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 you back a screen message telling you that your application has been processed correctly. You will receive an email notifying you of the receipt of the registration form and it includes the information that you must make the payment of the registration within seven days in order to have a definite place on the course. For a successful implementation of the courses, it is necessary to complete the number of registration established by guidelines of the management of the courses.
   
c) When prompted, you must pay either by credit card at the Secretary of the Courses, or 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 the income concept, the name of the student and, in abbreviated form, the title of the course in which the student is enroled must be clearly visible. After the payment has been made, it must be sent to the Secretary of Extraordinary Courses (preferably by email or, failing that, by fax or personally in the office of the Secretary).
   
d) After the payment has been made and the bank receipt has been received, the Secretary 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:
   - Make sure 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.
   - Make sure you have configured your card to make purchases online. If not, consult it with your financial institution.
c) You will receive on-screen the confirmation that the operation was successful and the proof of payment.

d) The Secretary 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 a passport number.
- Do not forget to include your email address as it will be used to contact you.
- If you are a government teaching employee from the Government of Aragon and requests the approval of permanent teacher training credits, fill in all the data that is requested. For more details, see the complete information on the "Homologación" link.
- If you want to enroll in more than one course, you will need to fill in 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 this 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 documents proving their situation to the Secretary of the Courses:

- 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 INEAM card or equivalent government 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 in the general tariff because of 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, by postal service to the Secretary of the Courses, or by fax to the number 976 762 050.