

Enrollment Guide



Universidad de Navarra

In order to confirm your place, it is necessary to fulfill the tuition form through miUNAV

First:

- 1 Go through miUNAV Portal:

<https://miportal.unav.edu>

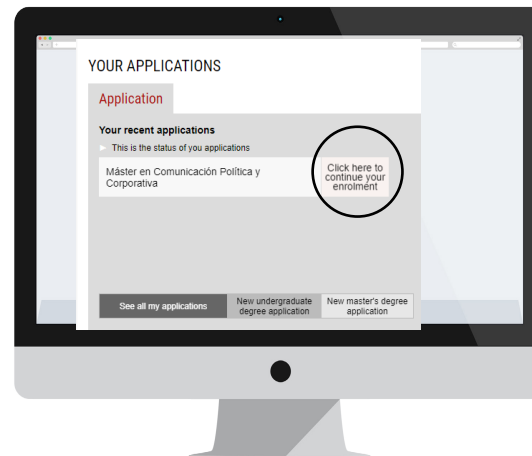
We recommend the use of Google Chrome in order to have a better site display.

- 2 Press the button:

Admitted

and :

Enroll me



If you had already begun to make your registration, you must go to "More information" and "Form and payments".

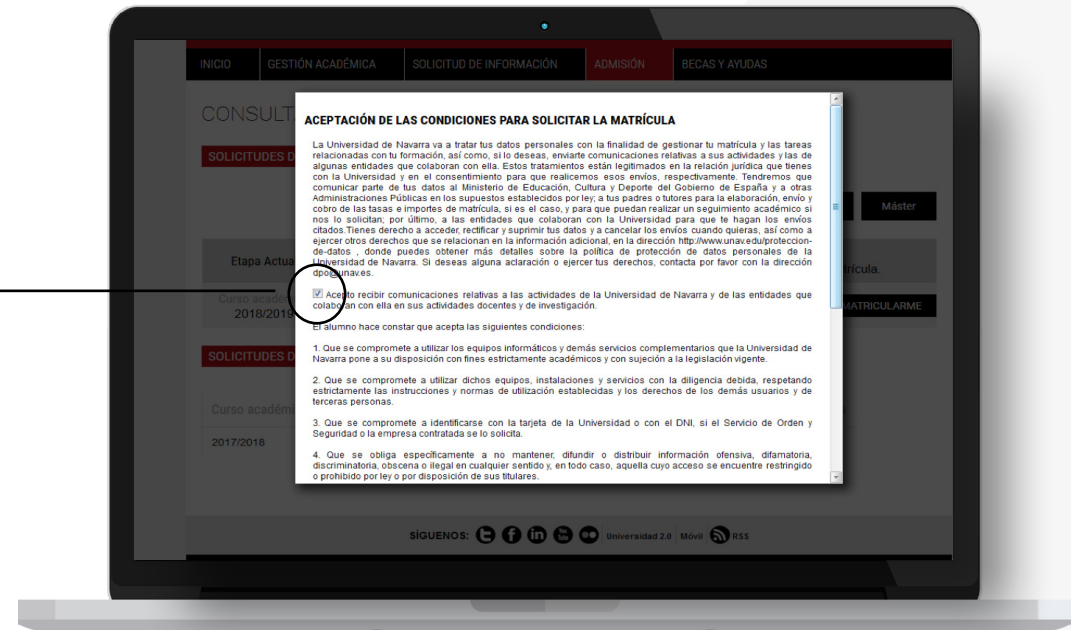


3

The conditions that need to be accepted to apply for the registration will appear and you must press the button

ACCEPT

so the application form can be completed.



4

From now on, you will complete the application form with your personal, academic, and family data. Choose the subjects and the way you wish to make the payments.

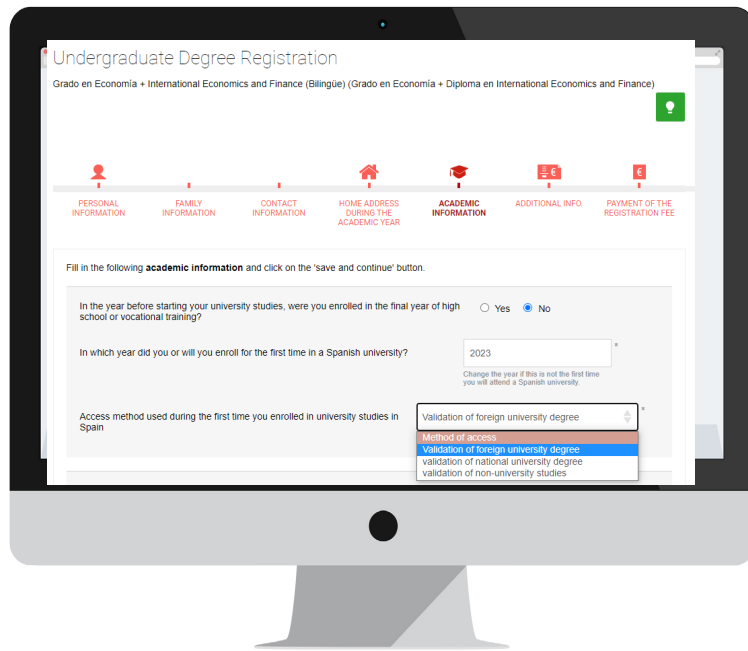
At the end, you will be able to upload the documentation required. If any other document is necessary during the process, you will have the opportunity to upload it through your Portal during the next days.

5

Remember to indicate the place where you are going to live during your academic year if you know it.



Academic Data Screen



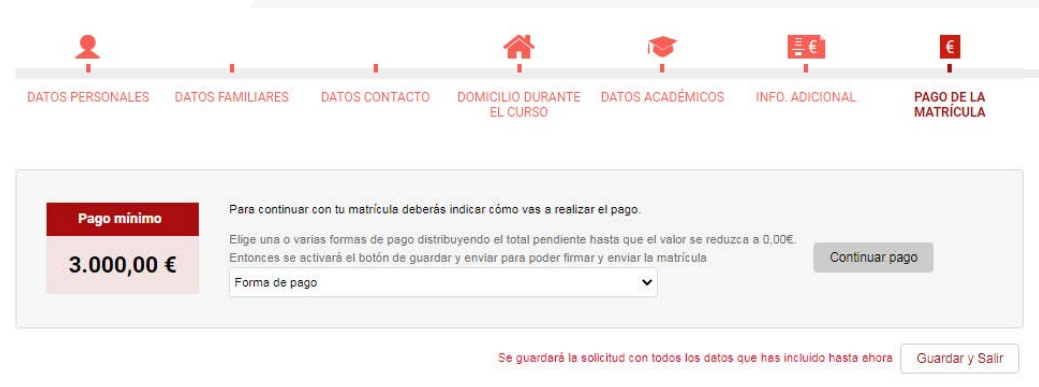
Question: "Access method used during the first time you enrolled in university studies in Spain".
Select: validation of national/foreign university degree (as applicable)

Tuition Payment Screen

If you haven't done it so far, you will have to pay **The Outstanding downpayment** (this amount will be indicated on your screen) which is non-refundable (only in case of international students who do not obtain the visa). This Outstanding payment must be made by credit/debit card or bank transfer.

If you have already made The Outstanding downpayment, it is necessary to sign the summary of your registration. The portal will automatically direct you to the electronic signature system to complete the process.

Save and continue

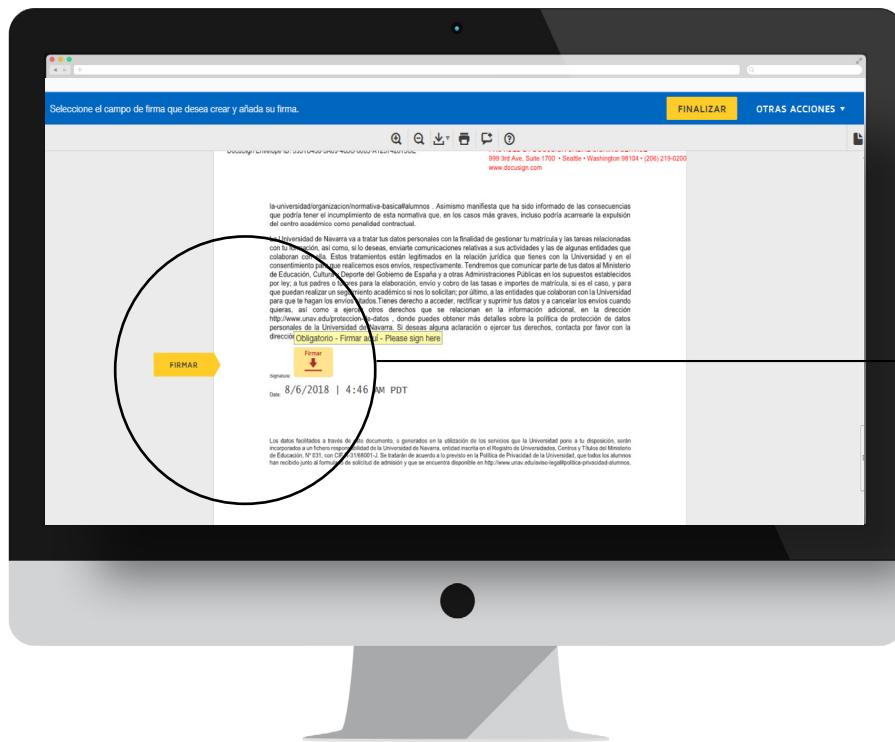




Electronic Signature Screen.

On this screen you must check that all your data are correct and, at the end of the registration summary, press on the icon that indicates.

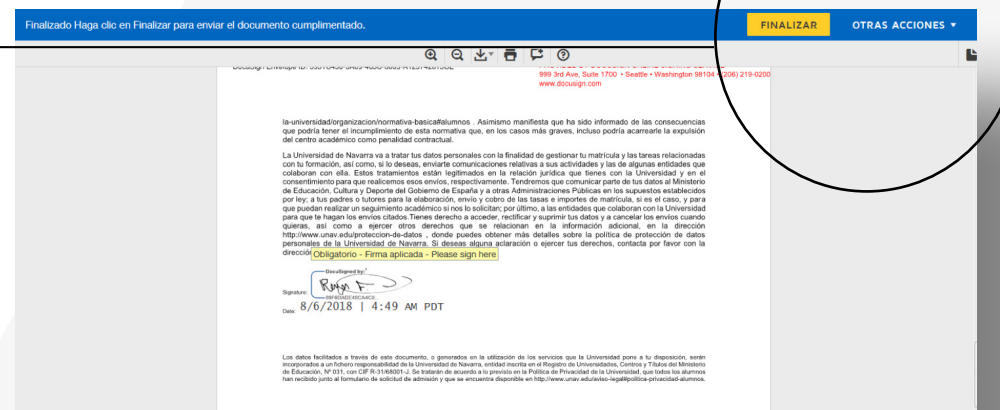
FIRMAR



You can adopt the signature proposed by the system based on your name, surname and initials or choose "DIBUJAR" (writing it manually with the computer mouse). If you press the button "ADOPTAR Y FIRMAR" the signature that have been choosen will be included in the registration summary and, if you press the button

FINALIZAR

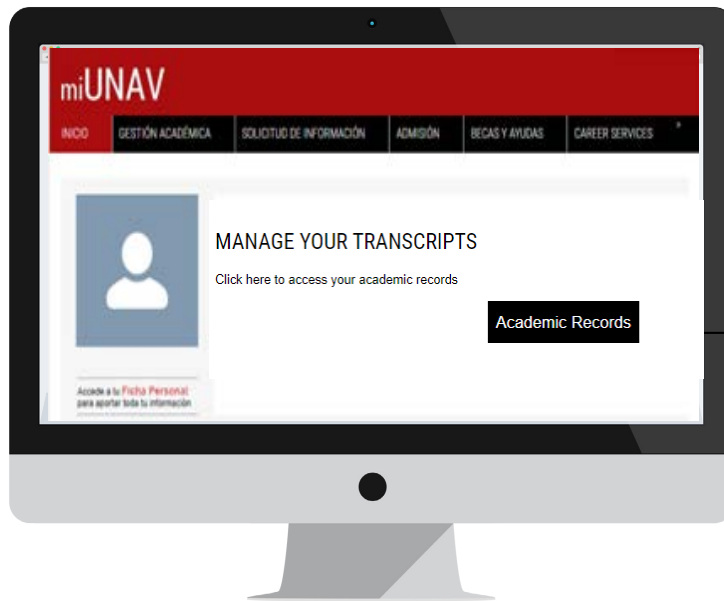
the electronic signature process will be finished.





Second step: Automatrícula

You will receive an email notifying your access to the **self enrollment process**. Then you will choose the corresponding subjects.
(If you are already a student, you will receive an e-mail to your alumni account giving you the self-enrollment appointment)



Access to the **Academic Records** button

Select the degree and click on self-enrollment

On subjects screen you will have to select the subjects that appear in your "enrollment plan" together with the Study of Validations uploaded (available in miUNAV on the section "myDOCUMENTATION").

Solicitud de matrícula de Grado - Grado en Comunicación Audiovisual

DATOS PERSONALES - INFO ADICIONAL - ASIGNATURAS - PÁG. DE LA MATRÍCULA

CATÁLOGO DE ASIGNATURAS

Selecciona las asignaturas a matricular y elige el grupo asociado:

- ▼ Otros Créditos
- ▼ Asignaturas obligatorias
- ▶ CURSO PRIMERO
 - Com multimedia (6 cr.)
 - Com patres I (6 cr.)
 - Com patres II (6 cr.)
 - Com castel (6 cr.)
 - Comunicación oral (3 cr.)
 - Mat.cine (6 cr.)
 - Mat.comunicación (6 cr.)
 - Mat.mundo actual (3 cr.)
 - Literatura (6 cr.)
 - Teoría comunicación (6 cr.)
- ▶ CURSO SEGUNDO
- ▶ CURSO TERCERO
- ▶ CURSO CUARTO
- ▶ Asignaturas optativas

Detalle de la asignatura a matricular

LITERATURA (6 CR.)

SEMESTRE	GRUPO	PLAZAS
1	A	175

ASIGNATURAS MATRICULADAS

Selecciona la asignatura a eliminar de la matrícula actual:

- ▼ Sin periodo (15 Créditos matriculados)
- ASIGNATURA AÑO MODO CARÁC. CRÉDITOS GRUPO
- Actualizac... 1 CV OP 3
- Antropología 1 CV OP 6
- Atención... 3 CV OP 3
- Antropología 3 CV OB 3
- ▼ Primer semestre (18 Matriculados)
- ASIGNATURA AÑO MODO CARÁC. CRÉDITOS GRUPO
- Comunicac... 1 CC OB 6 A
- Comunicac... 1 CC OB 6 A
- Historia de l... 1 CC OP 6 A

RESUMEN DE CRÉDITOS

	SUP	MAT	SUP-MAT	ERG	POTES
OB	6	18	27	216	183
OP	6	6	6	36	24
Total	12	24	33	246	207



Tuition Payment Screen

On this screen your tuition fee will be calculated (Due amount) and you will be able to choose the way you want to make the payments

More information on payment methods [here](#).

ELIGE LA FORMA DE PAGO PARA CADA IMPORTE

Elige una o varias formas de pago distribuyendo el total pendiente hasta que el valor se reduzca a 0,00€. Entonces se activará el botón de guardar y enviar para poder firmar y enviar la matrícula.

Importe total de tu matrícula	Importe pendiente
12.095,00 €	9.095,00 €

Forma de pago

DESGLOSE DEL IMPORTE DE LA MATRÍCULA

Importe ordinario	12.000,00 €
Derechos de secretaría	95,00 €
Importe total de la Matrícula	12.095,00 €
Total pagado	-3.000,00 €
Importe pendiente	9.095,00 €

Pagos Realizados

IMPORTE	MÉTODO DE PAGO	INFORMACIÓN DEL PAGO	FECHA DE VALIDACIÓN DEL PAGO
3.000,00 €	Transferencia bancaria	Pendiente de adjuntar	<input type="button" value="Eliminar"/> <input type="button" value="Modificar"/>