



## 15. Conditional access to registration process

Dear **[Nom del candidat/a]**,

We are writing to inform you that we have received your signed Declaration of Commitment and you have met all the requirements in order to be able to register. Check the [calendar](#) to know when you have to register.

We would like to remind you that the deadline for submitting these documents is 30 April 2025. If we have not received your documentation and the [formal requirements](#) by this date, we will cancel your registration, without the right to any refund and you will remain responsible for paying any outstanding pending amounts.

Please find below some information that we believe will help you to complete the registration process correctly.

### **Completion of registration process:**

You must complete the registration process [online](#).

If you detect any errors in your registration after you have completed it, you have a further five calendar days to rectify them.

### **Academic information:**

You must register for the subjects that have been indicated to you by the coordinator of your master's course, who in your case is **[Nom coordinador/a]**. You can contact your coordinator by email at **[e-mail coordinador/a]**.

Before you register, you can consult [the timetables, course guides and the names of the teaching staff](#), and the [minimum and maximum number of credits](#) that you can register for.

### **Economic information:**

Click on the links for information relating to [prices, fees and exemptions](#) insurance coverage and [payment methods](#).

### **Registration documentation:**

If you think you are entitled to an [exemption](#) or discount but have not uploaded the corresponding document to the [document manager](#), please contact us.

The URV may check and/or validate your personal information with other administrations or organisations (DNI/NIE, university qualification, large family status, level of disability). You can [appeal against](#) the URV checking your personal information with other administrations or organisations.

### **Administrative procedures:**

Click [here](#) for all information on the different administrative procedures that you can request as a doctoral student, such as requesting recognition of professional experience, other types of credit recognition, etc.

### **URV email address and digital services:**

After you have completed the registration process, the URV will generate an account for you so that you have access to an institutional email address and other digital services at the University. The account will be operative 24 hours after you register, and you can access it through the URV's Intranet. Click [here](#) to find out how to access your account.

Once you have accessed the Intranet, click on "Correu electrònic" to access your URV email account. It is important that you check this account regularly because we will use it to send important information to you during your time at the URV.

### **URV Card:**

After you have registered you can apply for a URV Card. Click [here](#) to learn about the benefits of having one and how you can apply.

If you need any further information, please do not hesitate to contact us.

Regards,

**[Secretariat of Faculty/School/Campus]**  
Universitat Rovira i Virgili