



Language course application instructions

IMPORTANT!

Please unblock the pop-up blocker on your browser and connect your printer before completing the application.

1. Click on the following link:
<http://www.umh.es/fpogestion/asp/Preinscripcion/Preinscripcion.aspx>.
2. In **Tipo de Enseñanza**, click on *OFICINA DE RELACIONES INTERNACIONALES – CURSOS DE IDIOMAS*.
3. In **Enseñanza**, select the course you want to take.
4. In **Documento**, select *OTROS* and type the number of your ID card (for EU citizens) or your Passport (for non-EU citizens or if you don't have an ID card).
5. Type the validation code and click on *Continuar*.
6. Complete the Application Form:
 - a. Nombre > Name / First Name
 - b. Primer Apellido > Surname / Family Name
 - c. Segundo Apellido > Surname 2 / Family Name 2 (if any)
 - d. Sexo > Gender (hombre=male; mujer=female)
 - e. Fecha de Nacimiento > Date of Birth
 - f. Nacionalidad > Nationality
 - g. Titulación de Acceso al curso > Just click on 'Otros'
 - h. Dirección > Address
 - i. Población > City
 - j. País > Country
 - k. Correo Electrónico > email (**IMPORTANT!**)
 - l. Teléfono > Phone number
 - m. Tipo de Matrícula > Select Option 2
7. Click on '*Enviar Solicitud*'.
8. Click on '*Imprimir Resguardo*' and '*Imprimir Recibo*'.

Please keep the pdf document (Recibo) because some of the information it contains will be required for the on-line payment (credit card).

9. The payment of the course will be online, via the following link:
<http://universite.umh.es/pagovirtual/>

All applications will be attended to by strict order of receipt and completed once the payment has been processed.