Micro-credential - University of Cantabria

Instructions for applying to a micro-credential of the University of Cantabria

The process consists of 3 steps:

1. Pre-registration 2. Admission 3. Enrolment

1. Pre-registration

1.1. If you already have an e-mail account of the University of Cantabria (UC), skip this step and go directly to 1.2.

If you do not have one yet, start by creating an UC e-mail account:

Then, you will have to login into the e-mail account you created previously, where you will receive an e-mail from Technical Support-UNICAN with the UC e-mail account information and a link to validate your account.

Remember to save your UC credentials (username and password). They will be necessary for accessing UC platforms (Virtual Campus, Virtual Classroom, email, etc.) and for communication with professors and administrators.

1.2. Access UC Virtual Campus: choose one from the following two options and enter the username and password of your UC e-mail account:

a) [Pre-registration for students enrolled in the UC in the previous academic year or with a previous active UC account](#).
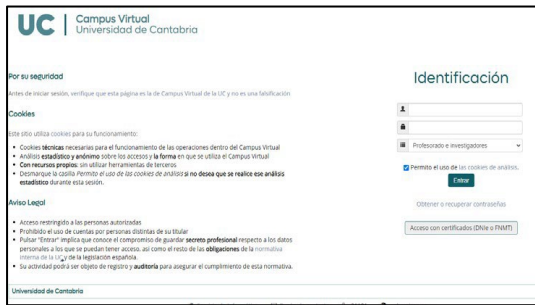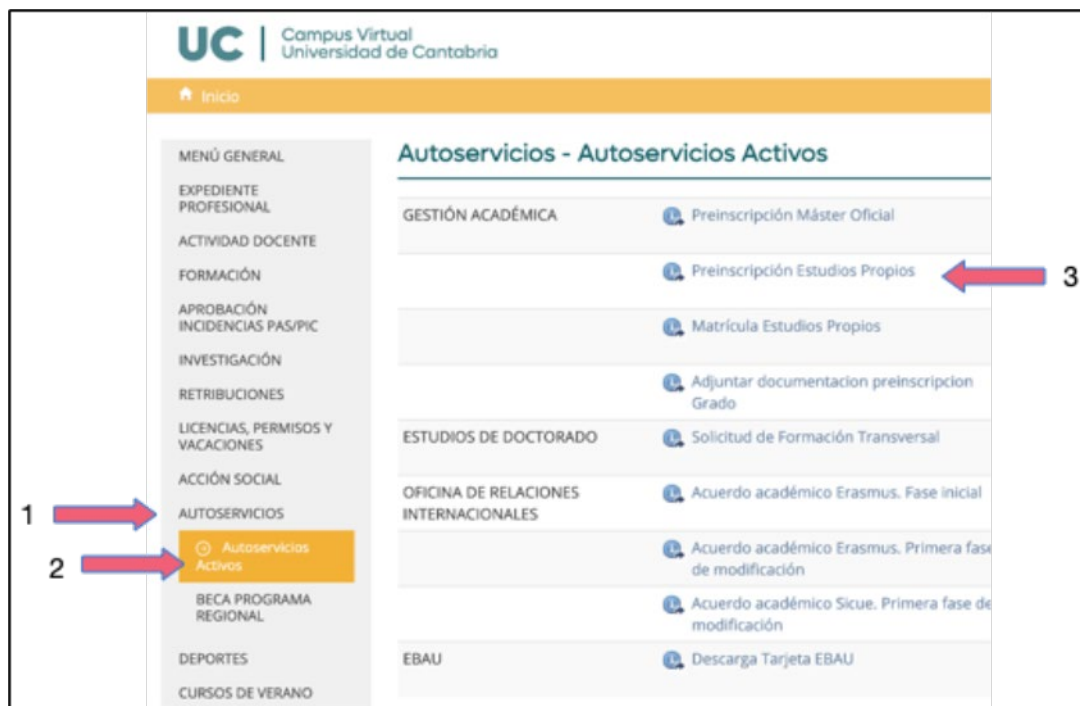
b) [Pre-registration for other students](#)
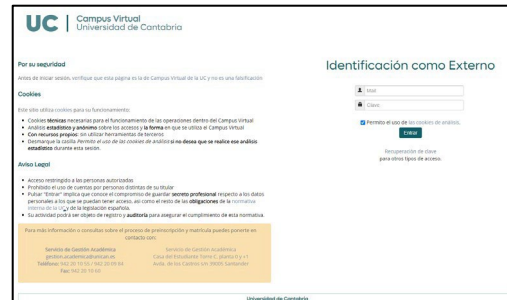
Once that you access successfully,

1.3. Select in the left column 'AUTOSERVICIOS' --> 'Autoservicios Activos' and then, on the right column, 'Preinscripción Estudios Propios':

1.4. Click on the dark green button 'Continuar':

1.5. Tick the first option if you consent to the use of your data to receive institutional information about the University of Cantabria and about services it may offer to current and former students; or the second option if you don't:

1.6.1. Check the first option, **Identification / Large family**, if:

In accordance with the provisions of article 28.2 of Law 39/2015 on Common Administrative Procedure of the Common Administrations, you do not authorise the consultation of the data provided (identity and membership of a large family) through the Data Verification and Consultation Service - Intermediation Platform of the General State Administration. In this case, you must provide the documentation indicated above.

1.6.2. Check the second option, **Qualifications**, if:

In accordance with the provisions of article 28.2 of Law 39/2015 on Common Administrative Procedure of the Common Administrations, I do not authorise the consultation of the data provided (possession of university and non-university qualifications) through the Data Verification and Consultation Service - Intermediation Platform of the General State Administration. In this case, you must provide the documentation indicated above.

1.6.3. Click on the dark green button 'Aceptar y continuar':

VERIFICACIÓN Y CONSULTA DE DATOS

La Universidad de Cantabria, con el fin de facilitar los trámites administrativos a sus estudiantes evitar la presentación de documentación ya disponible en otra Administración, utiliza el Servicio de Verificación y Consulta de Datos - Plataforma de Intermediación de la Administración General del Estado para la consulta de datos sobre la identificación personal (DNI o NIE) y la acreditación de la condición de familia numerosa y la posesión de títulos universitarios y no universitarios.

Identificación / Familia Numerosa

☐ De acuerdo con lo previsto en el artículo 28.2 de la Ley 39/2015 de Procedimiento Administrativo Común de las Administraciones Comunes, **no autorizo** la consulta de los datos alegados (identidad y pertenencia a familia numerosa) a través del Servicio de Verificación y Consulta de Datos – Plataforma de Intermediación de la Administración General del Estado. En este caso deberá aportar la documentación indicada anteriormente.

Titulaciones

☐ De acuerdo con lo previsto en el artículo 28.2 de la Ley 39/2015 de Procedimiento Administrativo Común de las Administraciones Comunes, **no autorizo** la consulta de los datos alegados (posesión de títulos universitarios y no universitarios) a través del Servicio de Verificación y Consulta de Datos – Plataforma de Intermediación de la Administración General del Estado. En este caso deberá aportar la documentación indicada anteriormente.

Aceptar y continuar

1.7. Fill in your personal data, and click on the button 'Continuar':

🏠 Inicio

☰ Preinscripción de Estudios Propios

Datos personales

Nombre: N.I.F.:   Género:

Correo alternativo: Nacionalidad: [▾]

DIRECCIÓN HABITUAL

País: [Seleccione un país ▾]   Provincia: [Seleccione antes un pa ▾]   Municipio: [Seleccione antes una p ▾]

Dirección: [Inquique su dirección habitual]   Código postal: [Código posta]

Localidad: [Indique la localidad de la d]   Teléfono: [Indique un te]

NACIMIENTO

Fecha: [   ]   País: [Seleccione un país ▾]   Provincia: [Seleccione antes un pa ▾]

Municipio: [Seleccione antes una p ▾]   Localidad: [Localidad de nacimiento]

Continuar

1.8. You will arrive at the 'Programas ofertados' screen. On this screen, select the micro-credential you are interested in:

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1.9. Proceed further to the screen option 'Estudios académicos aportados', where you should click 'Via profesional/Sin Requisitos', then click on '+ Crear otro previo' and write 'Sin requisitos' in the free text field, and finally click on the dark green button 'Continuar'.

1.10. If the micro-credential offers scholarships and you wish to apply for one, scroll down in the drop-down menu and select 'Prioridad 1' on the 'Solicitudes de becas del programa' screen. Here is an example:

1.11. The following screen will show you a summary of the micro-credential requested. If it is correct, click on 'Guardar datos'.

The system will confirm the pre-registration made on the micro-credential and will show a summary of the data.

1.12. If the micro-credential requires additional documents (academic qualifications, university degree, etc.), please send them to the email indicated in the specific '*Academic Guide*'.

2. Admission

During this step, no action is needed from your side. Everything will be done by the University of Cantabria with the information received in the pre-registration process.

3. Enrolment

Once you have been admitted, you would need to enrol in the micro-credential.
For this purpose, you have to login again in the Virtual Campus of the University of Cantabria (see step 1.2) during the enrolment period.

3.1. Select, in the left column, 'Autoservicios' --> 'Autoservicios activos' and then, on the right column, select 'Matrícula Estudios Propios'.
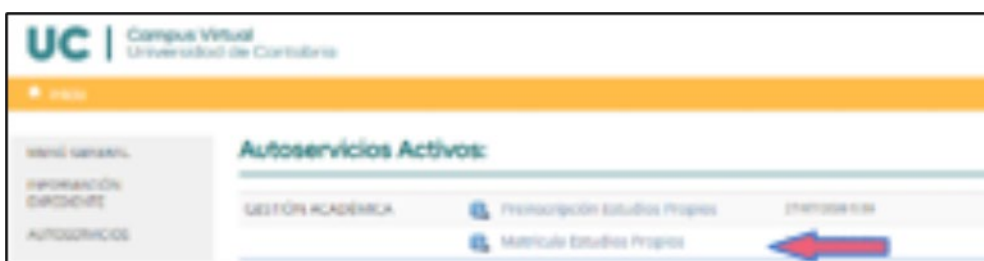
3.2. On the following screen you will see the courses you have been admitted to. Select the micro-credential you wish to enrol in.
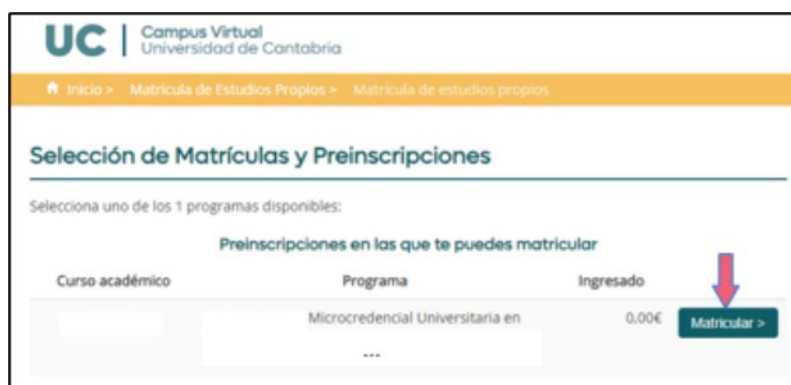
3.3. On the following screens, click 'Comenzar'. Then, check your personal data and provide us your personal e-mail address (when you finish the course, the University will send you a survey about the quality of the course to this e-mail address).

3.4. Click 'Continuar con la matrícula'. The next screen informs you about the insurance that UC has for its students.

3.5. Finally, you will reach the enrolment summary and the payment information. Here is an example:

3.6. Follow the instructions to make the payment by card or by wire transfer.

If you have any doubts or questions, we will be happy to help you at:

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