



UNIVERSIDAD DE ALMERÍA

AUTOMATRÍCULA



How to Enroll as an
International Mobility Student

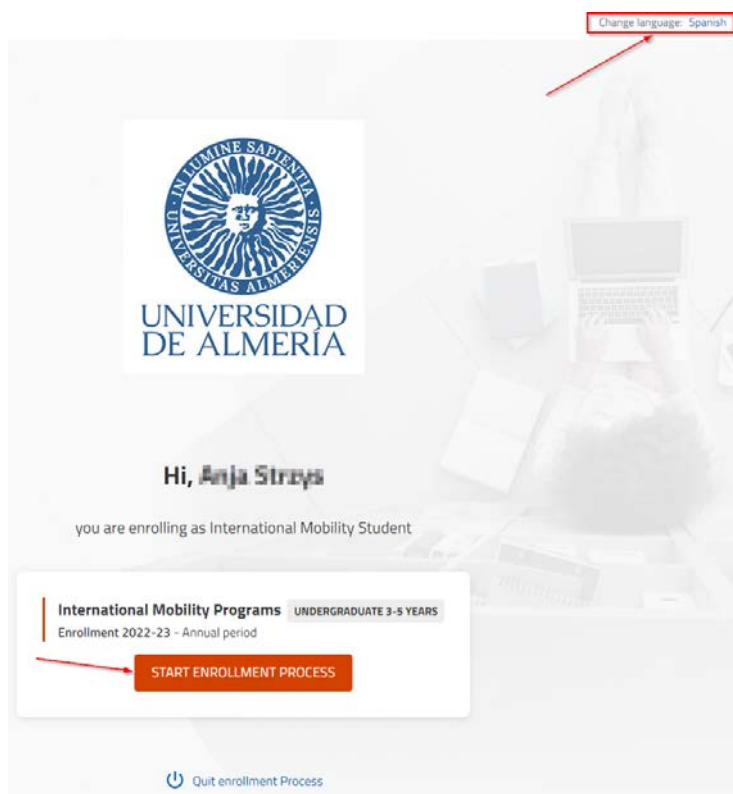
The UAL puts at your disposal its online enrollment system **Automatrícula** that will allow you to officially enroll in the subjects that you have included in your **Learning Agreement**. You must take into account that you will only have a place in the contracted subjects. To change subjects, you must make a modification to your Learning Agreement beforehand within the terms and deadlines indicated by the International Office.

UMove Notice: Appointment for Automatrícula

The process begins when you receive a notice from our mobility management application, **UMove**, that you already know. The notice includes the **URL to access Automatrícula** (this access is **specific for International Students**, you should not access through the URL you can find on the website for UAL Students) and indicates the **period of time** in which you must enroll. You can access Automatrícula **as many times as you need** during the indicated period.

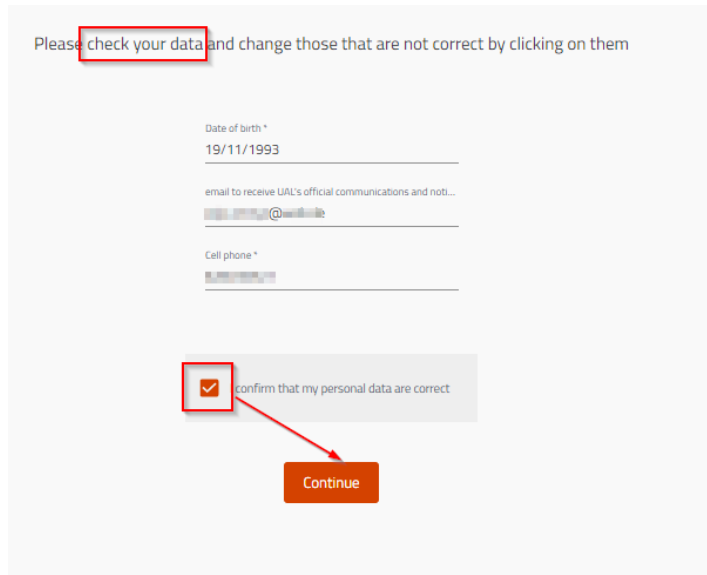
Access to Automatrícula

Access Automatrícula with the same login and password that you use to access UMove and the rest of the services that UAL offers you through our Virtual Campus and our App. When you access you can choose the language and then start your enrollment.



Personal Information

In the next step, you must provide or confirm some minimum personal data to continue



Please **check your data** and change those that are not correct by clicking on them

Date of birth *
19/11/1993

email to receive UAL's official communications and noti...
[redacted]@[redacted]

Cell phone *
[redacted]

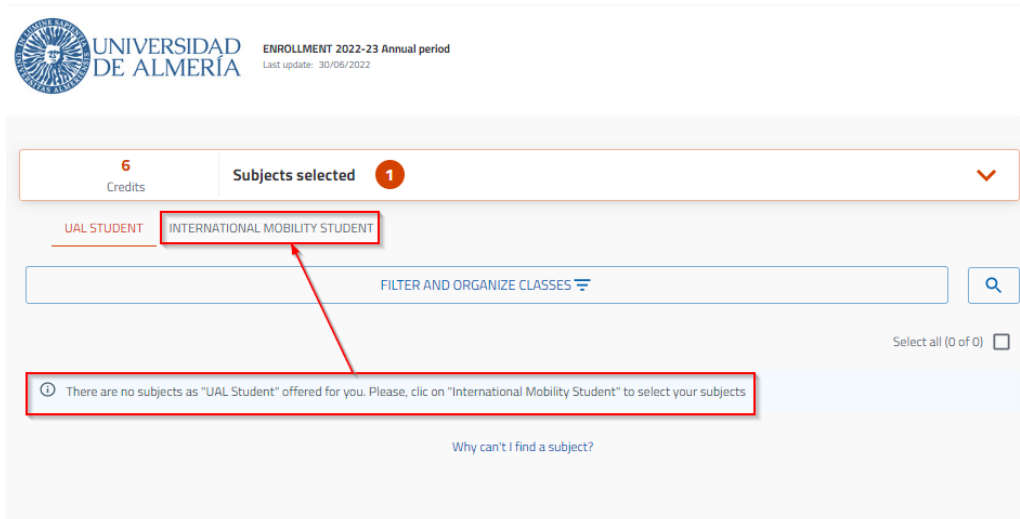
☒ confirm that my personal data are correct

Continue

It is **VERY IMPORTANT** that you **keep your personal data updated** through Campus Virtual at any moment, both your family address and your address in Almería during the Academic Year.

Subject Selection

To select the subjects you must click on the **International Mobility Student** section



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Last update: 30/06/2022

6 Credits Subjects selected 1

UAL STUDENT INTERNATIONAL MOBILITY STUDENT

FILTER AND ORGANIZE CLASSES

Select all (0 of 0)

There are no subjects as "UAL Student" offered for you. Please, clic on "International Mobility Student" to select your subjects

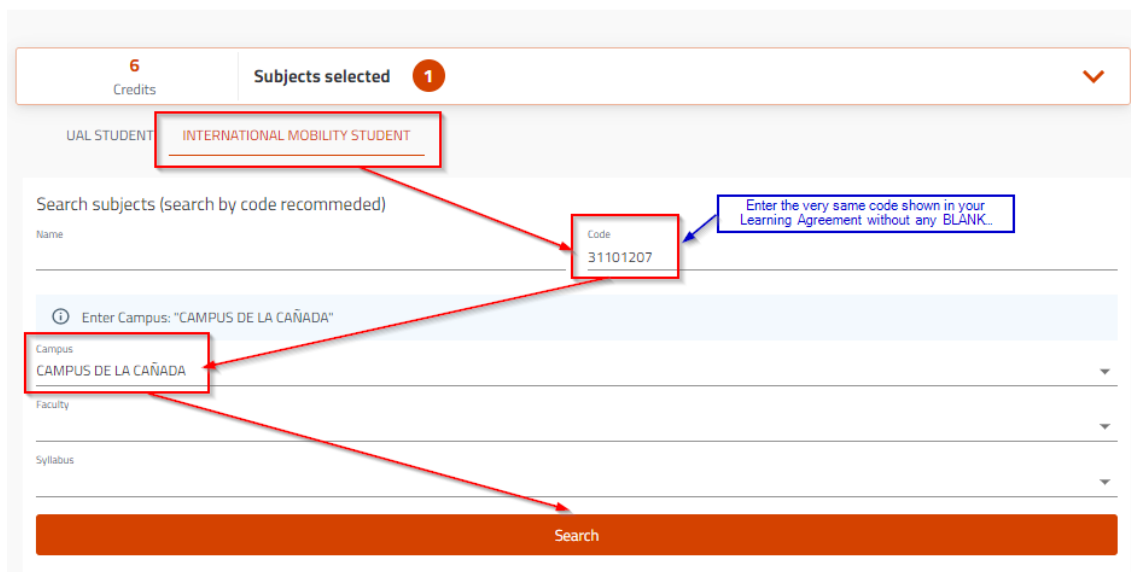
Why can't I find a subject?

You may search for a subject by its name, but we recommend that you **use the subject code** that appears on your Learning Agreement making sure not to include any blank space, **indicate Campus de La Cañada** afterwards and then you will be able to click on **Search**.



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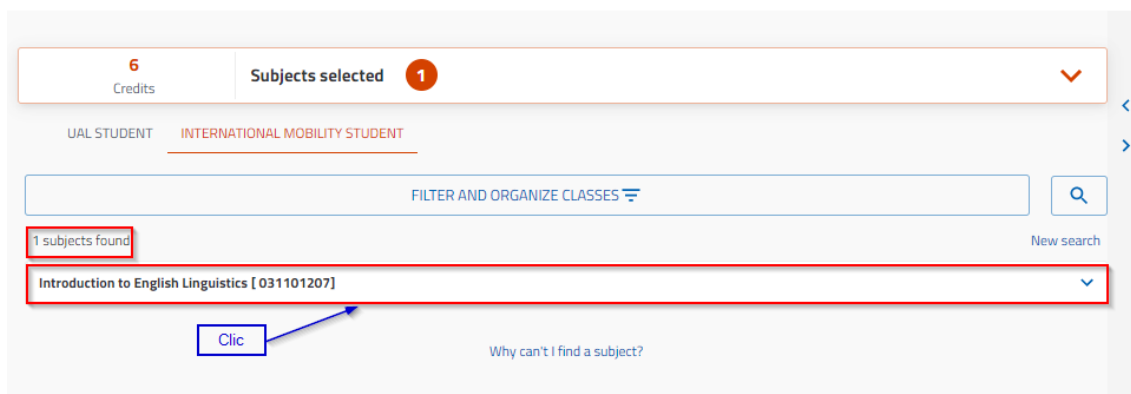
The screenshot shows the 'INTERNATIONAL MOBILITY STUDENT' section of the enrollment system. At the top, it indicates '6 Credits' and 'Subjects selected 1'. Below this, there's a search bar with the text 'Search subjects (search by code recommended)'. A red box highlights the 'INTERNATIONAL MOBILITY STUDENT' tab. Another red box highlights the 'Code' field, which contains '31101207'. A blue box with an arrow points to this field with the text 'Enter the very same code shown in your Learning Agreement without any BLANK...'. Below the code field, there's a dropdown menu for 'Campus' with 'CAMPUS DE LA CAÑADA' selected. A red box highlights this dropdown. At the bottom, there's a large orange 'Search' button. A red arrow points from the 'Search' button to the 'Campus' dropdown.

Click on the subject found to enable the selection.



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The screenshot shows the search results page. At the top, it indicates '6 Credits' and 'Subjects selected 1'. Below this, there's a search bar with the text 'FILTER AND ORGANIZE CLASSES'. A red box highlights the '1 subjects found' text. Below this, there's a list of subjects. The first subject is 'Introduction to English Linguistics [031101207]'. A red box highlights this subject. A blue box with an arrow points to the subject with the text 'Click'. Below the subject list, there's a link that says 'Why can't I find a subject?'.

Check the box to the right to select it..

1 subjects found New search

Quantitative methods [062102205]		
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Economics and Business Studies</div> <div>Double Undergraduate Degree in Law and Administrat</div> <input type="checkbox"/>
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Law</div> <div>Double Undergraduate Degree in Law and Administrat</div> <input type="checkbox"/>
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Economics and Business Studies</div> <div>Undergraduate Degree in Administration and Busines</div> <input type="checkbox"/>

The same subject can be part of more than one official UAL Study Plan, but it is the same subject with the same professors and timetables. For you as an International Mobility Student it is not relevant, you may **select any of them**.

VERY IMPORTANT: There are certain subjects that belong to old Study Plans that are in the phase of extinction and are marked as **Not Active**. You should **never mark these** because they are subjects that **no longer have classes**, only exams for former students are allowed.

12 Credits	Subjects selected 2	
<div>UAL STUDENT</div> <div>INTERNATIONAL MOBILITY STUDENT</div>		
<div>FILTER AND ORGANIZE CLASSES</div> <div>New search</div>		
1 subjects found		
French III [031102203]		
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Humanities</div> <div>Undergraduate Degree in Humanities (Curriculum 201)</div> <input type="checkbox"/>
<div>No active.</div>		<div>Old Syllabus, there are no classes for this subject within this syllabus (exams only), choose any other.</div>
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Humanities</div> <div>Undergraduate Degree in Humanities (Curriculum 202)</div> <input type="checkbox"/>
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Humanities</div> <div>Undergraduate Degree in Hispanic Philology (Curricu</div> <input type="checkbox"/>
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Humanities</div> <div>Undergraduate Degree in English Studies (Curriculu</div> <input type="checkbox"/>
6 credits	2022-23 CAMPUS DE LA CAÑADA	<div>Faculty of Humanities</div> <div>Double Undergraduate Degree in English Studies and</div> <input type="checkbox"/>

When you select the subject, Automatrícula assigns you a class group, but there may be more and you can choose any of them if there are vacancies. Click **Timetable/s** to see them all.

1 subjects found New search

Quantitative methods [062102205]

6 credits	2022-23 CAMPUS DE LA CAÑADA	Faculty of Economics and Business Studies Double Undergraduate Degree in Law and Administrat	<input checked="" type="checkbox"/>
Group C	Second Quarter	Afternoon shift	Spanish
- Timetable/s			
Group A	Second Quarter	Morning shift	Spanish <input type="radio"/> <input type="button" value="v"/>
Group B	Second Quarter	Morning shift	Spanish <input type="radio"/> <input type="button" value="v"/>
Group C	Second Quarter	Afternoon shift	Spanish <input checked="" type="radio"/> <input type="button" value="v"/>
Group ING	Second Quarter	Morning shift	English <input type="radio"/> <input type="button" value="v"/>

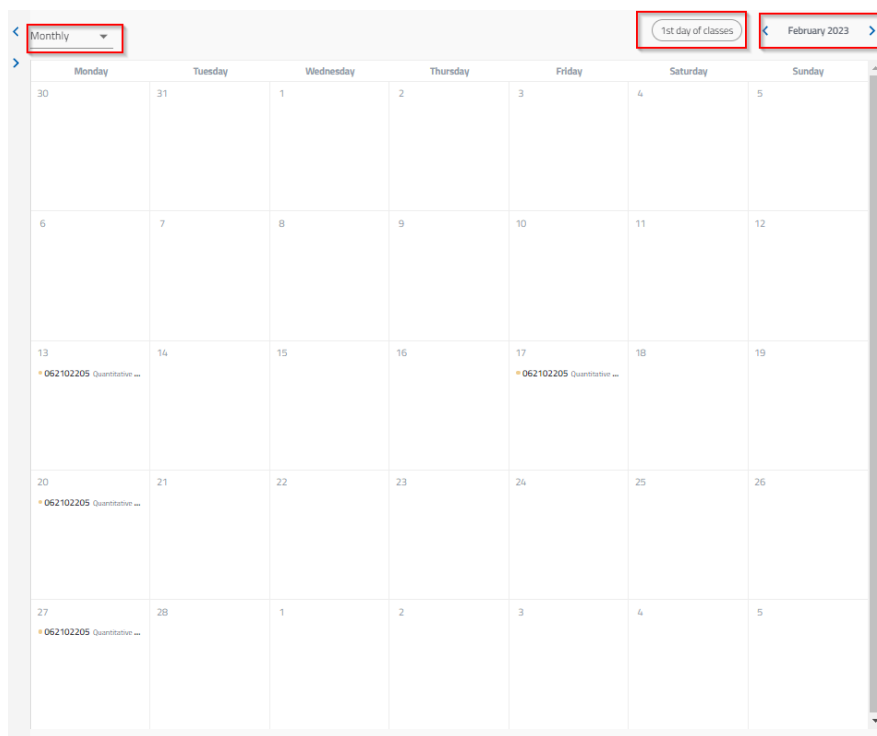
Click on the dropdown to see the **group timetable** and detailed information, including the **teaching language**, and choose the one that suits you best.

1 subjects found New search

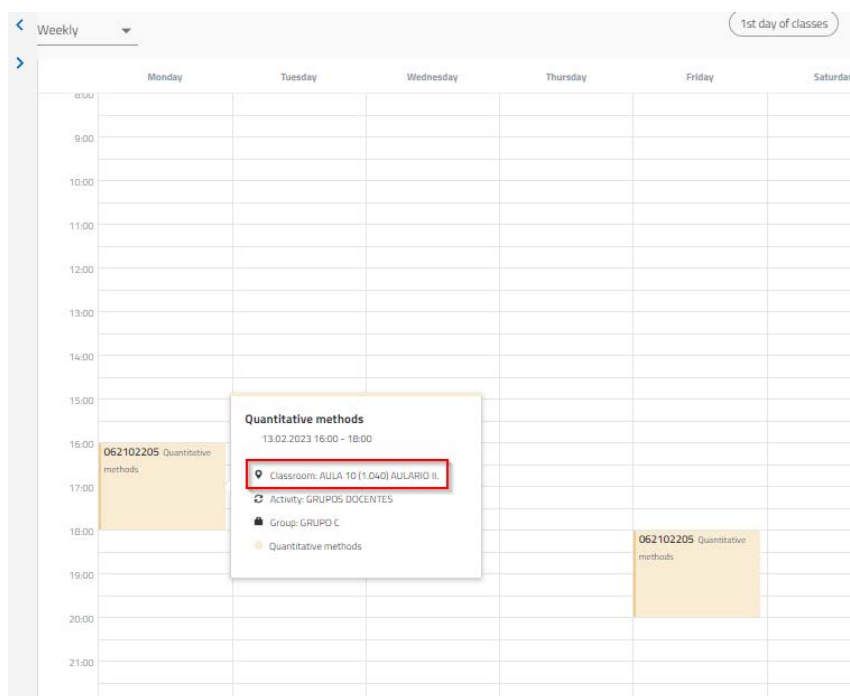
Quantitative methods [062102205]

6 credits	2022-23 CAMPUS DE LA CAÑADA	Faculty of Economics and Business Studies Double Undergraduate Degree in Law and Administrat	<input checked="" type="checkbox"/>
Group C	Second Quarter	Afternoon shift	Spanish
- Timetable/s			
Group A	Second Quarter	Morning shift	Spanish <input type="radio"/> <input type="button" value="v"/>
Group B	Second Quarter	Morning shift	Spanish <input type="radio"/> <input type="button" value="v"/>
Group C	Second Quarter	Afternoon shift	Spanish <input checked="" type="radio"/> <input type="button" value="v"/>
<p>Description of the group: C.GRUPO C</p> <p>Description of the duration: Second Quarter</p> <p>Shift: Afternoon shift</p> <p>Language used for teaching: Spanish</p> <p>Professors: Ana Belén Castaño Fernández.</p> <p>Capability: 94</p> <p>Open vacancies: 93</p>			
Group ING	Second Quarter	Morning shift	English <input type="radio"/> <input type="button" value="v"/>
<p>Description of the group: ING.GRUPO ING - Impartido totalmente en Inglés. (Para cualquier alumno)</p> <p>Description of the duration: Second Quarter</p> <p>Shift: Morning shift</p> <p>Language used for teaching: English</p> <p>Professors: Ana Belén Castaño Fernández.</p> <p>Capability: 47</p> <p>Open vacancies: 47</p>			

You can see the timetable of the subject in the calendar in monthly (default), weekly or daily format and browse the calendar with the date picker.

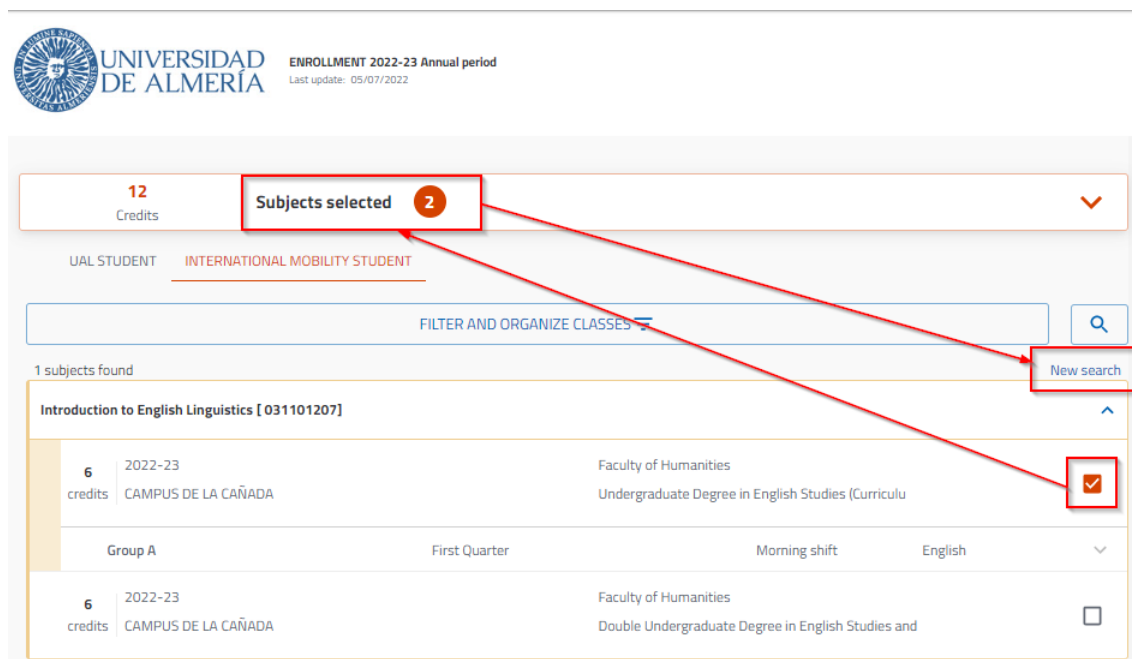


You can click on a subject to see in which building and classroom you have your classes each day. You can check as well how to get to each building on the [UAL website](https://www.almeria.es/).



Your timetables are always available throughout the course through **Campus Virtual** and **UAL App**.

Continue selecting subjects by clicking on **New Search**, Automatrícula shows you how many subjects you have already selected



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12 Credits

Subjects selected 2

UAL STUDENT INTERNATIONAL MOBILITY STUDENT

FILTER AND ORGANIZE CLASSES

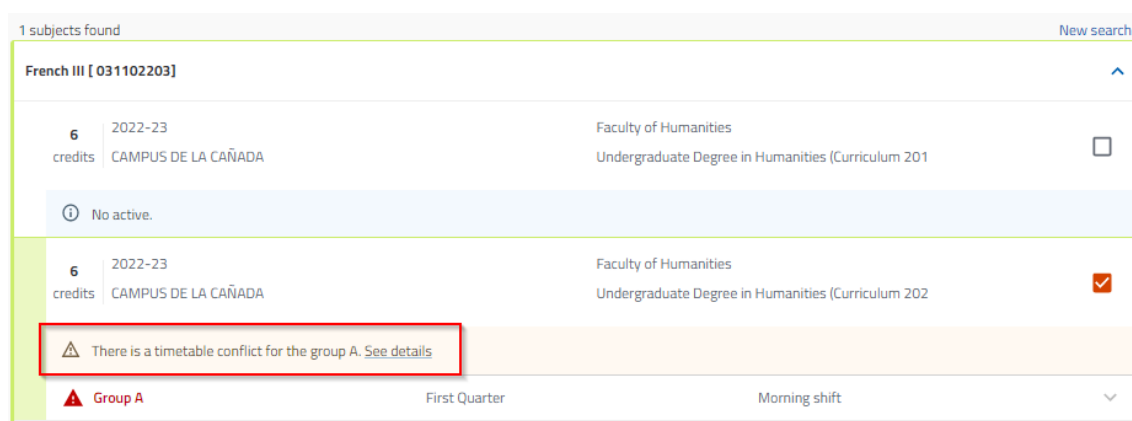
1 subjects found

Introduction to English Linguistics [031101207]

6 credits	2022-23 CAMPUS DE LA CAÑADA	Faculty of Humanities Undergraduate Degree in English Studies (Curriculu	<input checked="" type="checkbox"/>
Group A First Quarter Morning shift English			
6 credits	2022-23 CAMPUS DE LA CAÑADA	Faculty of Humanities Double Undergraduate Degree in English Studies and	<input type="checkbox"/>

Timetable Conflict

When you add more subjects, timetable conflicts may occur, classes that coincide one day at the same time. Automatrícula warns you so that you may choose another group.

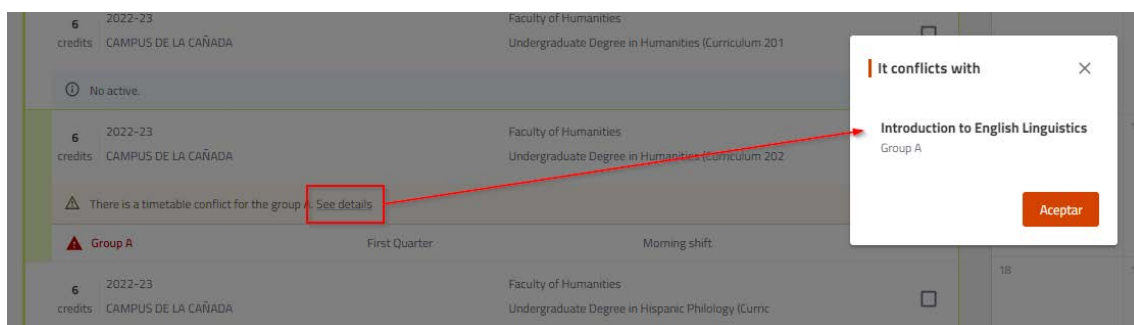


1 subjects found

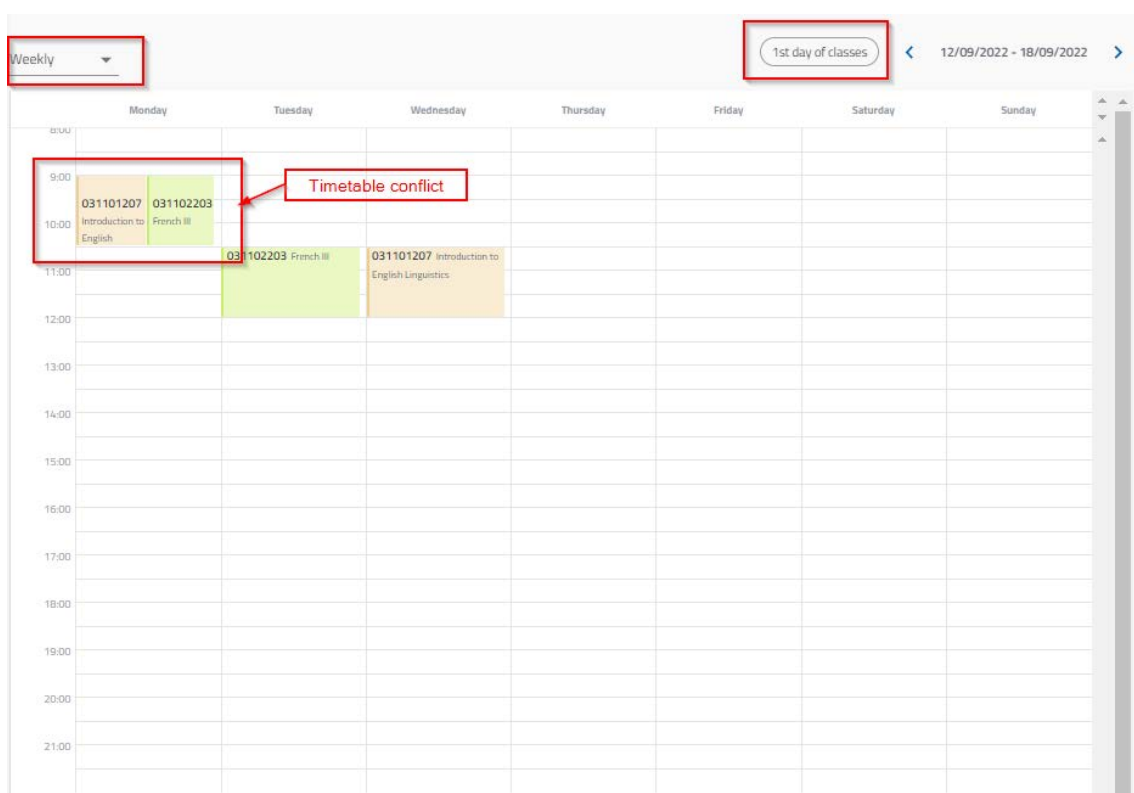
French III [031102203]

6 credits	2022-23 CAMPUS DE LA CAÑADA	Faculty of Humanities Undergraduate Degree in Humanities (Curriculum 201	<input type="checkbox"/>
No active.			
6 credits	2022-23 CAMPUS DE LA CAÑADA	Faculty of Humanities Undergraduate Degree in Humanities (Curriculum 202	<input checked="" type="checkbox"/>
There is a timetable conflict for the group A. See details			
Group A First Quarter Morning shift			

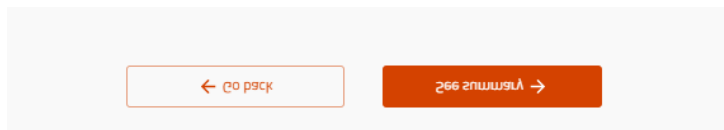
Click **See Details** to check which subject is in conflict.



Look for the timetable conflict in the calendar and change the group of any of the subjects if possible.



Once that you have selected all your subjects (or when you want to continue to finish and save what you have enrolled in a session) click on **See Summary**, below the calendar to continue.



The Summary shows you the subjects and groups you have selected and the timetable conflicts if you have not corrected them. If you validate your registration with timetable conflicts, the warning will not be shown the next time you access Automatrícula.

18 Créditos	L 18
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OPTATIVA TRANSVERSAL

Introduction to English Linguistics [031101207]

6 Créditos	2022-23 CAMPUS DE LA CAÑADA	Faculty of Humanities Double Undergraduate Degree in English Studies and
⚠ Existe conflicto en el horario del Grupo A. Ver detalle		
⚠ Grupo A	First Quarter	Morning shift English

Quantitative methods [062102205]



6 Créditos	2022-23 CAMPUS DE LA CAÑADA	Faculty of Economics and Business Studies Double Undergraduate Degree in Law and Administrat
Grupo C Second Quarter Afternoon shift Spanish		

French III [031102203]

6 Créditos	2022-23 CAMPUS DE LA CAÑADA	Faculty of Humanities Undergraduate Degree in Humanities (Curriculum 202
⚠ Existe conflicto en el horario del Grupo A. Ver detalle		
⚠ Grupo A	First Quarter	Morning shift

Click **Confirm and go to Payment** above the calendar to continue

International Mobility Programs

Confirm and go to pay... →

1st day of classes < July 2022 >

Friday	Saturday	Sunday
	2	3

Payment and Discounts

As an International Mobility Student you have a **100% discount on all study fees**, you simply have to continue to the next screen.

100% Discount on Tuition Fees

← Back

Go to payment metho... →

Alumnos de Programa Internacional

International Mobility Students (Incoming UAL)

☒ International Mobility Students (Incoming UAL)

No payment is required, so you do not have to indicate a financing system or a payment method, simply continue to the next screen.

No Payment Required

← Back

Next →

0.00 Eur.

Enrollment Total Costs

What financing system do you wish to pay with? ?

1 plazo

Number of vacancies: 1

Which payment method would you like to use? ?

☐ Period 1

0.00 Eur.

☒ Expired

Cash

The next screen shows you the breakdown of your receipt including the International Mobility Student discount, once again, simply continue to the next screen.

Economic Breakdown

← Back

Next →

0.00 Eur.

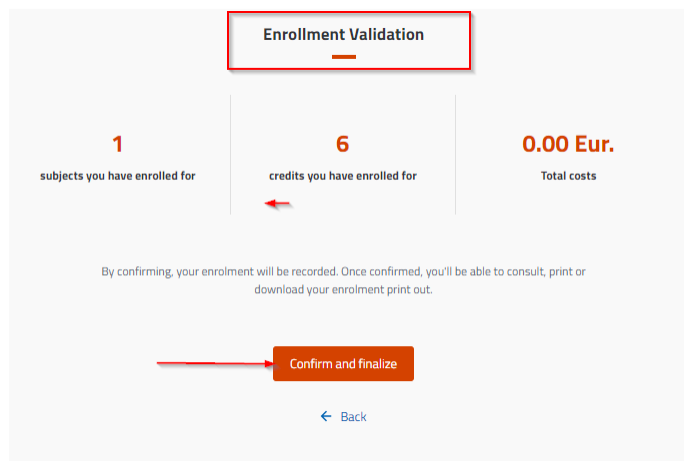
Total amount of the registration

Enrollment Costs Breakdown ?

6 Creditos en 1 Matricula	
Unit amount 12.62 Eur.	75.72 Eur.
Apertura Expediente	
	59.10 Eur.
Tarjeta Identidad	
	5.70 Eur.
Academic amount	
	75.72 Eur.
Administrative amount	
	64.80 Eur.
Total amount, without discounts	
	140.52 Eur.
International Mobility Students (Incoming UAL)	
	- 140.52 Eur.
Academic amount	
	0.00 Eur.
Administrative amount	
	0.00 Eur.
Total amount, with discounts	
	0.00 Eur.

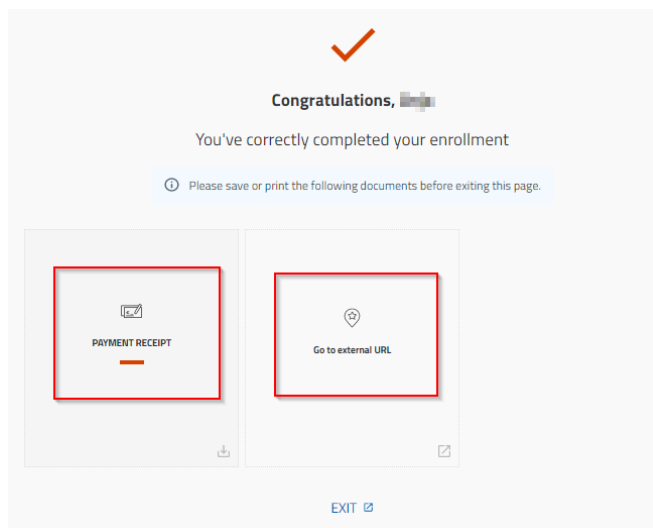
Validation

The last step is the **validation** of your enrollment.



The screenshot shows the 'Enrollment Validation' screen. At the top, a red box highlights the title 'Enrollment Validation'. Below it, three columns display enrollment details: '1 subjects you have enrolled for', '6 credits you have enrolled for', and '0.00 Eur. Total costs'. A red arrow points from the 'credits' column to the 'Confirm and finalize' button. Below the columns, a message states: 'By confirming, your enrolment will be recorded. Once confirmed, you'll be able to consult, print or download your enrolment print out.' At the bottom, there is a 'Confirm and finalize' button and a 'Back' link.

After validating, Automatrícula confirms that you have completed your enrollment correctly and you can obtain your **official receipt** and go to the general information page for International Students of the UAL International Relations Service.



The screenshot shows a congratulatory message with a large orange checkmark. The text reads: 'Congratulations, [name]' and 'You've correctly completed your enrollment'. Below this, a note says: 'Please save or print the following documents before exiting this page.' Two boxes are shown: 'PAYMENT RECEIPT' with a receipt icon and 'Go to external URL' with a location pin icon. Both boxes are highlighted with red rectangles. At the bottom, there is an 'EXIT' link with an external link icon.

Automatrícula Issues

Remember that for any issue related to your enrollment you must contact our International Office through the [UAL User Service Center \(CAU\)](#) by selecting in the “To:” field “*1. International Relations – International Office*”.