



**INSTRUCTIONS FOR REGISTRATION. OPTIONS:**

**1. ONLINE REGISTRATION AND PAYMENT BY BANK TRANSFER**

- a) Complete the online registration form that appears when you click on the button "Matricularse en un Curso" (at the beginning and at the end of this website).
- b) Select the "Guardar inscripción" option. The program will send back a screen message telling you that your application has been processed correctly. You will receive an email notifying the receipt of the registration form and including the information that you must make the payment of the registration within seven days to be considered definitive your place on the course. It will be necessary to achieve the enrolment established for this purpose by the Management of the Courses.
- c) When prompted, you must pay either by credit card in the Secretariat of the Courses, either by bank transfer to the following account (including IBAN code) indicating the name "Cursos Extraordinarios de la Universidad de Zaragoza":

BANCO DE SANTANDER

ES50 0049 6725 41 2610009013

**IMPORTANT:** The University of Zaragoza will not, under any circumstances, pay any possible bank charges.

In the bank receipt, as income concept, the name of the student and, in abbreviated form, the title of the course in which the student is enrolled must clearly appear. After the payment has been made, it must be sent to the Secretariat of Extraordinary Courses (preferably by email or, failing that, by fax or personally in the Secretariat).

- d) After the income has been made and the receipt has been received, the Secretariat of the Courses will send you an email confirming the reservation of the place on the course.

**2. ONLINE REGISTRATION AND PAYMENT BY CREDIT CARD**

- a) Complete the online registration form that appears when you click on the button "Matricularse en un Curso" (at the beginning and at the end of this website).
- b) Select the "Guardar inscripción y pago electrónico" option which is at the end of the registration form.

**Attention:** To successfully complete the payment, please ensure that:

- You have the "Block pop-ups" option turned off in the "Privacy" tab of the "Internet Options" menu in your Internet Explorer browser or equivalent.
- You have configured your card to make purchases online. Consult it with financial entity.

- c) You will receive on-screen the confirmation that the operation was successful and the proof of payment.
- d) The Secretariat of the Courses will send you an email confirming the registration and the receipt of payment.

## General recommendations

- The DNI or NIE number (including the letter) is essential for the registration processing. People without Spanish nationality must fill the box with the passport number.
- Do not forget to include your email address as it will be use to contact you.
- If you are a teaching goverment employee of the Government of Aragon and requests the approval of permanent teacher training credits, fill in all the data that are requested. For more details, see the complete information on the "Approval" link.
- If you want to enroll in more than one course, you will need to fill a registration form for each one.

## TYPES OF REGISTRATION FEE

**Each course has established the type of registration fee offered** (if there is no amount, it means that the course does not include the option).

**General tariff:** If there is only one option, this tariff will be marked.

**\*\*\* If there is more than one option:**

### Reduced tariff:

In those courses in which a reduced tariff is provided, the groups detailed below can choose it. They must send to the Secretariat of the Courses documents proving their situation:

- University students. They must submit a photocopy of the registration fee for the 2016-2017 course.
- Staff working for the University of Zaragoza. Active service certificate.
- Unemployed people. Photocopy of the INAEM card or equivalent body in their Autonomous Community.
- Retirees. Photocopy of the pensioner's card.
- Disabled (with a degree greater than or equal to 33%). Photocopy of the certificate recognising their disability.

### Special tariff:

In those courses in which a special tariff is provided, it includes a reduction on the general tariff because off the sponsors of the course.

This tariff can be chosen only by those who meet the requirements specified in each course and can provide the appropriate documentation.

All documents must be sent preferably by email to the address [cex@unizar.es](mailto:cex@unizar.es), by postal service to the Secretariat of the Courses, or by fax to number 976 762 050.