

# How foreign students can submit an AUTHORISED PDF FORM to the University of Lleida's Registry



1) To submit an AUTHORISED PDF FORM to the University of Lleida's Registry, you will need to:

1.1) Scan your national ID card or passport.

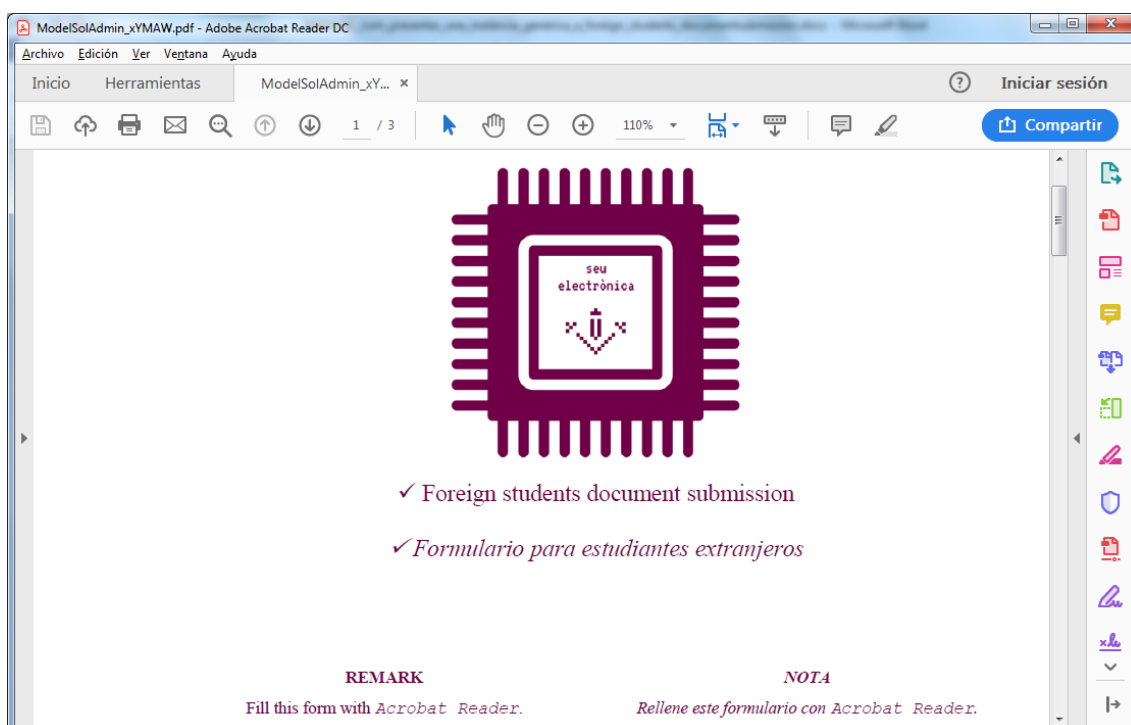


1.2) Get an AUTHORISED PDF FORM from the University of Lleida. The University's administrative units publish them on their websites, or they can send one to your personal e-mail address. If you are responding to a public call, it may include a link to download one.

Always use Acrobat Reader to fill in the UdL's AUTHORISED PDF FORM.

An AUTHORISED PDF FORM always has at least three pages.

- The first page of the AUTHORISED PDF FORM is the front cover, on which you will find the logo of the Online Office of the University of Lleida and some instructions.





- The second page of the AUTHORISED PDF FORM contains fields that you will need to fill in.

DiegoArmandoSantamariaModelSolAdmin\_xYMAW.pdf - Adobe Acrobat Pro

Archivo Edición Ver Ventana Ayuda

Personalizar

Herramientas Rellenar y firmar Comentario

## Formulario del Diploma de Estudios

Nombre	Diego Armando Santamaría
ID	12345678

210 x 297 mm

Bear in mind that a specific section of the form may actually be longer than one page.

- The last page of the AUTHORISED PDF FORM contains two buttons to enable you to attach complementary documents (up to 8 MB) and view the documents you have attached.

DiegoArmandoSantamariaModelSolAdmin\_xYMAW.pdf - Adobe Acrobat Pro

Archivo Edición Ver Ventana Ayuda

Personalizar

Herramientas Rellenar y firmar Comentario

## Attachment of other complementary documents to this form

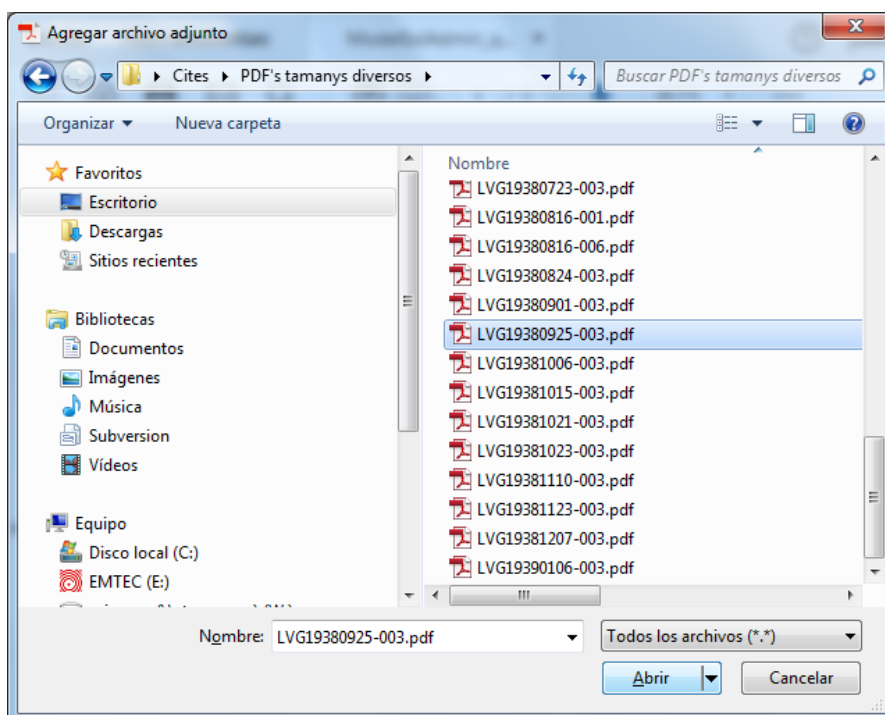
### Adjunción de otros documentos complementarios a este formulario

Attach / Adjunta (Total=8 MB)...

Show attachments / Muestra adjuntos

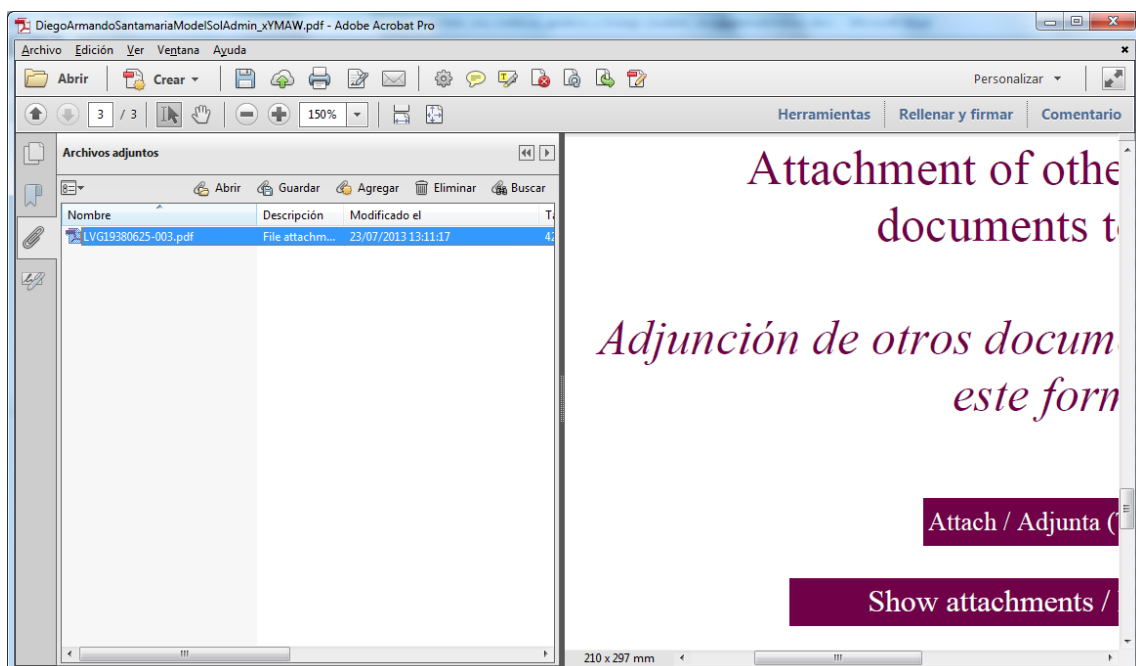
210 x 297 mm

When you click the «Attach / Adjunta (Total = 8 MB)» button, a window will open so that you can select the complementary document you want to attach to the AUTHORISED PDF FORM.



Repeat this action for every document you want to attach to it.

If you click the «Show attachments / Muestra adjuntos» button, a window will open displaying a list of the documents attached to the AUTHORISED PDF FORM.

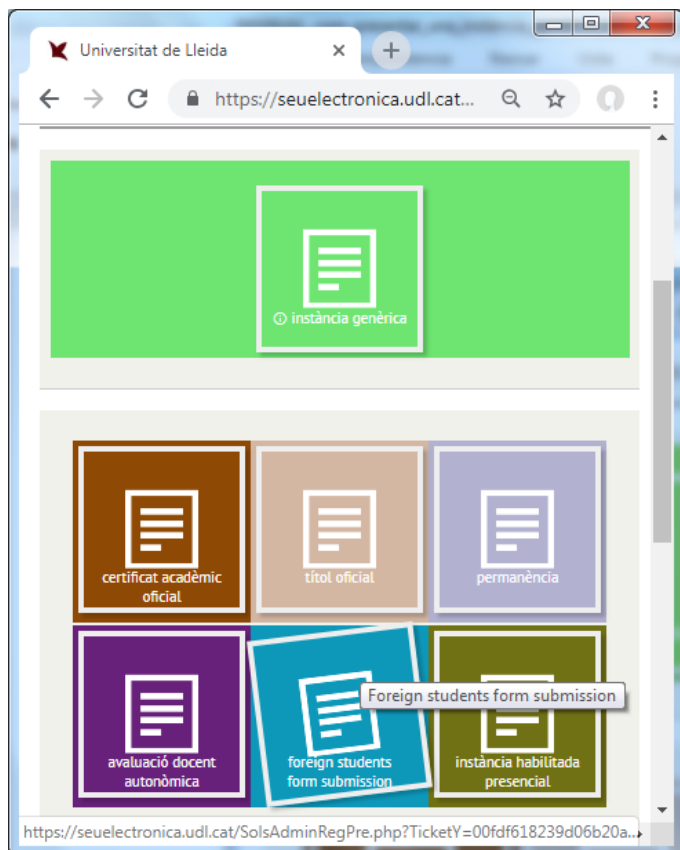


Click the «Show attachments / Muestra adjuntos» button again to close the attached documents window.

- After filling in the AUTHORISED PDF FORM, click the  button in Acrobat Reader to save the changes made.



2) In your browser, go to <https://seuelectronica.udl.cat/registreelectronic.php> and click on the «foreign students form submission» icon.



3) Fill in the form that appears.

The form is titled "Foreign students document submission (1/2)". It contains the following sections and fields:

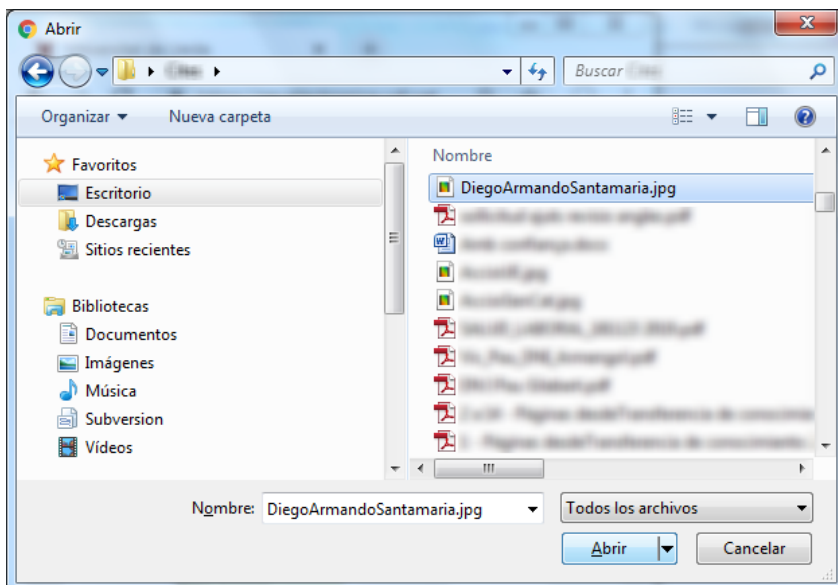
- Your national ID card/passport**
  - Upload a clear image of your national ID card/passport:
  - Upload File (with a red asterisk [\*])
  - Country: Argentina (dropdown menu)
- Personal data**
  - ID card/passport number: 12345678 (with a red asterisk [\*])
  - Name: Diego Armando (with a red asterisk [\*])
  - Surname(s): Santamaría (with a red asterisk [\*])
- ☒ I confirm that the information given is true and that the document submitted is genuine
- Continue button



4) Click the «Upload File» button.



And select the image file corresponding to the scan of your national ID card or passport (see point 1.1).



5) Click the «Continue» button.

Universitat de Lleida

https://seuelectronica.udl.cat...

### Foreign students document submission (1/2)

**Your national ID card/passport**

Upload a clear image of your national ID card/passport:

DiegoArmandoSantamaria.jpg 0.3MB

[\*]

Country

**Personal data**

ID card/passport number  [\*]

Name  [\*]

Surname(s)  [\*]

☒ I confirm that the information given is true and that the document submitted is genuine

[Continue](#)

https://seuelect (clíc) udl.cat/SolsAdminRegPre.php?TicketY=3ff8a956b9556b1169...



6) Fill in the form that appears.

Universitat de Lleida

https://seuelectronica.udl.cat...

### Foreign students document submission (2/2)

#### PDF Document

Browse your computer and select the required PDF document, which is supplied by some service areas of the University Lleida.

This document may contain other personal documents.  
Maximum size is 8 MB. Upload File [\*]:

Upload File

[\*]

#### Personal data

Diego Armando Santamaría

ID card/passport number 12345678

#### Notification postal address

Street Name Avenida Licenciado Alejo Roth [\*]

Number 123 [\*] Floor Floor Block Block Door Door

City, town [\*] [\*] Buenos Aires

#### Notification channels

Email diegoarmandosantamaria@gmail.com [\*]

☒ Yes, I give permission for notifications related to the processing and management of this submission to be made electronically, as the preferred option, via my personal space in the Online Office of the University of Lleida.

To facilitate such notification, I would like notification alerts to be sent to my e-mail address and my mobile phone +540000000000 [\*]

#### Additional Comments

Briefly describe observations

Presento solicitud para obtención de Diploma de Estudios

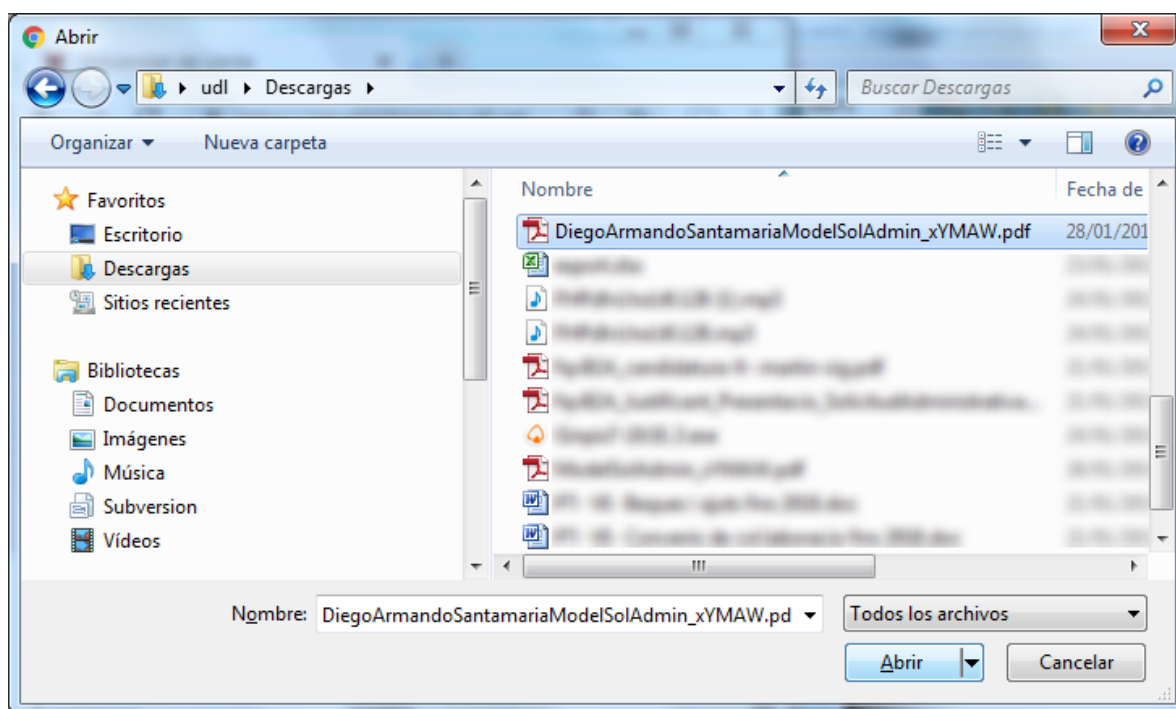
7) Click the «Upload File» button.







And select your AUTHORISED PDF FORM (see point 1.2).

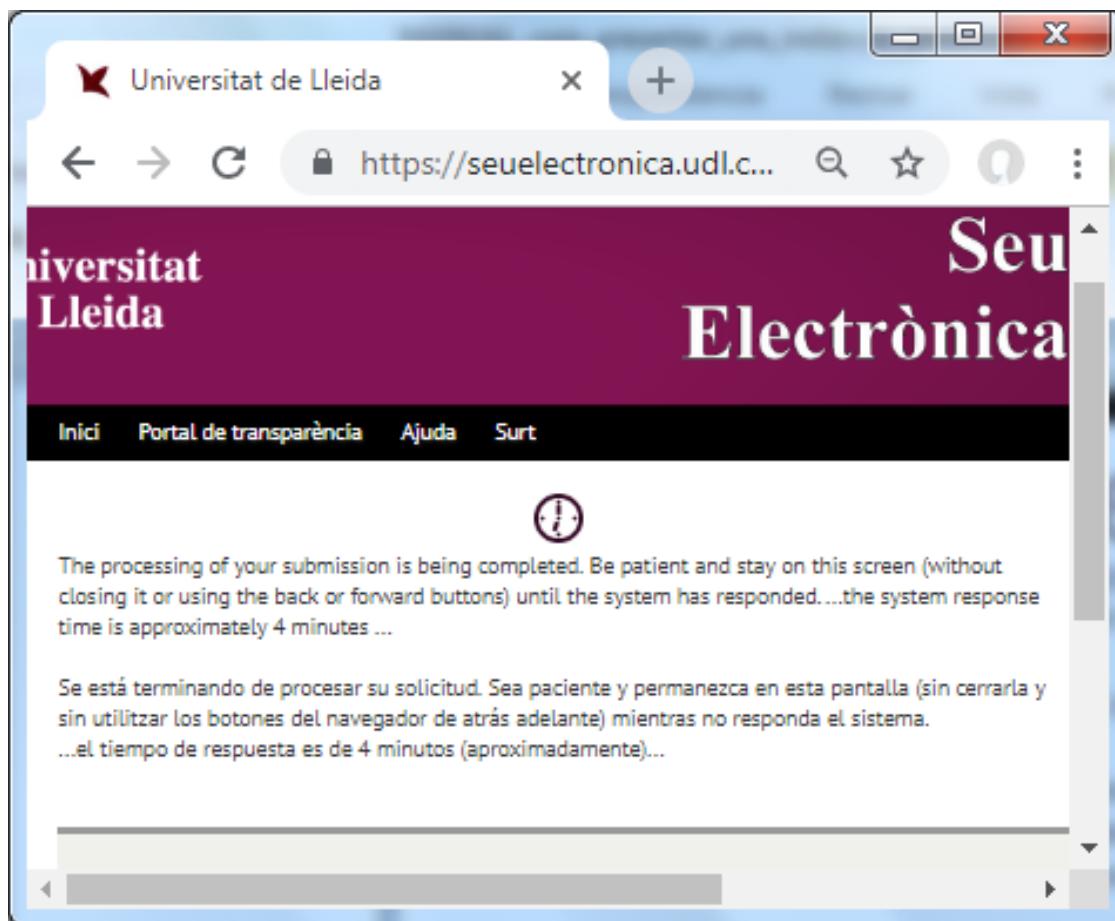


8) Click the «Continue» button.

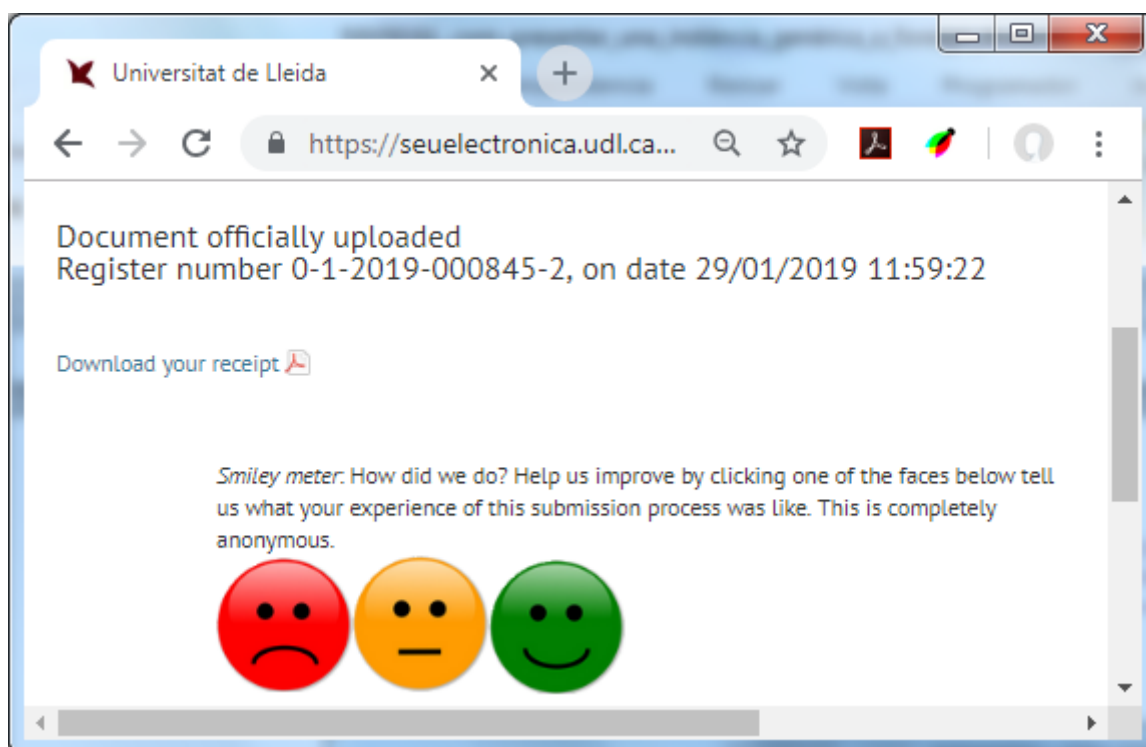


9) Another screen will then appear, telling you to wait until the register process is complete (it may take up to 4 minutes).

It is important NOT to close your browser window at this point. Wait until the confirmation page appears.

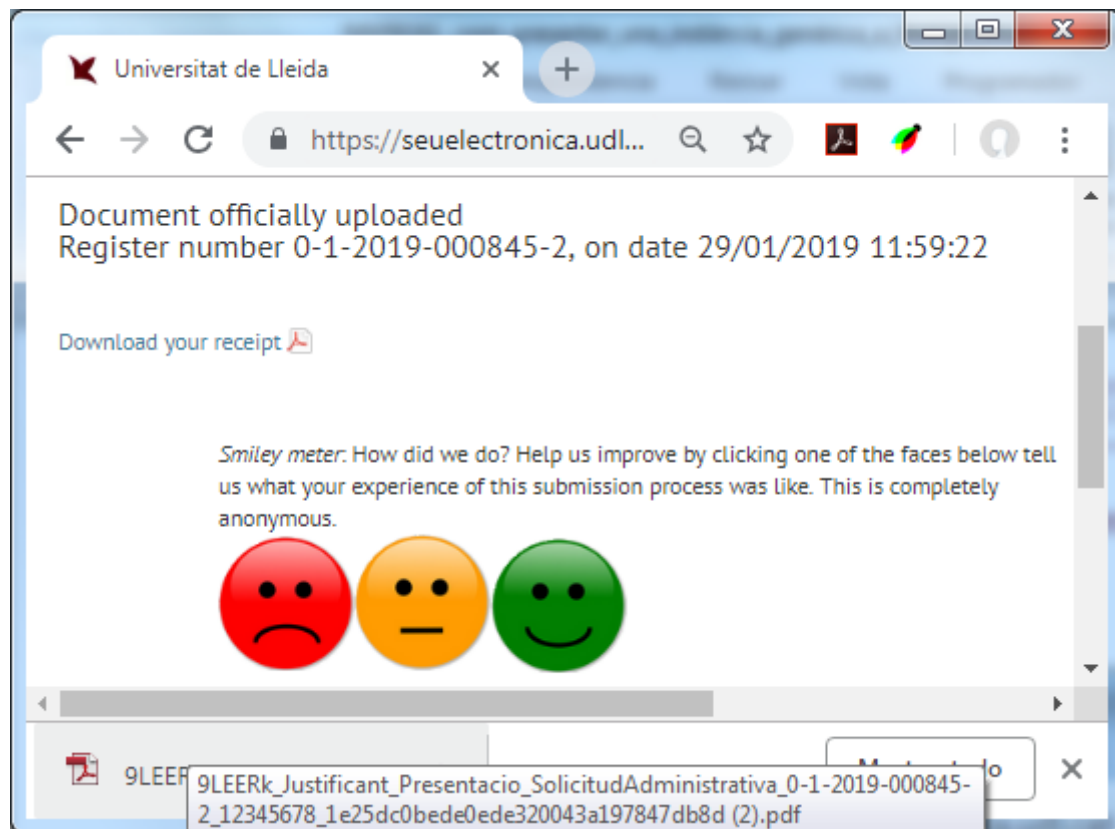


10) Finally, the register confirmation page appears, from which you can download the register receipt. It also includes a short satisfaction survey.

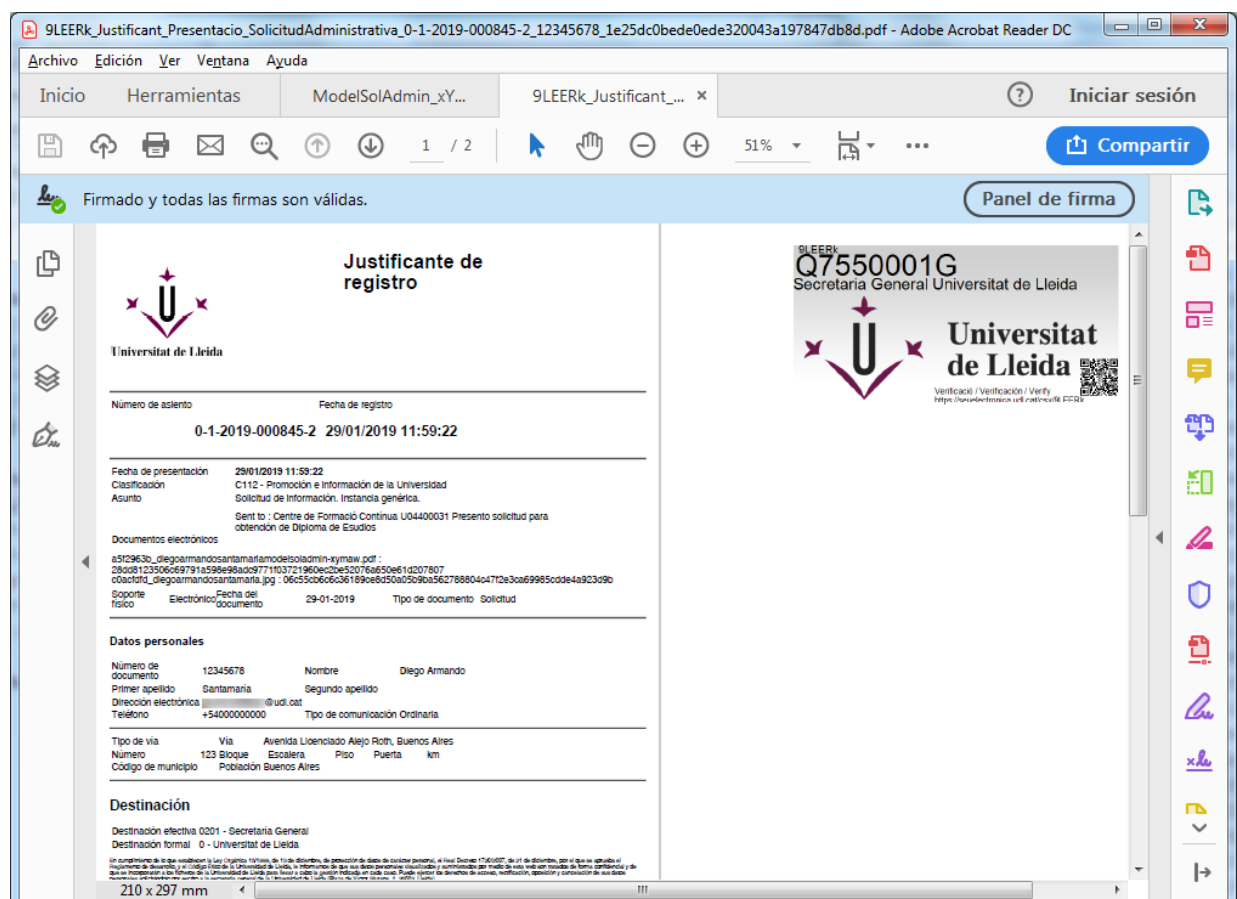




11) Click on the «Download your receipt» link to download your register receipt in PDF format.



12) The register receipt in PDF format from the University of Lleida looks like this:





13) A message will also be sent to your e-mail address containing links to your register receipt and to the AUTHORISED PDF FORM and the passport or national ID document that you submitted.

