



Vicerrectorado de Internacionalización

Vice-rectorate for Internationalization

Hospital Real Plaza Falla, 8 | 11003 Cádiz Tlfno. 956 015066 vicerrectorado.internacionalizacion@uca.es https://internacional.uca.es/

Cambios en la Matrícula

Changes in your Matricula (enrolment)

English at the bottom

Para empezar a estudiar en la UCA debería de haber hecho ya la matrícula (instrucciones en la misma página web) y tener acceso al Campus Virtual de la UCA. Pero si ahora tiene que modificar alguna asignatura, tiene que hacer cambios en la matrícula.

Para esto necesitará tramitar el documento Learning Agreement (LA) During the Mobility (*modelo del documento y las instrucciones de cómo rellenarlo en la misma web de la UCA*). El documento tiene que estar firmado por la universidad de origen y el coordinador académico de la UCA.

Fecha límite para solicitar estos cambios: 12/03/2021

El procedimiento es el mismo (a través del CAU) que con la solicitud de matrícula con la Secretaría:

1. Entre en el enlace al CAU donde está tu Facultad/Escuela

CAMPUS CÁDIZ: <u>https://cau-admca.uca.es/cau/servicio.do?id=Z071</u>

CAMPUS PUERTO REAL: https://cau-admpr.uca.es/cau/servicio.do?id=U095

CAMPUS JEREZ: https://cau-admje.uca.es/cau/servicio.do?id=J071

CAMPUS ALGECIRAS: https://cau-admal.uca.es/cau/servicio.do?id=S063

2. Identificación del usuario con el usuario y contraseña:



3. Rellene el formulario y pulse el botón azul "Solicitar Servicio"

| <form></form> | CA Universit | ad Advantage of the second sec |
|---|-----------------------------|--|
| <form></form> | | A New * + 2 Other |
| <form></form> | CAU Administración d | tel Campus de Puerto Real |
| Even we have been been been been been been been be | Servicios Ofracidos | MATRICULA ALUMNOS ERASMUS, SENECA y VISITANTES ENTRANTES/Matricula |
| | Servicios Ofrecidos Global | Erasmus and visiting students |
| The second se | Lista de Solicitudes | Please use the 'n Platere' action to stack you LEJANING AGREEMENT BEFORE THE MOBILITY' In PDF buy signed by your home University your constitution in your FacultySchool in the University on CARE and its yoursef and case or "maker" |
| | Lista de Solicitudes Global | Destine With Online |
| The Control of the C | Estad stica de uso | Figure and to rate amendments to the "LELANING AGREEMENT BEFORE THE MOBILITY" you will have to use the second part of the same form "LELANING AGREEMENT DURING THE |
| 26 Tex and the first set of the first | Nyuda | MOBULITY" The form has also to be signed by your home unwersity your econometric in your "Acuty Sonce in the Universities on Cable and by yourself |
| Process Discrete Di | 2487 | <u>pensitive, ND, coloner</u> to cause da voise more acrone converses at a passe ansi on "doewarano". Head on no yee 3 new CAU The Colo will be kept upon acring your whole edge as the means to contact us applied your lever question regarding anything institute to the acordary softwar. |
| Brain the same indications are grant approximation in the first part approximation is a subject to a state and the same approximation is a subject to a state approximation is a subject to approximation in the subject to approximation is a subject to approximation in the subject to approximation is a subject to approximation in the subject to approximation is a subject to approximation in the subject to approximation is a subject to approximation in the subject to approximation is approximate approximation in the subject to ap | | Benerood a la constantia de Calcia. En el constantia de la constantia de la constantia de la constantia de managemente la se activita el constanti el enventes. Constantia de la constantia de la constantia del constantia del constantia de la constantia de la constantia de Constantia de Calcia de la constantia de la constantia del constantia de la constantia de la constantia de la c |
| Dates before plane "Character faile and ending standard register and regist | | In a loss or moster matter molthoecome are carring Agreement Orbors the Mosting access provide segment parts as an accesses torong April 2017/01/2 Contract the ACCELUTY: guarantee freedoper to Deversion on open, to Contract on to Receive an April 2017 or and |
| tes Coperanes atenti feite aufaite (la españo de la españo Personal de la españo de la españo Españo de la españo de la | | 5) desse nelizar algura observedon, pulse en "Convenanto". No stata un CAU nuevo |
| Terps statistic in myseur (Del) ? Biologic assession of pagest 0 ° Carl a lanks of you completes kind / Ansanso Carles decided as and masses Testes a particular Dela as particular color for action of the DE D (D = C) (D = C) Dela as particular color for action of the D (D = C) (D = C) Dela as particular color for action of the D (D = C) (D = C) Dela as particular color for action of the D (D = C) (D = C) Dela as particular color for action of the D (D = C) (D = C) Dela as particular color for action of the D (D = C) (D = C) Dela as particular color for a the D (D = C) (D = C) (D = C) Dela as particular color for a the D (D = C) | | Esta Civil permaneunt aberto durarfa toda su estanoa para que pueda comunicarse con novotros ante cuarquier duda que le surja reacionada con temas de Beuntaria. |
| Date: Image: | | Tempo estimado de respuesta (Días): 7 |
| Carear descriptions of and framework in the second of the | | PAIR NEE Research Muniture of executed as 10 and to obtain an over transmission latter (over some |
| Come electrical en el revenio Velle di come i di electrical Data se pessio | | |
| Carea descriptions and municipality to other processor Section is provide B. If I means : <u>A</u> - <u>B</u> - <u>A</u> + <u>B</u> = <u>B</u> + <u>A</u> - <u>A</u> = <u>B</u> = <u>A</u> + <u>A</u> = <u>B</u> = <u>A</u> + <u>A</u> = <u>B</u> = <u>A</u> + <u>A</u> = <u>B</u> = <u>A</u> | | |
| Solden & Sanders An and a sold | | Come electrónico: e-mail meuvico: |
| But if investign in types from a constraint But if investign in types from a constraint But if investign investign in types from a constraint But if investign investign in types from a constraint | | |
| Definition of provides Definition Definition <td></td> <td>search de conscio respinne fumoer pagence.</td> | | search de conscio respinne fumoer pagence. |
| B X means Δ B B A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A A B B A B B A B B A B B A B A B A B A B A B A B A B A B A A B A B A B A B A B A B A B A A A A A A A A A A </td <td></td> <td>Detate su petitión</td> | | Detate su petitión |
| | | |
| Balant Borne Balant Down | | |
| SALIS Scole | | |
| Based Brown Pelgines (A react Area) | | |
| Editor Scotte | | |
| Balana Barana Antiquen (1) marca (1) decembra | | |
| Shirls form | | |
| Balanta Barrana Antiquanza (da manual da dara | | |
| Baltice Service | | |
| Balante Barrane Antiquante la more a la francea durante | | |
| Balantar Environi | | |
| bitas favois | | |
| philippines (10 - Second C) - Second Second | | Solistar Servicia |
| And Agened and the Content of the American Andrew | | |
| | | |
| | | |

4. Verá la siguiente imagen, pulse en el botón azul "Añadir Fichero"



5. A continuación pulse en "examinar" para adjuntar el "LA During the mobility" y continuación pulse en "incluir"

| | g | | | | | | | |
|--------------------|--|--|------------|--|--|--|--|--|
| s Ofrecidos Global | Servicio: MATRICULA ALUMNOS ERASMUS y VISITANTES ENTRANTES/Matricula Erasmus and visiting students | | | | | | | |
| Solicitudes | Supervisor: | | | | | | | |
| Solicitudes Global | Responsable Asigna | do: | | | | | | |
| tica de uso | Datos de la Solicitud | | | | | | | |
| | Solicitud Creada: 10 | 09/2020 13:08 - | | | | | | |
| | Nombre y apellidos/N DNI/NIE/Pasaporte/N Correo electrónico/ e Teléfono de contacto Información Adiciona | lame and sumame: ANNA lumber of passport or ID card as states on your acceptance letter: SMITH -mail: ANNA.SMITH@XXX.COM /Telephone number:: +44XXXXXXXXXXXXX I: | | | | | | |
| | Adjunto mi Learning | Agreement | | | | | | |
| | Comentarios: | | | | | | | |
| | Acción: | | | | | | | |
| | Incluir fichero en la solicitud | | | | | | | |
| | Fichero: | 😤 Examinar | | | | | | |
| | Descripción: | | | | | | | |
| | - | Incluir | S Cancelar | | | | | |

0 0 0 6 6 0

- 6. La secretaría del Campus tramitará los cambios de su matrícula
- 7. En unos días usted recibirá (por el email y por el mismo medio CAU) un documento PDF de matrícula donde estarán inscritas todas las asignaturas modificadas que va a cursar en la UCA.
- 8. Compruebe el Documento PDF. Si hay algún error tiene que ponerse en contacto de nuevo con la secretaría. Si no hay errores, ya tendrá el acceso a su Campus virtual y las asignaturas de las que está matriculado.





| /icerrectorado | de | Internacionalización |
|----------------|----|----------------------|
| | | |

Hospital Real Plaza Falla, 8 | 11003 Cádiz Tlfno. 956 015066 vicerrectorado.internacionalizacion@uca.es https://internacional.uca.es/

ENGLISH VERSION:

In order to start you studies at the UCA you have already done the Matricula process (enrolment) – you can see the instructions on the same page. And you have the access to the Campus Virtual of the UCA. But if you have to modify your UCA's courses, you have to do some changes in your Matricula.

Deadline: 12/03/2021

In order to do it you will need another document: Learning Agreement (LA) During the Mobility. You can find the model of document and detaled instructions on our web page. This document should be signed by your UCA's academic coordinator and your Home University coordinator.

The process is the same as with the Matricula document: you have to use CAU to the Secretary Office

Steps:

1. Please click on the link of your CAMPUS:

CAMPUS CÁDIZ: https://cau-admca.uca.es/cau/servicio.do?id=Z071

CAMPUS PUERTO REAL: https://cau-admpr.uca.es/cau/servicio.do?id=U095

CAMPUS JEREZ: https://cau-admje.uca.es/cau/servicio.do?id=J071

CAMPUS ALGECIRAS: https://cau-admal.uca.es/cau/servicio.do?id=S063

2. Login:



3. Please fill out the following form and click on "Solicitar Servicio"



4. You will see the following image. Please click on "Añadir Fichero"

| frecidos | Código: Z20200902 | 006 - Inicial | | | | Fecha Solicitud: 10-09-2020 | | | | | |
|------------------|---|-------------------------------|--------------------|---|-------------------------------|-----------------------------|--|--|--|--|--|
| frecidos Global | Servicio: | MATRICULA ALUM | NOS ERASMUS | S y VISITANTES ENTRANTES/M | atrícula Erasmus and visiting | g students | | | | | |
| licitudes | Supervisor: | | | | | | | | | | |
| licitudes Global | Responsable Asignado: | | | | | | | | | | |
| de uso | Datos de la Solicitud: | | | | | | | | | | |
| | Solicitud Creada: 10/09/2 | 2020 13:08 - | | | | | | | | | |
| | INOMDRE y apelinidosrivame and suma DNI/NIE/Pasaporte/Number of passport or ID card as states on your acceptance letter: SMITH Correo electrónico/ e-mail: ANNA.SMITH@XXX.COM Teléfono de contacto /Telephone number:: +44XXXXXXXXXX Información Adicional: | | | | | | | | | | |
| | Adjunto mi Learning Agre | Adjunto mi Learning Agreement | | | | | | | | | |
| | Comentarios: | | | | | | | | | | |
| | Realizar Comentario | Añadir Fichero | Editar Solicitud | | | | | | | | |
| | Formato Imprimible | 1 | | | | | | | | | |
| | | 20 | 118 Aplicación CAU | - Versión: 2.11.17 - Universidad de Cád | iz | | | | | | |

< ● 2 6 9 ...

5. Afterward, please click on "examinar" to attach your LA During the Mobility and click on "incluir"



< ▷ ∅ 🖻 🔍 😁

- 6. The Secretary of the Campus will issue the changes in your Matricula
- 7. In a few days you will receive (by email and by the same system CAU) a PDF document of the Matricula where all the UCA's courses you are going to attend will be mentioned.
- 8. Check the PDF Matricula document. If there is any mistake you have to contact the Secretary again in the same way (CAU). If the document is correct, you will be able to access the Campus Virtual of the UCA and the courses you have been enrolled.