



Universidad  
de Navarra

**WELCOME!**  
Steps to enroll

## Information to enroll

- 1** In order to confirm your place, it is necessary to fulfill the tuition form through miUNAV within the established deadline mentioned in your acceptance letter.
- 2** If you have not done so already, and just in case the degree requires it, you will have to upload in miUNAV your English level: Check [here](#) the required levels.
- 3** In case Spanish were not your mother tongue, you need to send us a proof of Spanish Level according to the requirements detailed in this [link](#).

Remember that all of us at the Admissions Office are eager to help you in the process and clear up any questions you may have.

We are sending enclosed a document with the steps you have to follow.



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Steps to enroll

## Information and important dates

1

Students accessing through the EvAU/EBAU system:

They must attach the necessary documents required to formalize the enrollment such as the final card of the EvAU/EBAU (before July 1) and the receipt of having requested the file transfer (before July 12 except for those from Navarre who have until July 31).

They must keep this letter, since it is necessary to request the transfer of their transcript at the university where you are taking the EvAU/EBAU.

2

Students taking the UNED Accreditation:

They must apply for the UNED Accreditation of University Access (UNEDasiss) with admission qualification before October 31. When the UNED notifies them that it has been granted, they must notify the Admission Service ([admission@unav.es](mailto:admission@unav.es)) so that the University can download the official accreditation document.

3

Students who access through the homologation of the baccalaureate:

They must apply for the Homologation of the Baccalaureate degree and while it is granted they must attach the flyer accrediting that they have applied for it, stamped by the office of the Spanish Government where it has been presented before October 31.



# ENROLLMENT GUIDE.

1

Go through miUNAV Portal:

<https://miportal.unav.edu>

We recommend the use of Google Chrome in order to have a better site display..

2

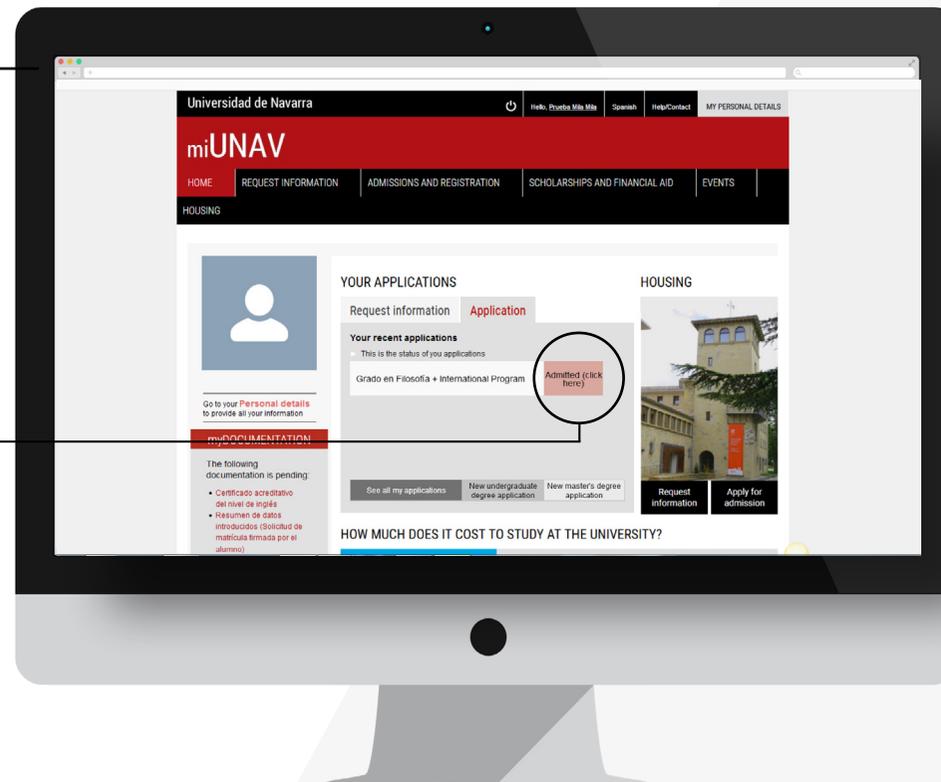
Press the button

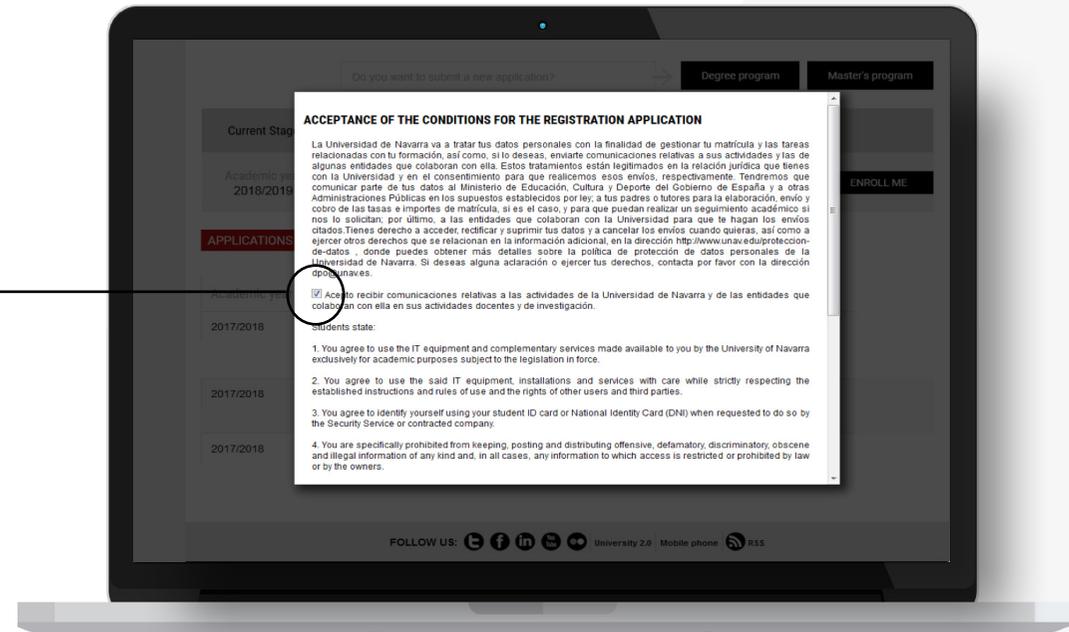
Admitted

And

Enroll me

If you had already begun to make your registration, you must go to "More information" and "Form and payments".





3

The conditions that need to be accepted to apply for the registration will appear and you must press the button

ACCEPT

so the application form can be completed.

4

From now on, you will complete the **application form** with your personal, academic, and family data. Choose the subjects and the way you wish to make the payments.

At the end, you will be able to upload the documentation required. If any other document is necessary during the process, you will have the opportunity to upload it through your Portal during the next days.

5

Remember to indicate the place where you are going to live during your academic year if you know it.



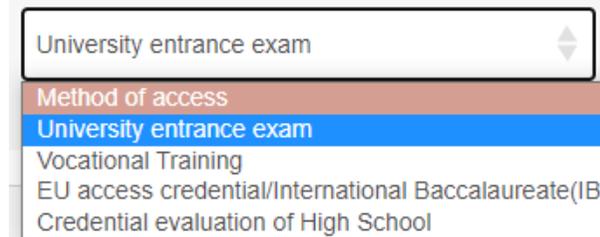
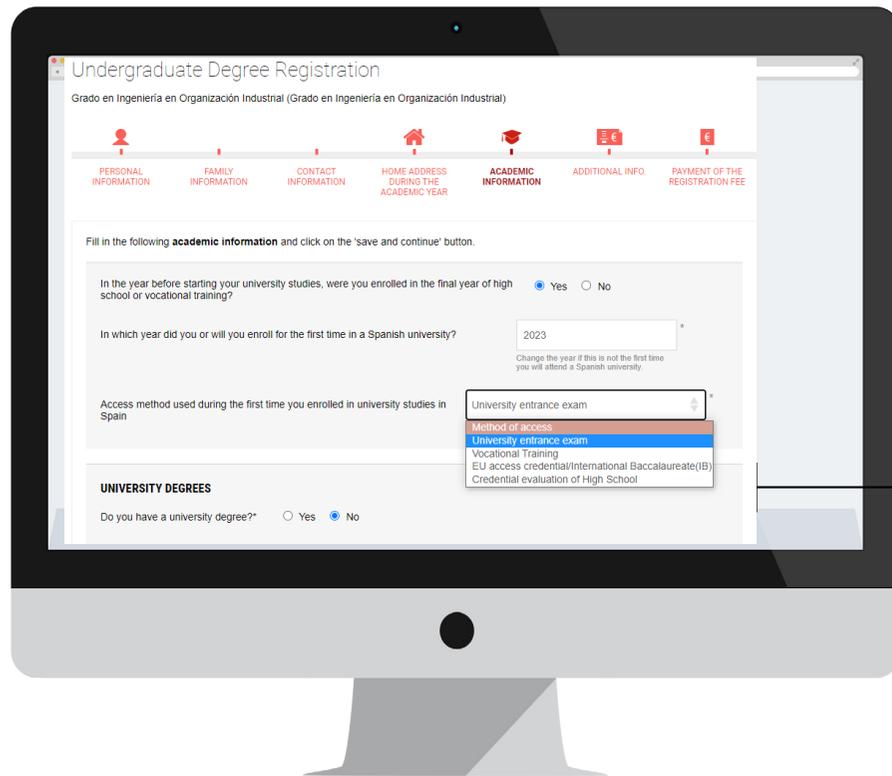


# Relevant Screens

## Academic Data Screen

Question: "Access method used during the first time you enrolled in university studies in Spain".

**Select: EU ACCESS CREDENTIAL/INTERNATIONAL BACCALAUREATE (IB) or APPROVED HIGH SCHOOL DIPLOMA.**



# Tuition Payment Screen



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On this screen your tuition fee will be calculated (**Outstanding amount**) and you will be able to choose the way you want to make the payments.

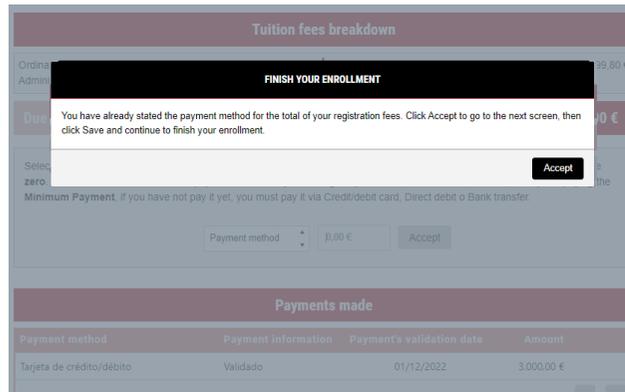
Please select how would you like to pay the outstanding amount. In order to sign, send and complete the registration, the amount must be zero.

You can choose one or several payment methods by indicating the preferred amount for each of them, unless the **minimum payment** if you have not pay it yet, you must pay it via credit/debit card or bank transfer.

This amount will only be refundable, in case of international students who do not obtain the visa.

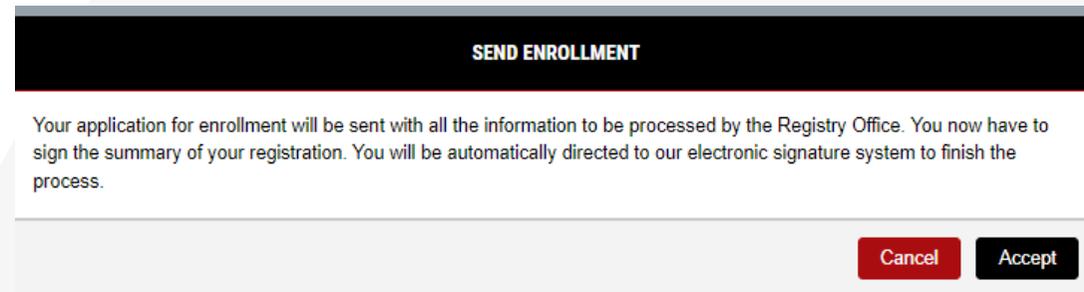
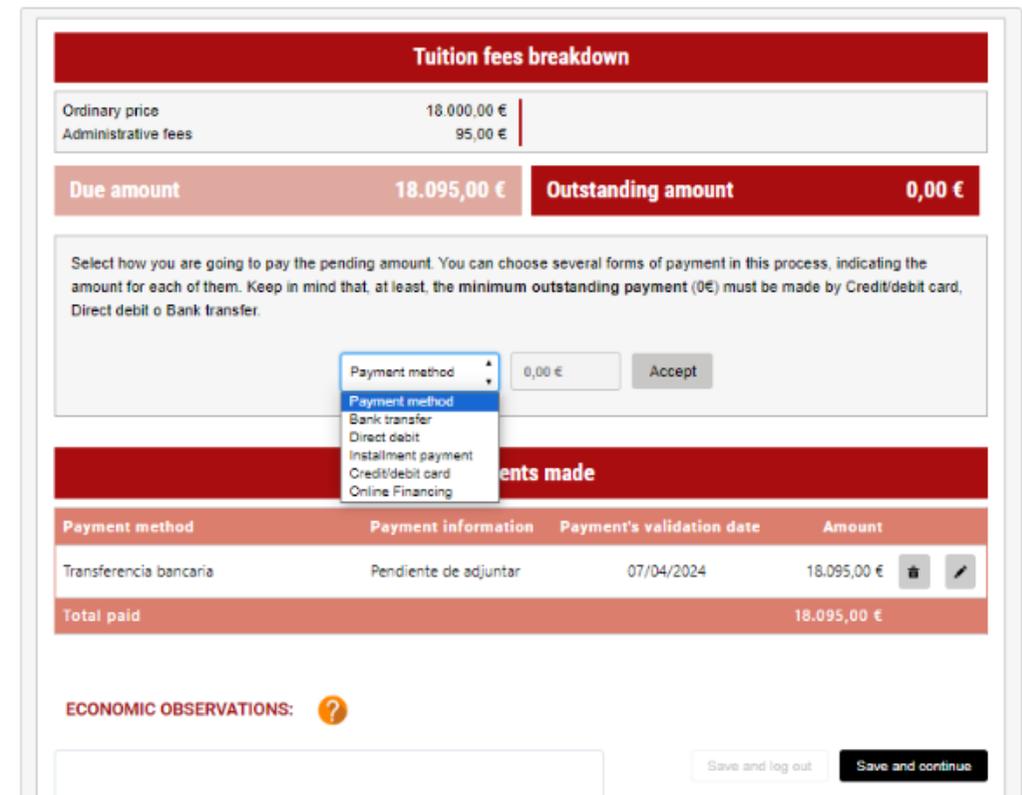
More information on payment methods [here](#).

Once the outstanding amount equals zero, press the button **ACCEPT**



in the next window press the button **ACCEPT**

Next, it is necessary to **sign the summary of your registration**. The portal will automatically direct you to the electronic signature system to complete the process.

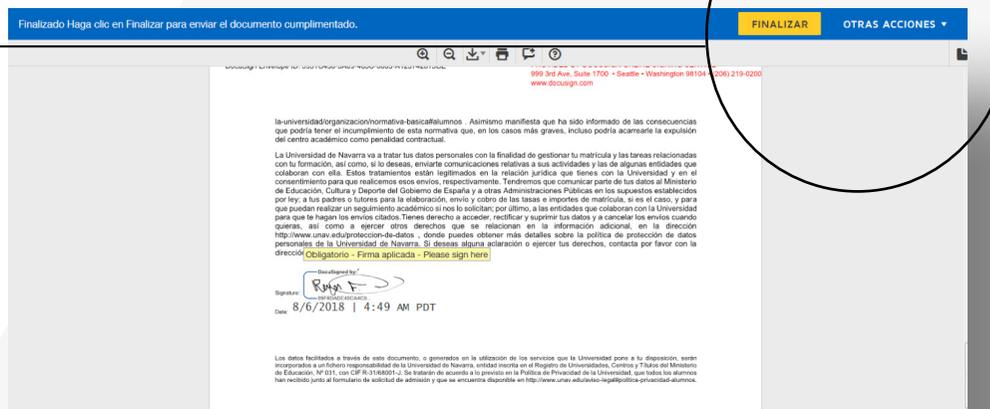




## Electronic Signature Screen.

On this screen you must check that all your data are correct and, at the end of the registration summary, press on the icon that indicates.

**FIRMAR**



You can adopt the signature proposed by the system based on your name, surname and initials or choose "DIBUJAR" ( writing it manually with the computer mouse). If you press the button "ADOPTAR Y FIRMAR" the signature that have been chosen will be included in the registration summary and, if you press the button

**FINALIZAR**

the electronic signature process will be finished.



The system will redirect you again to the portal on the screen **SUMMARY OF THE CURRENT SITUATION OF YOUR REGISTRATION** from where you can upload the pending documents.

If you still do not have the document you want to add, you will be able to upload it through the portal during the next days.

