



## 15. Conditional access to registration process

Dear [Nom del candidate],

We are writing to inform you that we have received your signed Declaration of Commitment; you can therefore register during the registration period from

[**Matriculation\_Period\_SubTerm\_\_r:Start\_Date\_\_c (Ini matrícula)**] to  
[**Matriculation\_Period\_SubTerm\_\_r:End\_Date\_\_c (Fi matrícula)**].

We would like to remind you that the deadline for submitting these documents is 30 April 2024. If we have not received your [formally required documentation](#) 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.

You must send your outstanding documents by email to [phd@urv.cat](mailto:phd@urv.cat) and, once you have received confirmation that they are correct, you must present in person either the original documents and copies of them or the certified copies of the originals to the Campus/Center Secretariat for Academic Management where your Doctoral programme in [Nom del programa de doctorat] will be taught.

We are also sending you the following information to help you 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:**

If you wish to register as a part-time student, you must choose this option when you register online, provided that you stated this when you pre-registered for the course and that this has been approved by the Coordinator / Academic Committee.

### **Economic information:**

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

### **Registration documentation:**

Remember that if you wish to apply for any exemptions from your registration fees, the deadline for submitting the [necessary documentation](#) is [Matriculation\_Period\_SubTerm\_\_r:End\_Date\_\_c (Fi matrícula)].

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.

### **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. You can find out how to access your account [here](#).

Once you have accessed the Intranet, click on "Correu electronic" 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 its benefits and how you can apply for one.

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

Yours sincerely,

[Secretariat of Secretariat of Campus / Centre]  
Universitat Rovira i Virgili