



Universidad de Navarra

Congratulations on your admission and welcome to the Campus.

This official master's degree program received a positive evaluation from the National Agency for Quality Assessment and Accreditation (ANECA). Please, bear in mind that any admission at the University of Navarra will be considered as conditioned until the student completes the undergraduate degree program that gives access to postgraduate studies.

In order to obtain the official degree, you must submit the original degree scroll (or the receipt for having requested it) and the university transcript or records (a certified copy is sufficient) when enrollment is formalized. If these documents are not provided, the degree obtained will not be official.

Remember that all of us at the Admissions Office are eager to help you in the process and clear up any questions you have.

* El acceso a titulaciones oficiales de máster en España está regulado por el RD 822/2021, 21 de septiembre por el que se establece la organización de las enseñanzas universitarias y del procedimiento del aseguramiento de su calidad. Si cuando inicie las clases del máster no ha concluido sus estudios de Grado (porque todavía le falte por superar el TFG y 9 créditos, como máximo) su matrícula estará condicionada (no podrá obtener el título oficial de máster sin disponer antes del título oficial de grado).

ENROLLMENT GUIDE



Universidad de Navarra

1 Go through miUNAV Portal:

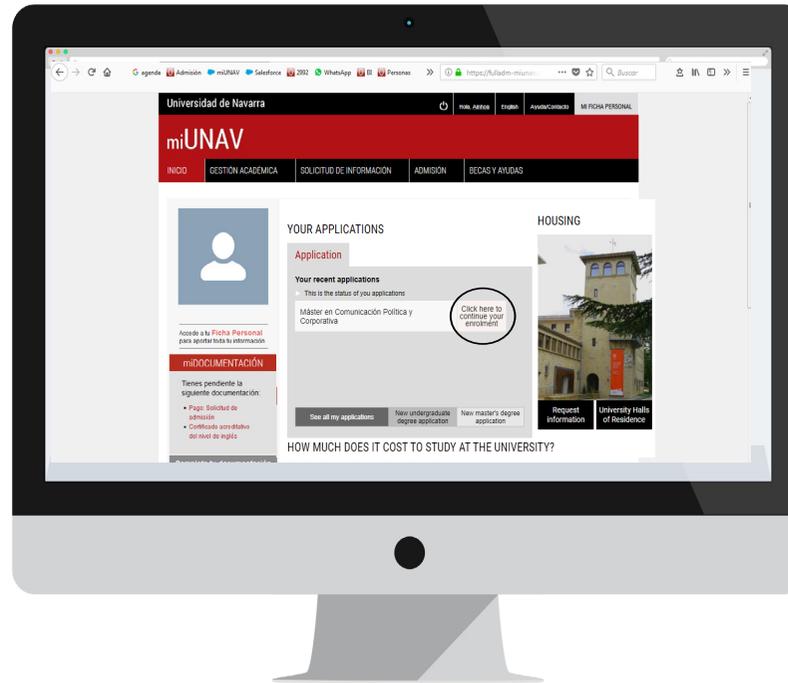
<https://miportal.unav.edu>

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

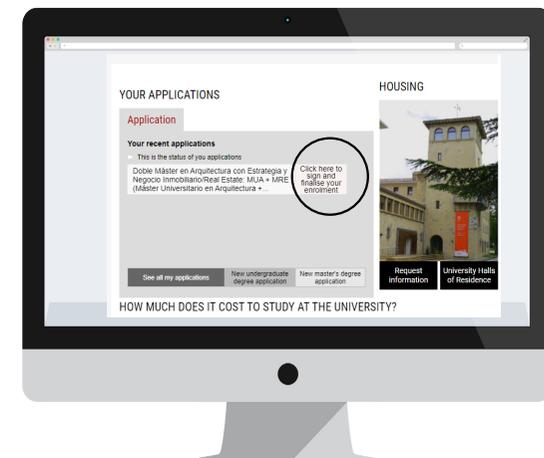
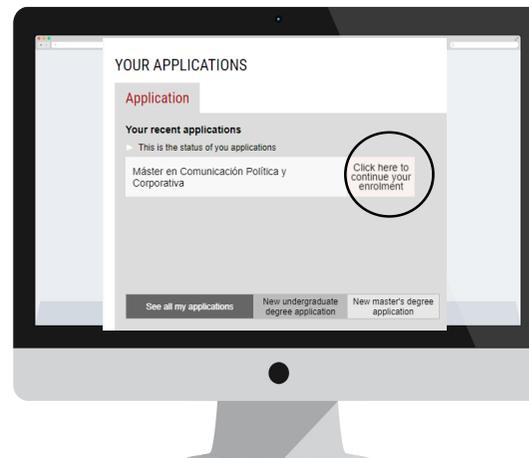
2 Press the button

Admitted

Enroll me



If you had already begun to make your registration, you should **CLICK HERE** and next go to "More information" and "Form and payments".



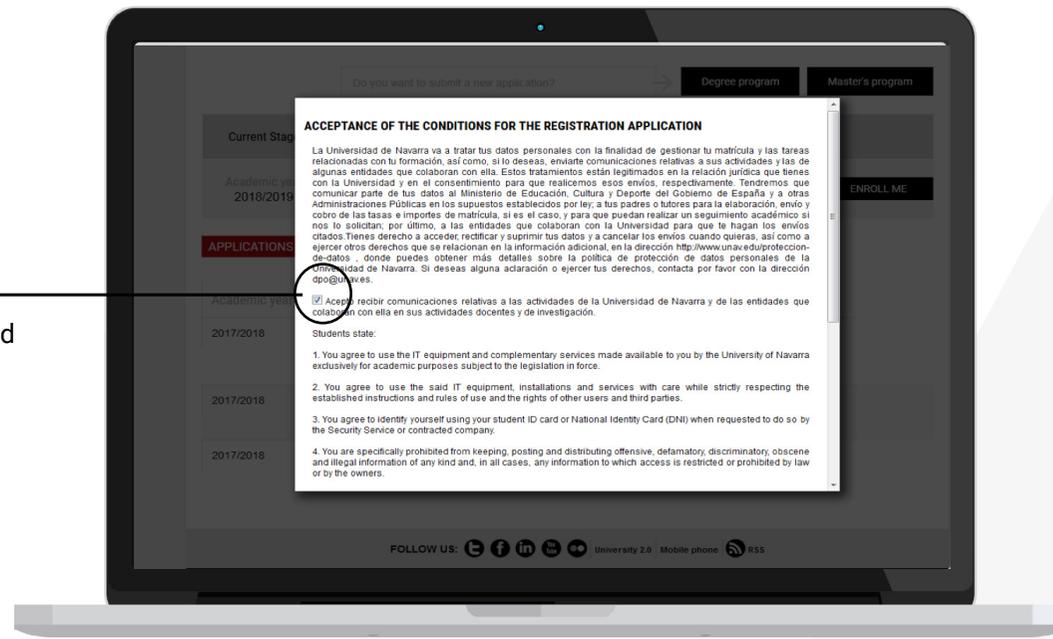


3

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

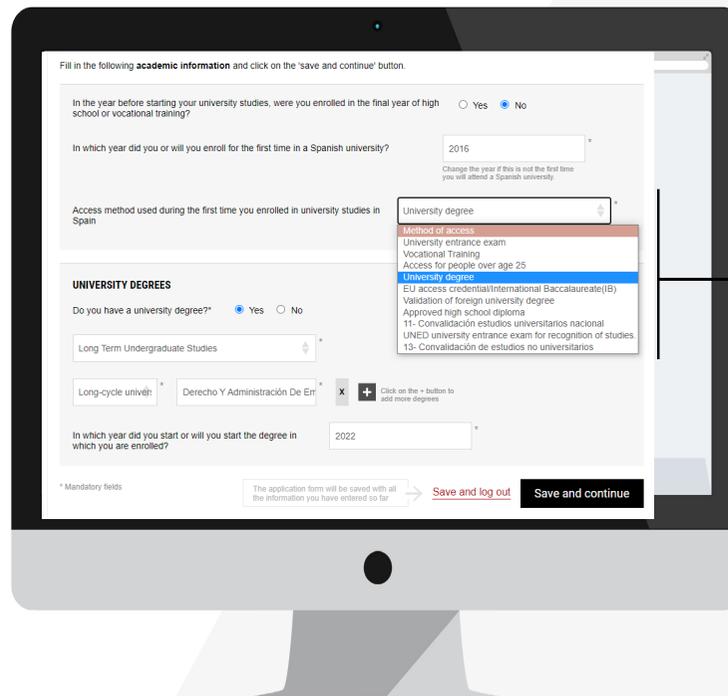
From now on, you will complete the **application form** with your personal, academic, and family data. Choose the subjects and the way you wish to make the payments.

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.

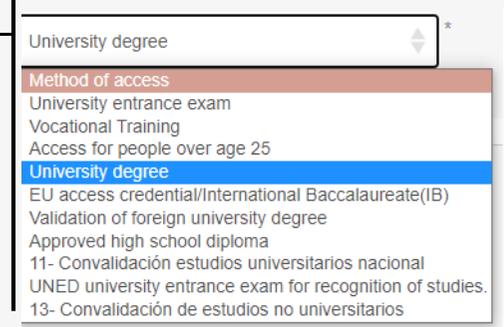
Relevant Screens



Academic Data Screen.

Question: "Access method used during the first time you enrolled in university studies in Spain".

Select "University degree".



Tuition Payment Screen



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

Please select how would you like to pay the outstanding amount. In order to sign, send and complete the registration, the amount must be zero.

You can choose one or several payment methods by indicating the preferred amount for each of them, unless **the minimum payment**, if you have not pay it yet, you must pay it via credit/debit card or bank transfer.

This amount will only be refundable, in case of international students who do not obtain the visa.

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

Once the outstanding amount equals zero, press the button **ACCEPT**

Tuition fees breakdown

Ordinary price	15.600,00 €
Administrative fees	95,00 €
Due amount	15.695,00 €
Outstanding amount	12.695,00 €

Select how you wish to pay the **outstanding amount**. In order to sign, send, and complete the registration, the amount must be **zero**. You can choose one or several payment methods by indicating the preferred amount for each of them, except for paying the **Minimum Payment**, if you have not pay it yet, you must pay it via Credit/debit card o Bank transfer.

Payment method: [dropdown] 0,00 € [Accept]

Payments made

Payment method	Payment information	Payment's validation date	Amount
Transferencia bancaria	Validado	14/05/2023	3.000,00 €
Total paid			3.000,00 €

FINISH YOUR ENROLLMENT

You have already stated the payment method for the total of your registration fees. Click Accept to go to the next screen, then click Save and continue to finish your enrollment.

Payment method: [dropdown] 0,00 € [Accept]

Payments made

Payment method	Payment information	Payment's validation date	Amount
Tarjeta de crédito/débito	Validado	01/12/2022	3.000,00 €

in the next window press the button **ACCEPT**

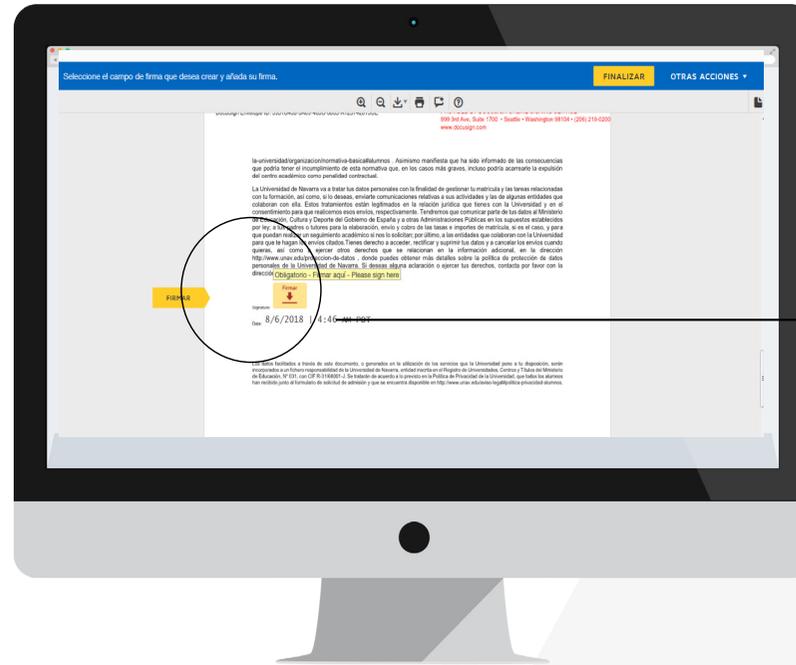
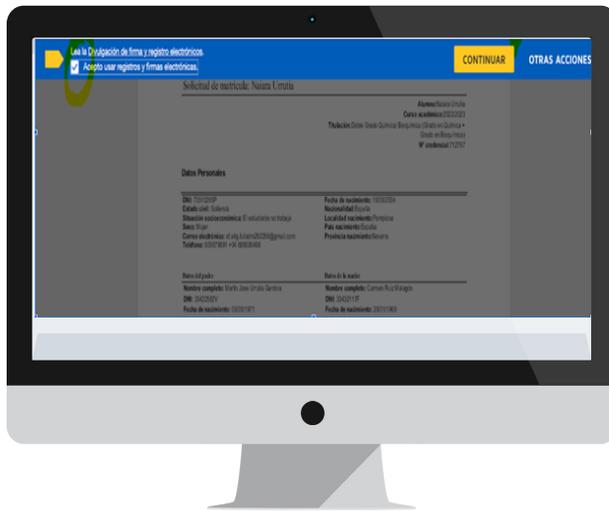
SEND ENROLLMENT

Your application for enrollment will be sent with all the information to be processed by the Registry Office. You now have to sign the summary of your registration. You will be automatically directed to our electronic signature system to finish the process.

[Cancel] [Accept]

Next, 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.





Electronic Signature Screen.

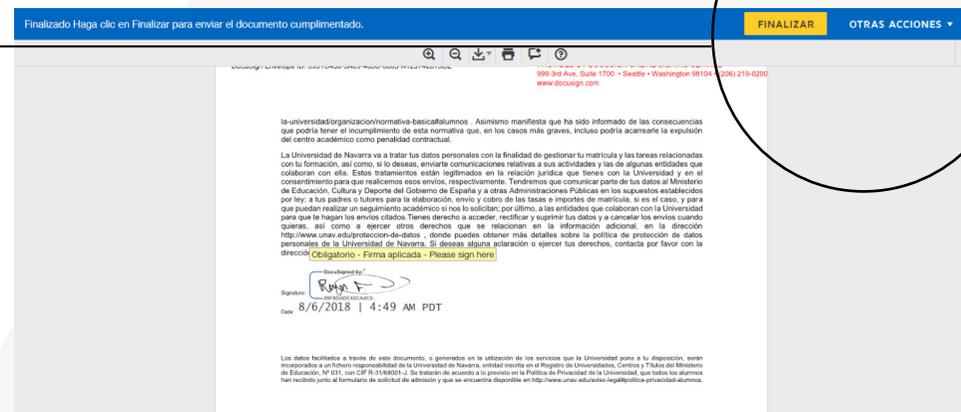
On this screen you must check that all your data are correct and, at the end of the registration summary, press on the icon that indicates.

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 chosen will be included in the registration summary and, if you press the button

FINALIZAR

the electronic signature process will be finished.





The system will redirect you again to the portal on the screen **SUMMARY OF THE CURRENT SITUATION OF YOUR REGISTRATION** from where you can upload the pending documents.

If you still do not have the document you want to add, you will be able to upload it through the portal during the next days.

