme: XXII Escuela de Matemáticas «Lluis Santaló». Linear and non-linear analysis in Banach spaces

Academic Year: 2023-24

Campus: Santander - Península de La Magdalena Your pre-enrolment application has been accepted and you may continue with the registration process at the following link: <https://academico.uimp.es/automatricula/validaEntradaSSO.do?planExterno=65EK>

Yours sincerely,"

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SELF-REGISTRATION

8.1 Click on “Comenzar” to start the registration

Idioma: Inglés

Hola Prueba Secretaria Alumnos

Vas a comenzar el proceso de matrícula en la Universidad Internacional Menéndez Pelayo

Completando unos sencillos pasos podrá llevar a cabo todo el proceso de matriculación

COMENZAR

8.2 Automatrícula. Complete the information of each section:

✓ Selection of course

→ You will see the course you have been pre-registered, please click on “Continuar”

Selection of study program

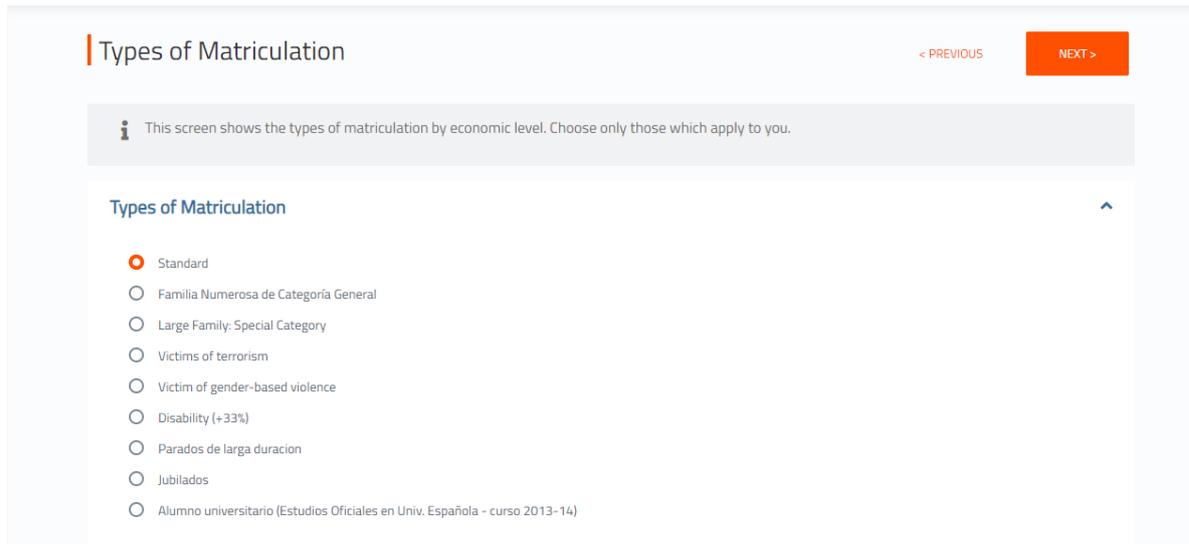
i On this screen you may select the study program available for student matriculation. In the event that there is any conflict with University regulations, the study program will not be available for matriculation, and the student will be informed regarding the reason for this.

XXII Escuela de Matemáticas "Lluis Santaló" | Santander

CONTINUAR

✓ Types of Matriculation

→ Please choose the option “Standard”



Types of Matriculation

This screen shows the types of matriculation by economic level. Choose only those which apply to you.

Types of Matriculation

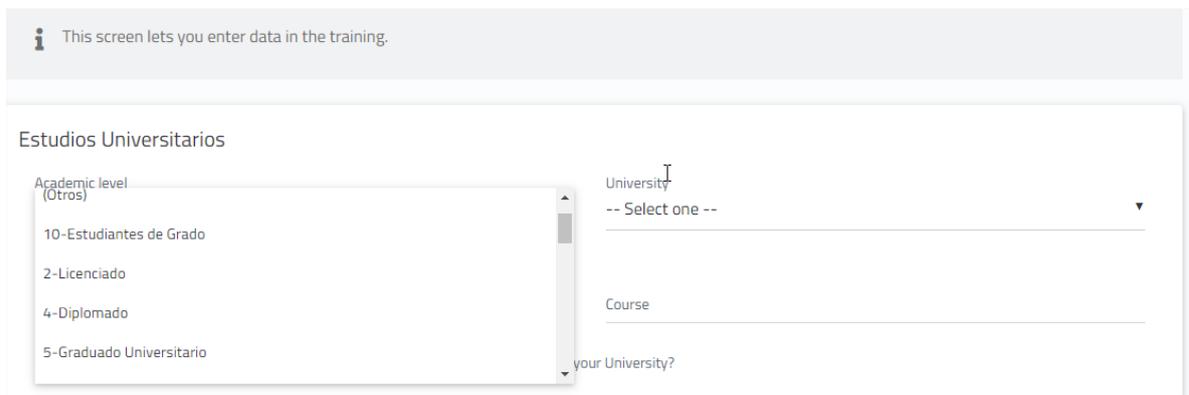
- Standard
- Familia Numerosa de Categoría General
- Large Family: Special Category
- Victims of terrorism
- Victim of gender-based violence
- Disability (+33%)
- Parados de larga duracion
- Jubilados
- Alumno universitario (Estudios Oficiales en Univ. Española - curso 2013-14)

✓ Training

In this section you should indicate your academic level:

Example:

→ If you are graduated (please, choose 5 – Graduado universitario)



This screen lets you enter data in the training.

Estudios Universitarios

Academic level (Otros)

- 10-Estudiantes de Grado
- 2-Licenciado
- 4-Diplomado
- 5-Graduado Universitario

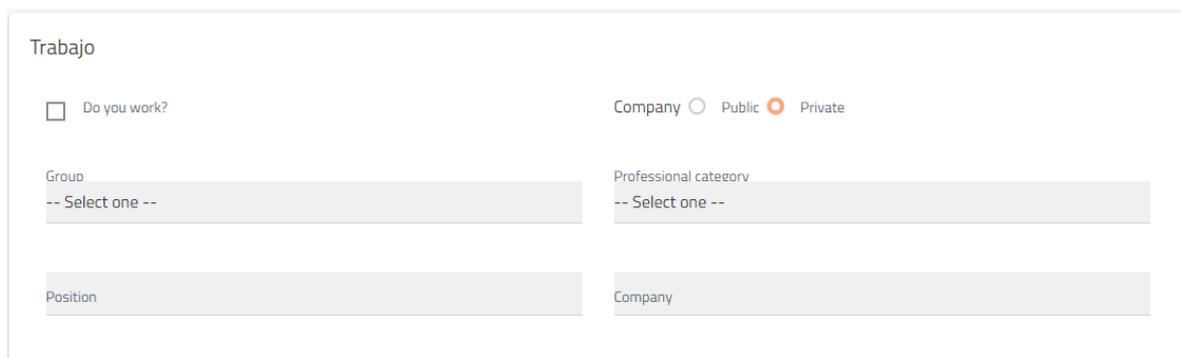
University

-- Select one --

Course

your University?

In University: choose “E” (extranjera)



Trabajo

Do you work?

Company Public Private

Group

-- Select one --

Professional category

-- Select one --

Position

Company

✓ Payment periods and methods:

→ For payment by credit card, chose the option: Pago con RedSys

Payment Periods and Methods

< PREVIOUS NEXT >

i This screen shows the payment methods available to students in order to complete matriculation. If permitted, you can also choose either payment in full or by instalments.

Payment types

Payment periods

Period 1

✓ Breakdown and receipts:

→ you will see the concepts included in the receipt, and if you agree, click on “Next”

i This screen displays the student's economic data, breakdowns of the concepts and receipts.

Amounts of tuition

Precio del curso	135,00 Eur.
Gastos de Secretaría	22,50 Eur.
Academic Total:	135,00 Eur.
Administrative Total:	22,50 Eur.
Total:	157,50 Eur.

Payment receipt

Reference 2022149130430	Amount 157,50 Eur.	No cobrado
Payment type Unique payment	Term 1	
Payment method Pago con RedSys	Amount 0	
Date of issuance 09/05/2023	Date of expiration 23/05/2023	
Gr. No		

✓ Documents Required:

→ You will see the documents you should upload through the platform: www.uimp.es/docs

Please, read ahead: “Instructions to upload the documents required” (steps number 11 and 12)

The screenshot shows a web interface titled "Documents Required". At the top right, there are navigation buttons: "< PREVIOUS" and "NEXT >". Below the title, an information icon (i) is followed by the text: "This screen presents the documents which the student should present at the 'Secretaría', or Registration Office." Underneath, the heading "Documentation pending delivery or expired" is displayed. There are four document categories, each in a box:

- Standard**: Photocopy of DNI (National ID Number) / Passport / NIE (Foreigner ID Number). A yellow note below states: "This document should be delivered before they can choose the discount to which it belongs".
- Standard**: Accreditation as a Student or University Degree.
- Standard**: Two passport size photos.
- Standard**: Recibo de matrícula (carta de pago) firmada por el alumno y sellada por el banco.

At the bottom center, the text "UXXI Académico" is visible above a logo.

✓ Finalize self-registration: In this last section, click on: “Yes, I wish to validate”

The screenshot shows a web interface titled "Finalize Self Registration". At the top right, there is a "< PREVIOUS" button. The main text in the center asks: "You are going to validate your session. Are you sure you wish to do this?". Below this text is a large orange button with the text "YES, I WISH TO VALIDATE.". A mouse cursor is pointing at the button. At the bottom center, the text "UXXI Académico" is visible above a logo.

9 Once the registration has been completed and validated, it will be connected to the online payment system.

Before starting the online payment, read the terms and conditions of the on-line payment service (Online payment processing) and then if you are agree click on “He leído y acepto los términos y condiciones”, which it means: I have read and accept the terms and conditions” and then, click on “Aceptar”

Pago con tarjeta

Ha seleccionado pago con tarjeta. Si está de acuerdo con el importe pulse el botón "aceptar". Si no está de acuerdo pulse "cancelar" y contacte con el responsable del servicio.

Datos del pago

Número de operación: 491304122433
Importe: 157,50 Euros

TÉRMINOS Y CONDICIONES DEL SERVICIO DE PAGO ON-LINE DE LA UNIVERSIDAD INTERNACIONAL MENÉNDEZ PELAYO
LEER EL SIGUIENTE DOCUMENTO: [Tramitación de pagos on-line](#)

He leído y acepto los términos y condiciones.

ACEPTAR **CANCELAR**

Para consultar la Normativa de la Universidad, pulse el siguiente enlace: [Normativa de pagos y devoluciones](#)

10 Please, indicate the data required and follow the steps until the payment process is finished:

Getnet By Santander Select your language: English

1 Choose payment method 2 Checking authentication 3 Authenticating card 4 Transaction result

Payment details

Amount	157,50 €
Merchant	UIMP MATRICULAS (ESPAÑA)
Terminal	31040074-1
Order	491304122433
Date	09/05/2023 12:28
Product description	2022149130430 2023-24 ACE: 7 PAC: 1 PLAZO: 1 DNI: 76404509 PLAN: 65EK EXP: 34 Matricula de Cursos Cortos

Payment by Card

Card Number

Expiry Date mm yy

CVV ?

Este comercio ofrece el servicio:

?

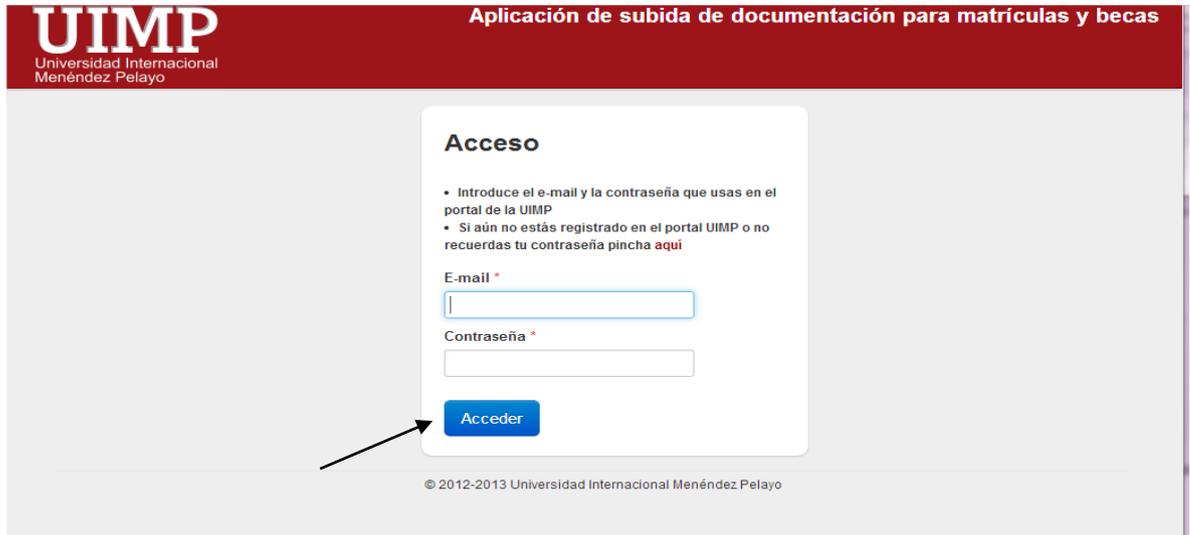
Cancel **Pay**

Instructions to upload the documents required

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Once you have validated the registration, you should upload the documents required on the portal:
<https://www.uimp.es/docs>

Please enter the same “username” (e-mail) and “password” (contraseña) you have used to Access to the virtual secretary, and click on Acceder



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You will see the course for which you want submit the documents, and click on “seleccionar”:

Matrículas del alumno

Año	Plan	Nombre del plan	Fecha de matrícula	Estado de la documentación	Observaciones
1	2023-24	65EK XXII Escuela de Matemáticas "Lluís Santaló"	09/05/2023 12:21	No recibida	<input type="button" value="Seleccionar"/>

Then, uploaded the documents required as indicated:

Documentación requerida al alumno

Tipos de documentos solicitados (tamaño máximo de cada documento 2MB)		Observaciones
Fotocopia de DNI / Pasaporte/ NIE *	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	(Obligatorio)
Acreditación de Estudiante o Titulación Universitaria (opcional)	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	
Recibo/Resguardo de pago	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	
Una fotografía tamaño carnet	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	

→ Identity card / Passport photocopy (Mandatory)

→ Document that prove you are enrolled undergraduated, graduated studies in an University (optional)

→ Proof of payment of the registration fees (Mandatory)

→ Student photo (optional)

Finally, indicate if the information provided is OK, click on “Enviar”

Declaro que los datos aportados en la presente solicitud son ciertos.