

University Application Service for International Students in Spain

User Manual

Application for accreditation

Uned Tudela

CONTENT

This manual explains the steps that the student must follow to make the application for accreditation in the website of Access to Foreigners

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1.- Access

Access through

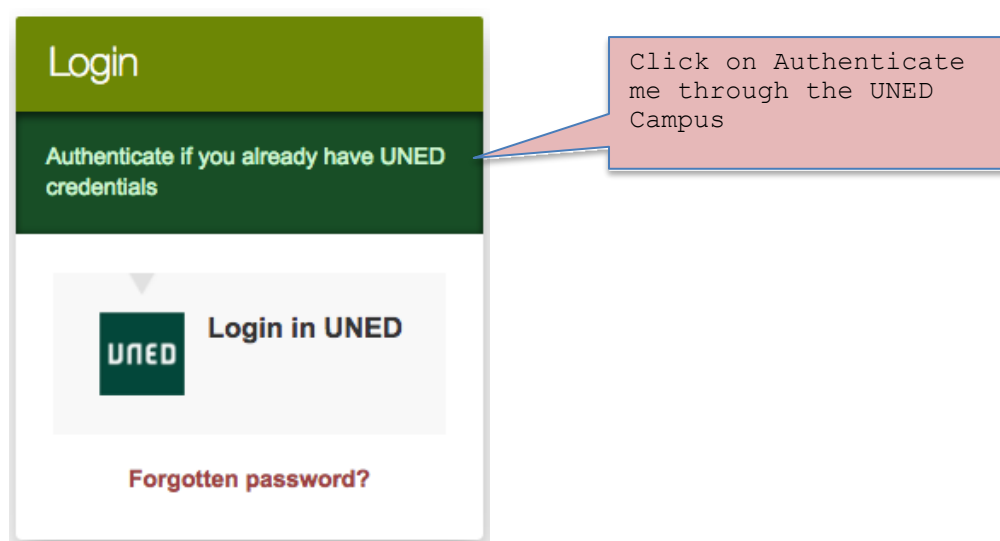
<http://accesoextranjeros.uned.es/>

2.- Identify yourself on the platform

2.1.- Uned Campus

To access the platform ("create a new application") you have to take into account if the student has already registered previously in one of the studies or tests of the UNED or if it is the first time that registers.

a) If the student has already a previous registration as a student UNED must identify through the first option (Campus UNED) where you must enter your username and password



The following screen will appear:

The screenshot shows the UNED Login form. At the top, there is a header with the word "Login". Below it, there are two links: "Forgot your password?" and "New user, create account". The form has two main sections: "Username" and "Password". Each section has a text input field. A callout box points to the "Username" input field with the instruction: "Enter". Another callout box points to the "Password" input field with the instruction: "Enter password". At the bottom of the form, there is a blue button labeled "Login".

b) In the case that the student is not registered as a student UNED will have to register through the option "SIGN UP".



The screenshot shows a registration form titled "Sign up". Below the title, it says "Enter your details to start the application process." At the bottom of the form is a dark button labeled "SIGN UP". A red callout box with a pointer indicates to "Click on SIGN UP".

When the student registers as a new user has again two possible options to make such registration, "DNI Español" or "Other Documents"



The screenshot shows a selection screen titled "Do you have a Spanish DNI?". Below the title, it says "You must indicate if you have a valid DNI issued in Spain." At the bottom are two buttons: "SPANISH DNI" (green) and "OTHER ID NUMBER" (blue). A red callout box with a pointer indicates to "Click one of these two options".

2.2.- Spanish DNI

ID check

Only for Spanish DNI

This authorization implies that your membership data will be consulted with the data of the Ministry of Interior of Spain and you will not be required to submit your DNI. Only for Spanish DNI.

DNI number (required)

Date of birth (required)
🕒 (no date)

Date of Expiry (required)
🕒 (no date)

I authorize (required)

I DO NOT AUTHORIZE **I AUTHORIZE**

CONTINUE

Enter date of birth

DNI Number: The DNI format has a maximum of 8 numbers followed by the letter.

Enter expiration date of ID

Once you have filled all the data, click on CONTINUE

First, the student must enter his ID with all the data requested. All fields to fill out are required. After completing all the data you must click on one of these two options:

I AUTHORIZED: We authorize the Ministry of the Interior to validate our DNI and in this way the card will appear with complete data automatically.

I DO NOT AUTHORIZE: We do not authorize the Ministry of the Interior to validate our DNI, so the form will have to be completed in its entirety by the student without automatic data showing.

Once the student has clicked on continue you must continue filling the tab below with the required data and then click **Continue**.

New user

Identification document

All fields marked as mandatory are required

ID type (required)

Country of dispatch (required)

Nationality (edit)

If you have clicked on in I AUTHORIZE, this data comes out directly. Just fill in the email, phone and mobile

Personal info

Gender (required)

If you have clicked on I DO NOT AUTHORIZE, you have to fill all these data

Contact details of the applicant

Email of the applicant (required)

Phone number (country code + full number) (edit)

Mobile (edit)

Birth data

Date of birth (required)

Country of birth (required)

Province / state of birth (sólo para nacidos en España) (edit)

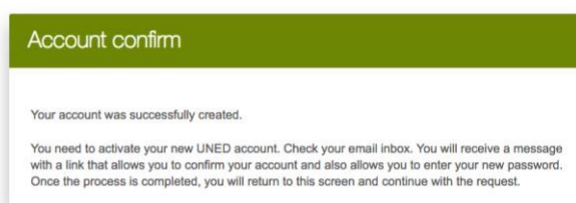
In accordance with Organic Law 15/1999 of 13 December on the Protection of Personal Data, we hereby inform you that by accepting this document you agree to the data provided in the registration process to be included in a file owned by Universidad Nacional de Educación a Distancia (UNED), whose purpose is the organization of teaching and study, as well as the exercise of the other functions of the Public Service of Higher Education, regulated in Organic Law 6/2001, of December 21, Of Universities and in the Statutes of the UNED. These data will be communicated, when legally appropriate, to the Public Administrations competent in educational matters. The data will be communicated to the Spanish Universities for the purpose of admission checks. Likewise, the bank will be informed of the data strictly necessary for the payment. Finally, at any time you can exercise your rights of access, rectification, cancellation and, where appropriate, opposition to your data, [Departamento de Política Jurídica de Seguridad de la Información](#) (Código DIR: U2800039).

☐ I have read and accept the Data Protection clause (required)

Once you fill in the corresponding data click on CONTINUE

✓ CONTINUE

The following message will appear:



In addition, you will receive an email with a link where you need to click to enter the password that will be with the one that later is authenticated in campus UNED:

Set Password for UNED Campus Access



soid@csi.uned.es
para mí

10:58 (hace 0 minutos)



This message has been requested from the UNED website, by a person who has typed in his user ID in order to reset the access password. If it was not you, delete this message and forget the instructions

Click on the following link to set your access password:

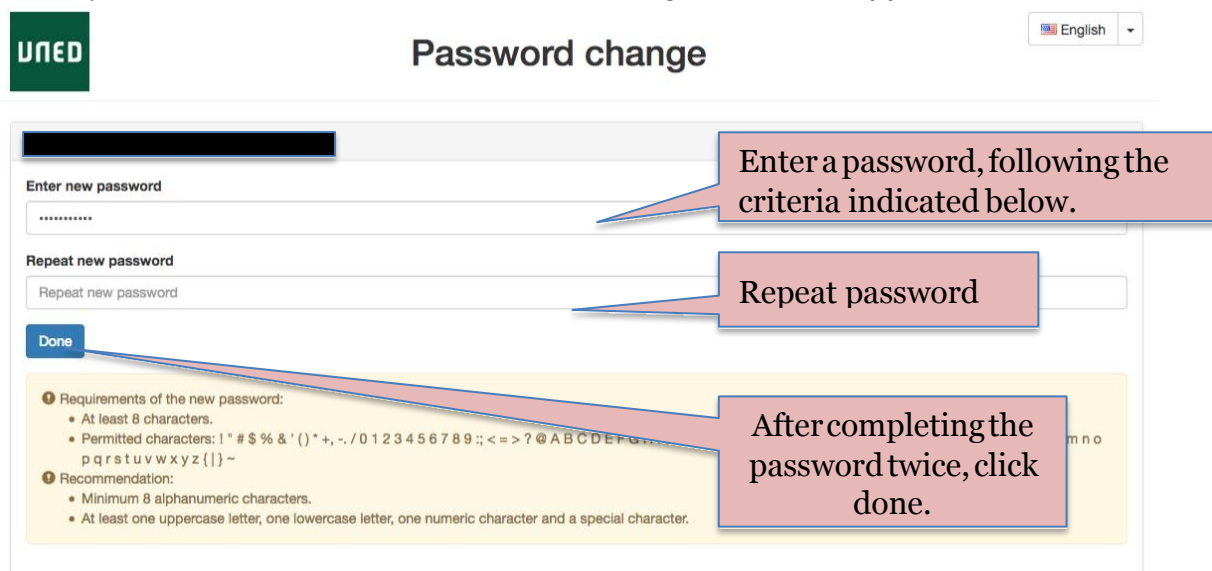
<https://ssopre.uned.es/sso/password.aspx?token=C00D9DF6-95D9-A8D3-348F-DA94BBB26D28&culture=en-US&URL=http%3A%2F%2Faccesoextranjeros%2Euned%2EEes%2Fasiss%5Fmiespacio%2FidSolicitud%2Fnueva>

DO NOT RESPOND TO THIS MESSAGE.

For more help or to contact the Technical Service to the User through mail buzonestudiantes@csi.uned.es or by calling the contact number 91 398 8801

Click on this link to assign password to the username.

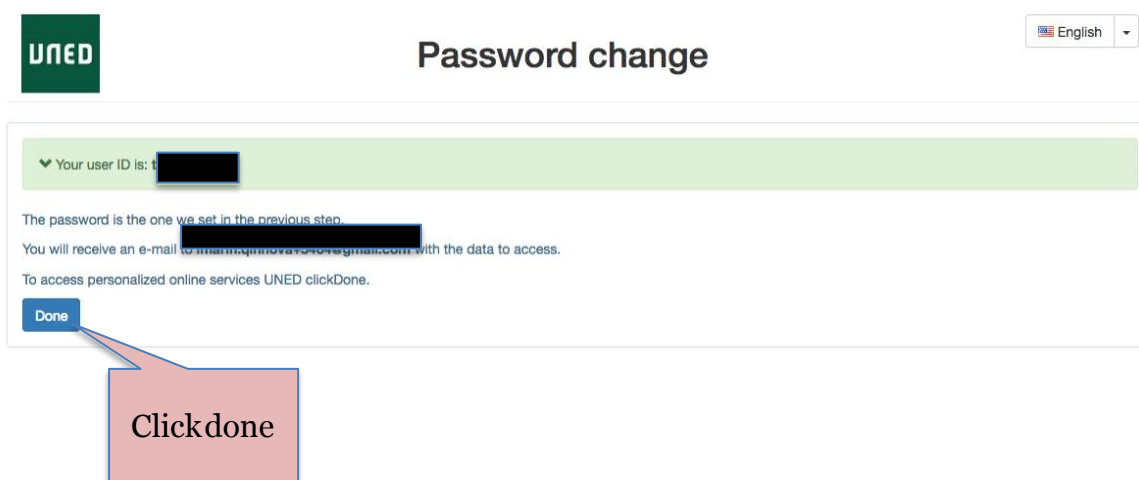
When you click on the email link, the following screen will appear:



The screenshot shows the 'Password change' page. At the top left is the UNED logo, and at the top right is a language dropdown set to 'English'. The main heading is 'Password change'. Below this, there are two input fields: 'Enter new password' and 'Repeat new password'. A callout points to the first field with the text 'Enter a password, following the criteria indicated below.' Another callout points to the second field with the text 'Repeat password'. Below the fields is a blue 'Done' button. A third callout points to the 'Done' button with the text 'After completing the password twice, click done.' Below the 'Done' button is a yellow box containing password requirements:

- Requirements of the new password:
 - At least 8 characters.
 - Permitted characters: ! " # \$ % & ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 ; < = > ? @ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z { | } ~
- Recommendation:
 - Minimum 8 alphanumeric characters.
 - At least one uppercase letter, one lowercase letter, one numeric character and a special character.

Once you have entered the password, the following screen will appear:



The screenshot shows the confirmation screen. At the top left is the UNED logo, and at the top right is a language dropdown set to 'English'. The main heading is 'Password change'. Below this, there is a green box with a checkmark and the text 'Your user ID is: [redacted]'. Below the green box, there is text: 'The password is the one we set in the previous step.', 'You will receive an e-mail to [redacted] with the data to access.', and 'To access personalized online services UNED clickDone.' At the bottom left is a blue 'Done' button. A callout points to the 'Done' button with the text 'Click done'.

After the student has clicked **done**, the following screen will appear where you will have to enter your **username** and **password** that will be required to be redirected automatically to the UNEDasiss platform where you can make your request.

Login

[Forgot your password?](#)
[New user, create account](#)

Username

Enter Username

Password

.....

Login

Enter user

Enter password

Once you have filled in the username and password click on login

After clicking on **login** the system redirects the student to make your application online:

Welcome, **Tomas**



Deadline to request exams

The deadline to apply for PCE in the June announcement will be May, 3rd 2017.



Help

[How to apply.](#)

To request help you can send an email to unedasiss@adm.uned.es

Idioma / language

Español

English



New application

My requests for accreditation

You have not applied for accreditation.

2.3.- Other documents

In this case the process is similar to the previous one, the difference is that no filled fields appear automatically since the document is not checked by any means

New user

Identification document

All fields marked as mandatory are required

ID type (required) ▼ (pick one)	ID number (required)
Country of dispatch (required) ▼ (pick one)	Nationality (edit) ▼ (pick one)

Personal info

First Name (required)	First surname (required)
Second surname (edit)	Gender (required) ▼ (pick one)

Contact details of the applicant

Email of the applicant (required)	Phone number (country code + full number) (edit)
Mobile (edit)	

Birth data

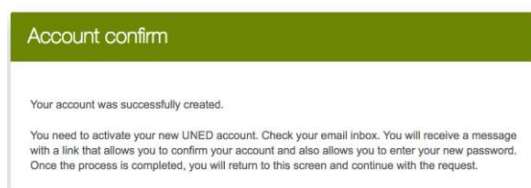
Date of birth (required) 🕒 (no date)	Place of birth (required)
Country of birth (required) ▼ (pick one)	Province / state of birth (Only for spanish) (edit) ▼ (pick one)

In accordance with Organic Law 15/1999 of 13 December on the Protection of Personal Data, we hereby inform you that by accepting this document you agree to the data provided in the registration process to be included in a file owned by Universidad Nacional de Educación a Distancia (UNED), whose purpose is the organization of teaching and study, as well as the exercise of the other functions of the Public Service of Higher Education, regulated in Organic Law 6/2001, of December 21, Of Universities and in the Statutes of the UNED. These data will be communicated, when legally appropriate, to the Public Administrations competent in educational matters. The data will be communicated to the Spanish Universities for the purpose of admission checks. Likewise, the bank will be informed of the data strictly necessary for the payment. Finally, at any time you can exercise your rights of access, rectification, cancellation and, where appropriate, opposition to your data, [Departamento de Política Jurídica de Seguridad de la Información](#) (Código DIR: U2800039).

☐ I have read and accept the Data Protection clause (required)

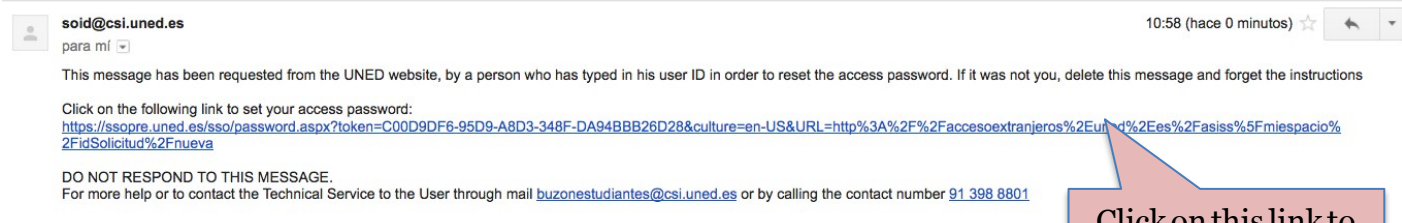
✓ CONTINUE

The following message will appear:



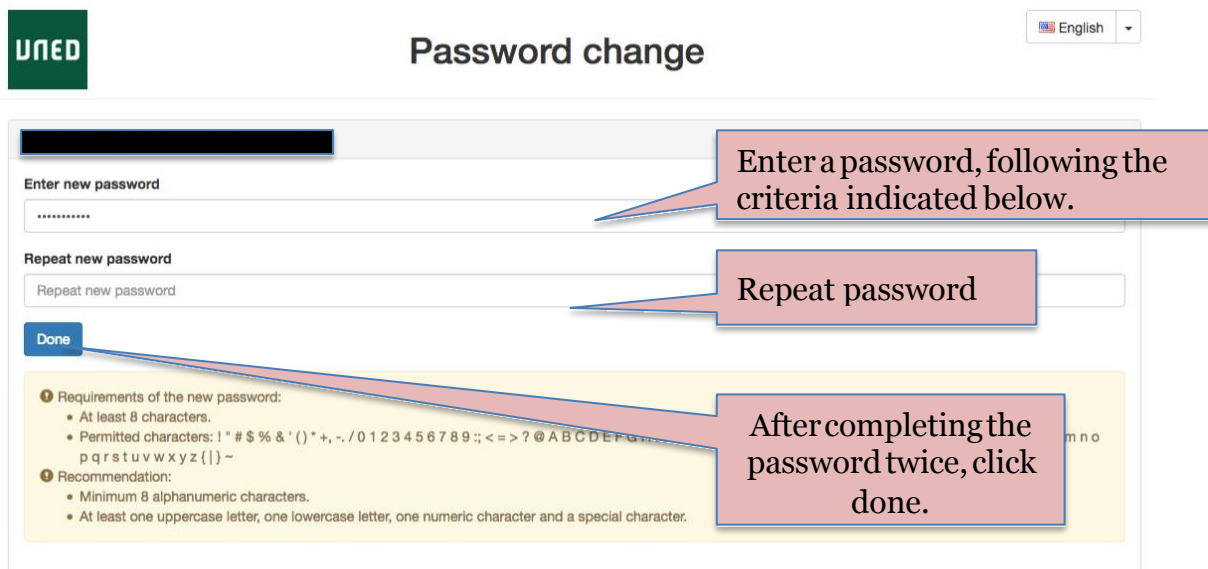
In addition, you will receive an email with a link where you need to click to enter the password that will be with the one that later is authenticated in campus UNED:

Set Password for UNED Campus Access



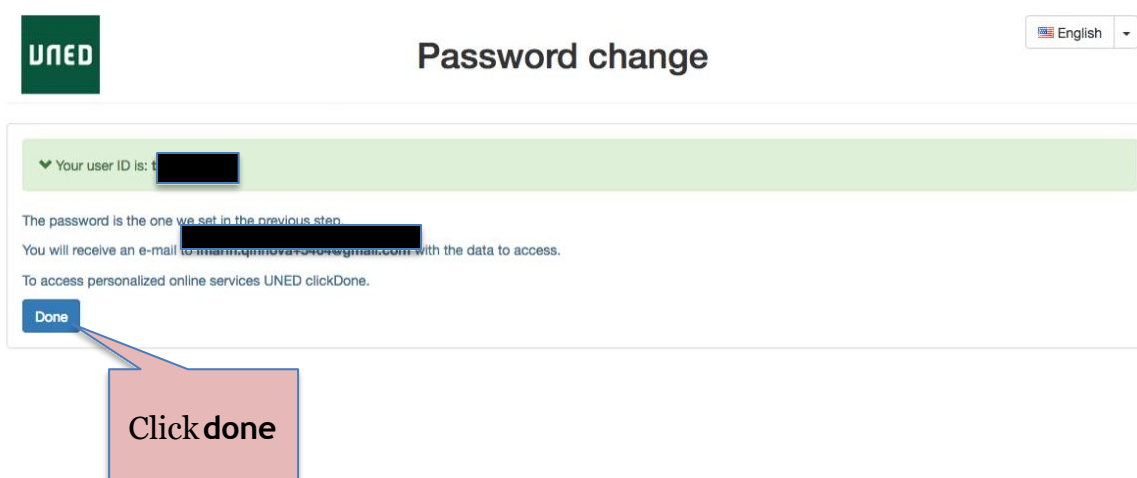
Click on this link to assign password to the username.

When you click on the email link, the following screen will appear:



The screenshot shows the 'Password change' interface. At the top left is the UNED logo, and at the top right is a language dropdown set to 'English'. The main heading is 'Password change'. Below this, there are two input fields: 'Enter new password' and 'Repeat new password'. A blue 'Done' button is positioned below the second field. A yellow box contains password requirements: 'Requirements of the new password: At least 8 characters. Permitted characters: ! " # \$ % & ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 ; < = > ? @ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z { | } ~. Recommendation: Minimum 8 alphanumeric characters. At least one uppercase letter, one lowercase letter, one numeric character and a special character.' Three callout boxes provide instructions: 'Enter a password, following the criteria indicated below.' points to the first field; 'Repeat password' points to the second field; and 'After completing the password twice, click done.' points to the 'Done' button.

Once you have entered the password, the following screen will appear:



The screenshot shows the 'Password change' interface after password entry. At the top left is the UNED logo, and at the top right is a language dropdown set to 'English'. The main heading is 'Password change'. Below this, there is a green bar with a checkmark and the text 'Your user ID is: [redacted]'. Below the bar, there is a message: 'The password is the one we set in the previous step. You will receive an e-mail to [redacted] with the data to access. To access personalized online services UNED clickDone.' A blue 'Done' button is positioned below the message. A callout box with the text 'Click done' points to the 'Done' button.

After the student has clicked done, the following screen will appear where you will have to enter your username and password that will be required to be redirected automatically to the UNEDasiss platform where you can make your request.

Login

[Forgot your password?](#)
[New user, create account](#)

Username

Enter Username

Password

.....

Login

Enter user

Enter password

Once you have filled in the username and password click on **Send**

After clicking on Send the system redirects the student to make your application online:

Welcome, **Tomas**



Deadline to request exams



Help

The deadline to apply for PCE in the June announcement will be May, 3rd 2017.

[How to apply.](#)

To request help you can send an email to unedasiss@adm.uned.es

Idioma / language

Español

English



New application

My requests for accreditation

You have not applied for accreditation.

3.- Start request

Before making your request it is very important that you know the admission criteria of the University in which you want to start your studies. For this you can consult the following link:
<https://unedasiss.uned.es/informacionUniversidad>

After the student has been identified on the platform you can start your application.

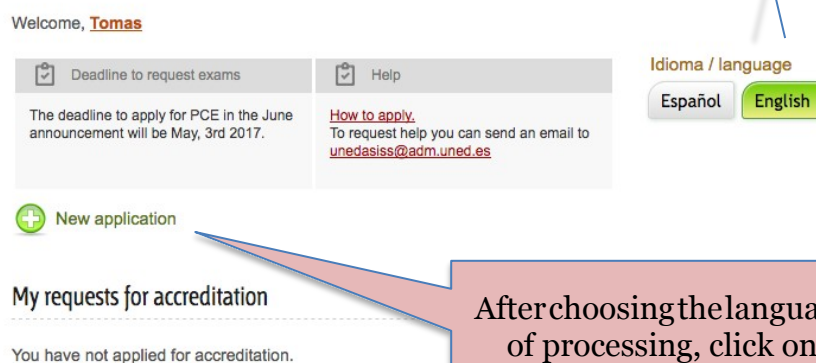
3.1.- Language of processing

First you must choose the language of processing.

3.2.- Create new request

Once the language is chosen, click on the button "Create new

Choose language of processing.



In the event that the host university indicates in its admission criteria that the EBAU (or EvAU) must perform, it must mark the EBAU option in the admission criteria. If the university requires you to accredit a baccalaureate modality, you must check this option. For the cases in which the universities apply other criteria or the user does not know them, he must mark one of the other options.

Once you have selected the admission criteria that will be applied by the university, the computer system will guide you to select the services and subjects required by the university of destination.

3.3.- Routes of processing

An application can be processed through two ways:

- Through Management Entity -> In this case, the student authorizes the selected Collaborating Entity to process his request and access his data.
- Individual processing -> The student will be the only one authorized to process the application.

3.3.1.- Direct processing by the student

The selected option must be Individual processing

The screenshot shows a web form titled 'State' with a teal header. Below the header, there are several fields: 'Application date' with a calendar icon and the value '22-03-2017', 'Call' with the value '2017', and 'Reception date' with a calendar icon and the value '(no date)'. Below these fields is the 'Application status' section with a 'Draft' button. The 'Language' section has a dropdown menu showing 'Español' and a note 'Indicate the language in which you want to process the request'. The 'Form Processing' section has two buttons: 'Individual processing' and 'Through a management entity'. A green arrow points from a label 'Individual processing' above the form to the 'Individual processing' button.

Individual processing

State

Application date 22-03-2017 2017 (no date)

Application status

Language Indicate the language in which you want to process the request

Form Processing

3.3.2.- Processing through a management entity

There is the possibility that the processing is done through a management entity. To do this, the student must have previously contacted the entity to give the instructions on how to make the request.

In the event that a management entity will process the request, and if you have been instructed to do so in this way, you must click on the button through the Management Entity and choose the same in the drop-down box at the bottom.

State

Application date [Call](#) Reception date [\(edit\)](#)
22-03-2017 2017 (no date)

Application status

Language Indicate the language in which you want to process the request

Form Processing

Managing entity [\(edit\)](#)

(pick one)
ACADEMIA ADOS
ACADEMIA GUIU
ACADEMIA POLITÉCNICA LA TRINIDAD
ACADEMY DLG
ALMUÑECAR INTERNATIONAL SCHOOL
ALOHA COLLEGE
ASTEX
BELLVER INTERNATIONAL COLLEGE
BLCU (UNIVERSIDAD DE LENGUA Y CULTURA DE BEIJING)

4.- Selection of options

Fill in the different options that appear:

The screenshot shows a form titled 'Country and studies'. Inside, there is a section 'Select your country of studies' with two dropdown menus: '▼ (Filter by continent)' and '▼ (Select a country)'. A red arrow points from the first dropdown to a box labeled 'First select'. Another red arrow points from the second dropdown to a box labeled 'After selecting the continent, choose'.

The student selects the continent and country to which he/she belongs.

5.- Type of studies

The student selects the type of studies completed in his/her country of origin.

The screenshot shows a dropdown menu titled 'Type of studies'. The selected option is '▼ Secondary studies in Annex I of the r...'. Below it, there is a list of options: '(pick one)', 'Secondary studies in Annex I of the regulation', 'Professional or technical studies that allow access to the university in the country of origin', 'Other studies that allow access to the university in the country of origin', and 'Secondary studies that allow to obtain the homologation to the Spanish Baccalaureate'.

For EU education systems or agreements:

- Secondary studies of Annex I of the regulation. It must be possible to link to the table that is included in [Anex](#).
- Professional or technical studies that allow access to the university in the country of origin.
- Other studies that allow access to the university in the country of origin. Explain: "Studies or diplomas other than secondary education in Annex I or professional or technical studies".
- Secondary studies that allow obtaining the homologation to the Spanish Baccalaureate (without access requirements in the country of origin)

For other educational systems:

- Secondary studies that allow obtaining the homologation to the Spanish Baccalaureate.
- Professional or technical studies that allow the homologation of training qualifications

6.- Services offered

Depending on the system of origin studies, the selection of some services or others will be enabled. These services can be chosen by activating the box ☒ that accompanies them. Each service will have a particular configuration.

6.1.- Service: Verification of compliance with the minimum access requirement

☐ Accreditation compliance with the minimum requirement for university admission

You can choose this accreditation service. To request this service, check the box above.

6.2.- Service: Qualification for admission to Spanish university

☒ Qualification for Admission to Spanish University

The rating will be displayed on the copy of the student accreditation once it has been calculated and the accreditation application is approved.

The student selects this option in case he wants UNEDasiss to calculate his/her admission mark taking into account his academic record and, if applicable, the PCE made.

The rating is calculated as described in the ["UNEDAsiss Regulations"](#) (Chapter III Section 1)

6.3.- Service: Baccaureate mode

Only this service should be selected if the host university requests it in its admission criteria.

☒ **Baccaureate mode**

Choose one or more path of [study to certify](#)

- ☐ Arts
- ☐ Science and Technology
- ☐ Humanidades y Ciencias Sociales (Itinerario Ciencias Sociales)
- ☐ Humanidades y Ciencias Sociales (Itinerario Humanidades)

The requirements for obtaining a Baccaureate Mode can be consulted in the following [link](#)

The student must select the Modality or Modalities of Baccaureate that wants that it is recorded its Accreditation

6.4.- Service: Specific competence tests

If the student wants to examine specific subjects, you must select the **SPECIFIC COMPETENCE TESTS** option to choose the exam center where to take the test and the subject. The call appears automatically.

The screenshot shows the 'Competence tests' service interface. At the top, there is a green header with a checkmark and the text 'Competence tests'. Below this, there are two main sections. The first section is titled 'Center of test (edit)' and 'Call'. Under 'Center of test', there is a dropdown menu showing 'LISBOA' with a downward arrow. Under 'Call', there is a text field showing 'June'. A callout box points to the 'Call' field with the text: 'Call of the test. (Appears automatically)'. The second section is titled 'Tests requested in this application'. Below this title, there is a 'Subject' field. A callout box points to this field with the text: 'Click on to select the subject (s) you want to be examined'. Below the 'Subject' field, there is a green button labeled 'CONFIGURE SUBJECTS'. A callout box points to this button with the text: 'Select the Exam Center where to perform the test in the dropdown'.

To include a new tests you must click on the **Configure Subjects** button. Then the student must select the subjects and click **Save** to include them in this service.

PCE Configuration

Center of test: **ALBACETE** Call: **June**

Core subjects

- ☐ Francés
- ☒ Historia de España
- ☐ Inglés
- ☐ Lengua Castellana y Literatura

Core subjects of baccalaureate mode

- ☐ Matemáticas — Ciencias — Humanidades y Ciencias Sociales (Itinerario Ciencias Sociales)
- ☒ Latín — Humanidades y Ciencias Sociales (Itinerario Humanidades)
- ☐ Inglés — Humanidades y Ciencias Sociales (Itinerario Humanidades)
- ☐ Francés — Humanidades y Ciencias Sociales (Itinerario Humanidades)
- ☐ Matemáticas Aplicadas a las Ciencias Sociales — Humanidades y Ciencias Sociales (Itinerario Ciencias Sociales)
- ☐ Fundamentos del Arte — Artes
- ☐ Historia del Arte — Artes

Subject of mode Humanidades y Ciencias Sociales (Itinerario Humanidades)

- ☒ Economía de la Empresa
- ☐ Geografía
- ☐ Historia de la Filosofía
- ☐ Historia del Arte

Rest of subjects

- ☐ Geología
- ☐ Dibujo Técnico
- ☐ Física

CANCEL SAVE

You must select the test you want and click SAVE

You can select up to six tests. The day, time and place of examination will appear in the Application Protection, once the application is recorded as paid. All information regarding the specific competence tests is found in the ["Unedasiss Regulation"](#) (Chapter 3, Section III)

For students with type of studies **Secondary studies that allow to obtain the homologation to the Spanish Baccalaureate**, once they have chosen a baccalaureate mode, they must choose the PCE tests that allow to get that baccalaureate mode (at least one core subject, one core subject of the baccalaureate mode and one optional subject of the baccalaureate mode).

6.5.- Service: Recognition of subjects

This service is only available to students from European Union or other reciprocity education systems who have completed their Secondary Education equivalent to the Spanish Baccalaureate. The recognition of subjects can serve the student so that the university of destination is valued in its procedure of admission. Before selecting this service, the student must verify that the destination university accepts, in its admission criteria, the recognition of subjects taken in the country of origin and if accepted in all cases or only if they come from an external test.

✓ Recognition of subjects

Choose the subjects you want to validate.

If there is no recognized subject, or your subject is not listed, you can request the equivalence study as follows: Click on "+ add subject"; Select "other subject" and fill in the popup box with the source subject that you want to be recognized, selecting which subject in the Spanish system is equivalent to the one you have taken..

Foreign subject Proposed subject Spanish subject

DEUTSCH

+ ADD SUBJECT

Click on ADD SUBJECTS, to select the material (s) you want to be recognized.

This screen will appear to select the subject (s) to be recognized.

Recognition of subjects

Subject

Click on the dropdown button to look for your

Foreign subject (editar)

▼ (pick one)

ANOTHER SUBJECT

If it does not

Spanish subject (editar)

▼

The student must select the subject he wants to recognize and

The subjects which are in red in the **Foreign subject** list, have been studied and the result have been negative. They cannot be chosen nor proposed.

6.6.- Service: Accreditation of languages

The student should only select this service if it is included as criterion of admission in the destination university.

The screenshot shows a web interface for 'Languages certification'. At the top, there is a green header with a checkmark icon and the text 'Languages certification'. Below this, there are two dropdown menus. The first is labeled 'Language' and has 'Français' selected. The second is labeled 'Managing Entity:' and has 'CENTRE DE LANGUE FRANÇAISE:...' selected. Both dropdown menus have a red downward arrow icon. Below the dropdowns, there is a green button with a plus icon and the text '+ REQUEST ANOTHER LA...'. Two callout boxes are present: one pointing to the 'Language' dropdown with the text 'Select language from the dropdown', and another pointing to the 'Managing Entity:' dropdown with the text 'Select Drop-Down Accrediting'.

The student can select the LANGUAGE ACCREDITATION where he chooses the language and the accrediting entity. You can accredit all the languages you want, taking into account that you must present the corresponding certificate issued by each of the entities. Only the entities, languages and levels recognized by the Association of Language Centers of Higher Education in Spain will be accredited, which can be consulted at the following link.

7.- Delivery of documentation

Documents required

In order to obtain accreditation, you must present the following documents.

How to deliver the documentation.

Method of delivery of documentation

By postal mail

Documentation req

Document	Document date	Receipted
1 Copia de DNI, Tarjeta de identidad o Pasaporte (el mismo con el que se realiza la solicitud)	(no date)	<input type="checkbox"/>
4 Fotocopia compulsada de la Certificación Académica Legalizada del curso equivalente a 1º de Bachillerato	(no date)	<input type="checkbox"/>
5 Fotocopia compulsada de la Certificación Académica Legalizada del curso equivalente a 2º de Bachillerato	(no date)	<input type="checkbox"/>
6 Traducción Jurada de Certificaciones Académicas del curso equivalente a 1º de Bachillerato	(no date)	<input type="checkbox"/>
7 Traducción Jurada de Certificaciones Académicas del curso equivalente a 2º de Bachillerato	(no date)	<input type="checkbox"/>
8 Copia compulsada del certificado que acredite el nivel de idioma, expedido por una de las entidades autorizadas.	(no date)	<input type="checkbox"/>

In this section of **DELIVERY OF DOCUMENTATION** appears a list with all the forms and documents that the student must deliver in order to validate his request. Receipt boxes will be updated as the student submits the required documentation. At the top you must choose the delivery mode.

Method of delivery of documentation

▼ By postal mail

By postal mail

Direct delivery

By collaborating entity

SIR (Interconnection of Records System)

All information related to the delivery of documentation can be consulted through: http://accesoextranjeros.uned.es/documentacion_entrega

8.- Requirements

In this section appear all the requirements that the student must solve to be able to process the request.

Requirements

High school path:

To be able to validate the baccalaureate mode it is necessary that you select at least three tests of competences specific to the path to be validated.

Fee:

Application fees have not been paid.

9.- Payments

In the section PAYMENTS appears the summary of the total amount that

Payments

Pending payment

Service	Amount	Fee
BACCALAUREATE MODE	1	25.00 €
RECONOCIMIENTO DE ASIGNATURAS	1	25.00 €
LANGUAGES CERTIFICATION	1	25.00 €
COMPETENCE TEST OF 1 SUBJECT	1	35.00 €
DOSSIER OPENING	1	30.00 €
SECRETARY FEES	1	15.00 €
		155

ONLINE PAYMENT

the student must pay. You have to take into account if you can select some type of payment exemption since the amount varies according to the option chosen.

9.1.- Payment of the application

The student has two ways of payment

9.1.1.- Online payment

This button appears in the "Payments" section.

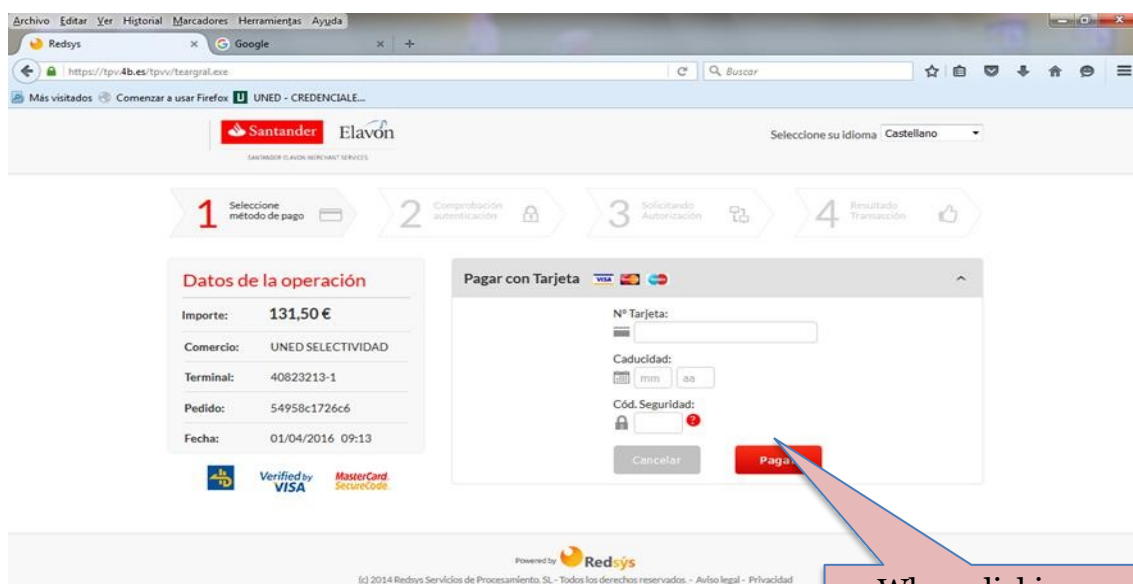
The screenshot shows the 'Payments' section of a web application. It features a table with columns for 'Service', 'Amount', and 'Fee'. The table lists six services with their respective amounts and fees. A total of 155 is shown at the bottom right of the table. Below the table, there is a yellow bar containing a green 'ONLINE PAYMENT' button. A red callout box with the text 'Click on online' points to this button.

Service	Amount	Fee
BACCALAUREATE MODE	1	25.00 €
RECONOCIMIENTO DE ASIGNATURAS	1	25.00 €
LANGUAGES CERTIFICATION	1	25.00 €
COMPETENCE TEST OF 1 SUBJECT	1	35.00 €
DOSSIER OPENING	1	30.00 €
SECRETARY FEES	1	15.00 €
		155

Click on online

ONLINE PAYMENT

The bank page appears on the screen to make the payment by bank card.



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Santander Elavon Seleccione su idioma Castellano

1 Selección método de pago 2 Comprobación autenticación 3 Solicitando Autorización 4 Resultado Transacción

Datos de la operación

Importe: 131,50 €

Comercio: UNED SELECTIVIDAD

Terminal: 40823213-1

Pedido: 54958c1726c6

Fecha: 01/04/2016 09:13

Pagar con Tarjeta

N° Tarjeta:

Caducidad: mm aa

Cód. Seguridad:

Cancelar Pagar

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When clicking on Payment with card, this screen appears to fill in the data related to the Card

The next step will be to return to the request of UNEDasiss and obtain the protection of the request in the section of Vouchers.

9.1.2.- Payment through a bank

The student must print the receipt that appears at the end of the application (Proofs section)

Proofs

Click on receipt to print the application receipt and the payment card.

Even if you have made the online payment you have to print the receipt of the application and the letter of payment

You must follow the instructions on the form.

SOLICITUD DE ACREDITACIÓN PARA EL ACCESO A LA UNIVERSIDAD DE ESTUDIANTES INTERNACIONALES	
DATOS PERSONALES	
DNI/PASAPORTE	
APELLIDOS	NOMBRE
FECHA DE NACIMIENTO	11-2-1965
SISTEMA EDUCATIVO DE PROCEDENCIA	Qatar
TIPO DE ESTUDIOS	Estudios secundarios del Anexo I del reglamento
CONVOCATORIA DE LA SOLICITUD	junio 2016
SERVICIOS SOLICITADOS	
CÁLCULO CALIFICACIÓN PARA LA ADMISIÓN UNIVERSIDAD ESPAÑOLA	
IMPORTE	80,00 €
MODALIDAD DE BACHILLERATO REALIZADA	
Ciencias y Tecnología	
IMPORTE	25,00 €
PRUEBAS DE COMPETENCIAS ESPECÍFICAS (PCE)	
ASIGNATURA	
Economía de la Empresa (PCE)	
CONVOCATORIA	junio IMPORTE 35,00 €
ACREDITACIÓN DE IDIOMAS	
IDIOMAS	
Rumano	
IMPORTE	150,00 €
OTROS SERVICIOS	
APERTURA DE EXPEDIENTE	30,00 €
GESTIÓN ADMINISTRATIVA	15,00 €
IMPORTE TOTAL	360,00 €
FECHA SOLICITUD	13-1-2017

Num. Impreso: 703335611

De acuerdo con la Ley Orgánica 5/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal (LOPD), le informamos de que al aceptar este documento da su conformidad para que los datos suministrados en el proceso de matrícula sean incluidos en un fichero titularidad de la UNIVERSIDAD NACIONAL DE EDUCACIÓN A DISTANCIA (UNED), cuya finalidad es la organización de la docencia y el estudio así como el ejercicio de las demás funciones propias del Servicio Público de la Educación Superior, reguladas en la Ley Orgánica 6/2001, de 21 de diciembre, de Universidades y en los Estatutos de la UNED. Estos datos se comunicarán, cuando legalmente proceda, a los Centros Asociados a la UNED y a las Administraciones Públicas competentes en materia educativa. Asimismo, le informamos de que cuando domicilie el pago de los precios públicos se comunicarán a las entidades bancarias los datos estrictamente necesarios para la gestión del pago. Le recordamos que en cualquier momento podrá ejercitar los derechos de acceso, rectificación, cancelación u oposición de sus datos, enviando una solicitud por escrito, adjuntando fotocopia de su DNI, dirigida a: UNED C/ Bravo Murillo, 38, 28015 - Madrid o a través de la dirección anexo@unad.uned.es

CARTA DE PAGO PARA EL BANCO	
DATOS PERSONALES	
DNI/PASAPORTE	
APELLIDOS	NOMBRE
IMPRESO	703335611
INFORMACIÓN PARA LA ENTIDAD COLABORADORA	
Emisora: 02818016	Sufijo: 003
Referencia: 11703335611-22	Identificación: 240217
Importe: 360,00	
 (90)5070281801600311703335611224021700000360000	
PAYMENT INSTRUCTIONS	
<ul style="list-style-type: none"> You must pay the amount of 155,00 € in an office of the Bank of Santander, in case of not having made the payment online. Once the system detects the payment, you must print a new request form from your "Space" where you have already made your request. In the new shelter, you will find the RESERVATION TO SUBMIT TO THE EXAMINATION CENTER (if you have requested PCE-EVAU), which must be presented together with the identification document with which you made the request, to access the examination center. In the case of making the payment at the bank, send a copy of the payment letter stamped by the bank together with the necessary documentation to process the request. 	
SHIPPING INSTRUCTIONS	
The required documentation must be delivered through the following means:	
If you live in Spain:	
<ul style="list-style-type: none"> Personally, at the UNEDasis office in Madrid. In order to present the documentation, they must bring an original and a copy of the required documents. The opening hours are from Monday to Friday from 9 am to 2 pm At any of the registration assistance offices you can check the following link. To consult the registration office nearest to your address, you must fill in the field "nearest office" with your address and check "information and general registration". To these offices must carry the original documentation and indicate that it is directed to, Access Section PAU code: U02B001.60 of the UNED. 	
If you live abroad:	
<ul style="list-style-type: none"> By post or courier, accompanying the documentation of a copy of the request slip, to the following address: UNEDasis Juan del Rosal Street, 14 (UNIVERSITY CITY) 28040 MADRID. Spain Shipments by mail take between 10 and 15 days to be received by UNEDasis, when the shipment is made from Europe and a longer time for other countries. Through the diplomatic representations or consular offices of Spain abroad. Please consult the diplomatic office for the time it will take to get your documentation to UNEDasis. 	

mpreso: 703335611

De acuerdo con la Ley Orgánica 5/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal (LOPD), le informamos de que al aceptar este documento da su conformidad para que los datos suministrados en el proceso de matrícula sean incluidos en un fichero titularidad de la UNIVERSIDAD NACIONAL DE EDUCACIÓN A DISTANCIA (UNED), cuya finalidad es la organización de la docencia y el estudio así como el ejercicio de las demás funciones propias del Servicio Público de la Educación Superior, reguladas en la Ley Orgánica 6/2001, de 21 de diciembre, de Universidades y en los Estatutos de la UNED. Estos datos se comunicarán, cuando legalmente proceda, a los Centros Asociados a la UNED y a las Administraciones Públicas competentes en materia educativa. Asimismo, le informamos de que cuando domicilie el pago de los precios públicos se comunicarán a las entidades bancarias los datos estrictamente necesarios para la gestión del pago. Le recordamos que en cualquier momento podrá ejercitar los derechos de acceso, rectificación, cancelación u oposición de sus datos, enviando una solicitud por escrito, adjuntando fotocopia de su DNI, dirigida a: UNED C/ Bravo Murillo, 38, 28015 - Madrid o a través de la dirección anexo@unad.uned.es

Once the student makes the payment can print the receipt through the section of PROOF. If you have selected PCE exam, it is when making the payment when you can access the receipt to be presented at the exam center to gain access to the classroom.



RESGUARDO PARA PRESENTAR EN EL CENTRO DE EXAMEN

It is necessary to present this form in your center, along with the identification document that you used in your application, to be able to access the tests. If you do not submit this form, you will be served after all students have entered the exam room.

Remember to take the test at least 30 minutes before the exam. Do not forget to read the UNED test rules. Failure to comply with the established rules will lead to the application of sanctions.

DATOS PERSONALES

DNI/PASAPORTE	
APELLIDOS	NOMBRE
FECHA DE NACIMIENTO	11-2-1965

PRUEBAS DE COMPETENCIAS ESPECÍFICAS (PCE)

ASIGNATURA	FECHA PRUEBA	HORA PRUEBA
Economía de la Empresa (PCE)	23-5-2017	15:00

CENTRO DE EXAMEN	BUENOS AIRES
DIRECCIÓN CENTRO EXAMEN	CENTRO DE LA UNED EN LA CONSEJERÍA DE EMPLEO Y SEGURIDAD SOCIAL DE LA EMBAJADA DE ESPAÑA.C/ Viamonte, 166 - piso 1º. 1053 Buenos Aires (Argentina).
CONVOCATORIA	junio

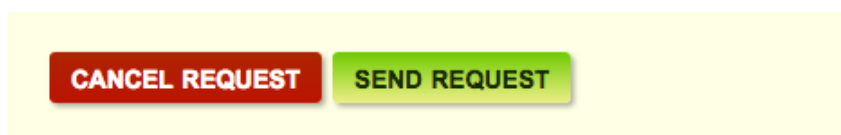
IMPORTANT

This barcode will be used to access the exam room, so it must be submitted every day and hour of examination without deterioration



10.- Sending the request

In order to send the request the student must click on the button Send Request that appears at the bottom of the page.



The student can cancel APPLICATION whenever it is in the Draft state and has not been sent.

The application will be processed by the Unedasiss which may require the student to deliver documentation, correction of errors or what they deem necessary for the validation of the same.

Once the application has been sent, the student can not make a new request while it is being processed. If you have already sent the request and want to modify it, you must send an email to unedasiss@adm.uned.es detailing the modification to be made. In no case will be accepted modifications that will cause a reduction of the price paid.