



Steps to apply for your Certificate of Attendance

***Note that the departure day that will appear on your certificate will be today.** If you do not want today's date as the end of your stay at the Universitat de Valencia, just click on the link on your last day of stay in Universitat de València.

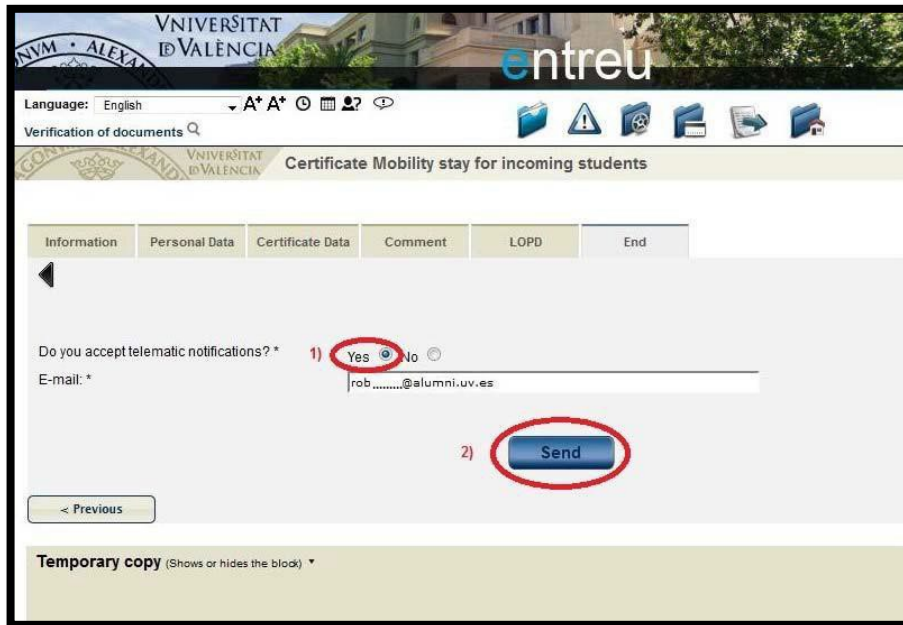
1. Click on the following link and start your application to obtain your Certificate of Attendance:

https://webges.uv.es/uvEntreuWeb/menu.jsp?idtramite=RI_CMI

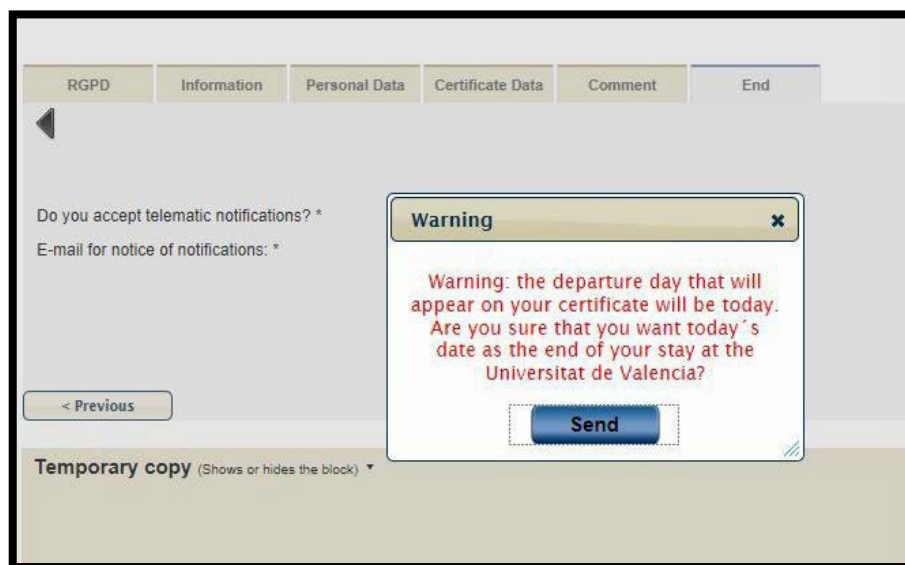
2. Click on **University user** (first option) as shown below:

3. Enter your UV username (@alumni.uv.es) and password and click on **Access**
4. You will see the following screen. Click on **Next**

5. Go on through the following tabs of the application to ensure all the information is correct (Information, Personal Data, Certificate Data, Comment) by clicking on **Next**
6. When you arrive to the End tab:



- 1) Accept telematics notifications by clicking on Yes
- 2) Click on **Send**



***Note that the departure day that will appear on your certificate will be today.**

If you do not want today's date as the end of your stay at the Universitat de Valencia, just click on the cross to stop the application and do it again your last day of stay in Universitat de València.

7. Click on **Get receipt**:

Certificate Mobility stay for incoming students

The certificate was generated correctly

The request receipt was generated correctly

Request identifier: UV-CERPRIN-31 Date and Time: 19/06/2015 12:57:32 Verification Code: QBXX
 Register number: 65

In order to print your request, press the *Get document* button.
 If you don't have a printer, save the generated PDF document and print it later.

Write down the request identifier.

In case there is any problem you can use the customer service form called **techniques and doubt Trouble ENTREU** and **procedures to communicate or as a last resort and if that does not work platform can send an email to entreu@uv.es** indicating in both cases the identifier of the request. As a general rule any incidents or concerns that enter through the form of 'customer service' will take priority over those that come to us via email.

The verification code will allow you to retrieve the document. [screen to get the generated document from the fingerprint and the request identifier.](#)

Certificate also always available in your personal site

Finish and go to My Personal Site

8. You will get a **receipt** of your application:

CERTIFICADO DE ASESORIA PARA ALUMNOS INCOMING

A. DATOS PERSONALES

B. DATOS CERTIFICADO / CERTIFICATE DATA

C. CURSU

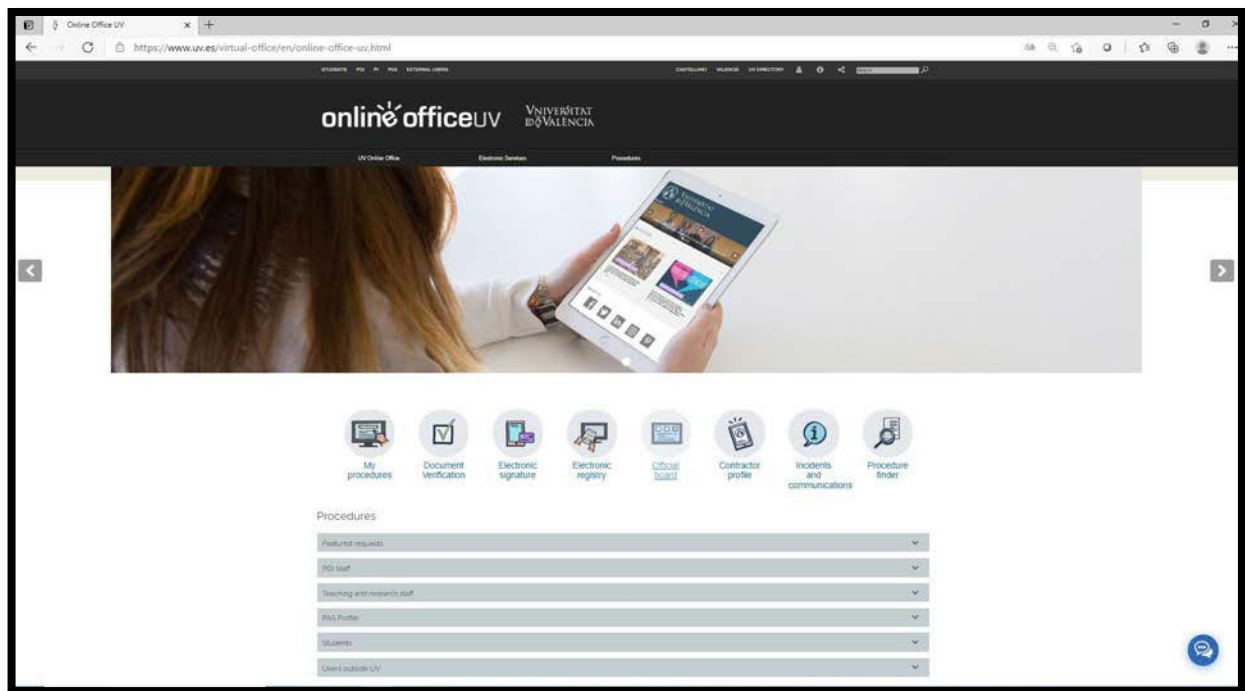
D. NOTIFICACIÓN / NOTIFICATION

9. The International Relations Service will **process your application** within a few days and you will get a **confirmation e-mail** from ENTREU once it is processed.

10. After receiving the confirmation e-mail, you can **download** your Certificate of Attendance through ENTREU.

11. To obtain your Certificate of Attendance you will have to click on the following link:

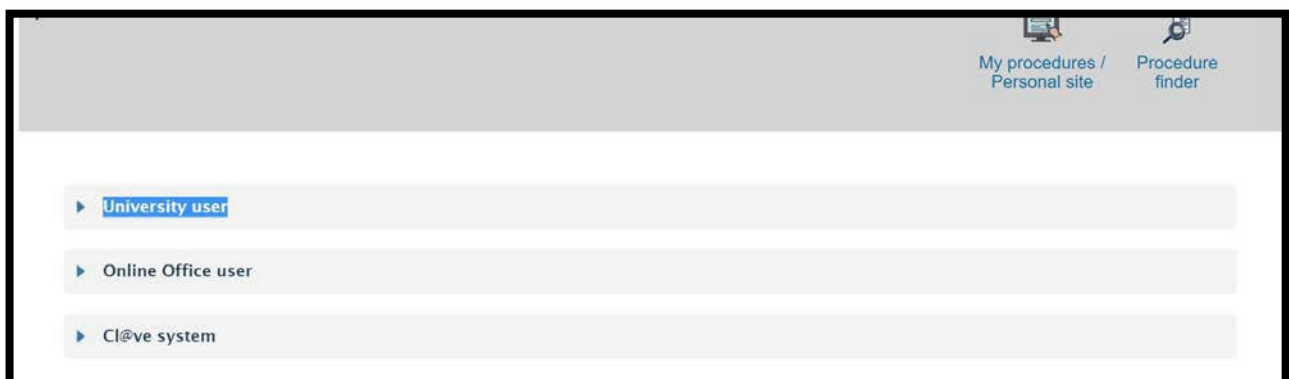
<https://webges.uv.es/uvEntreuWeb/>



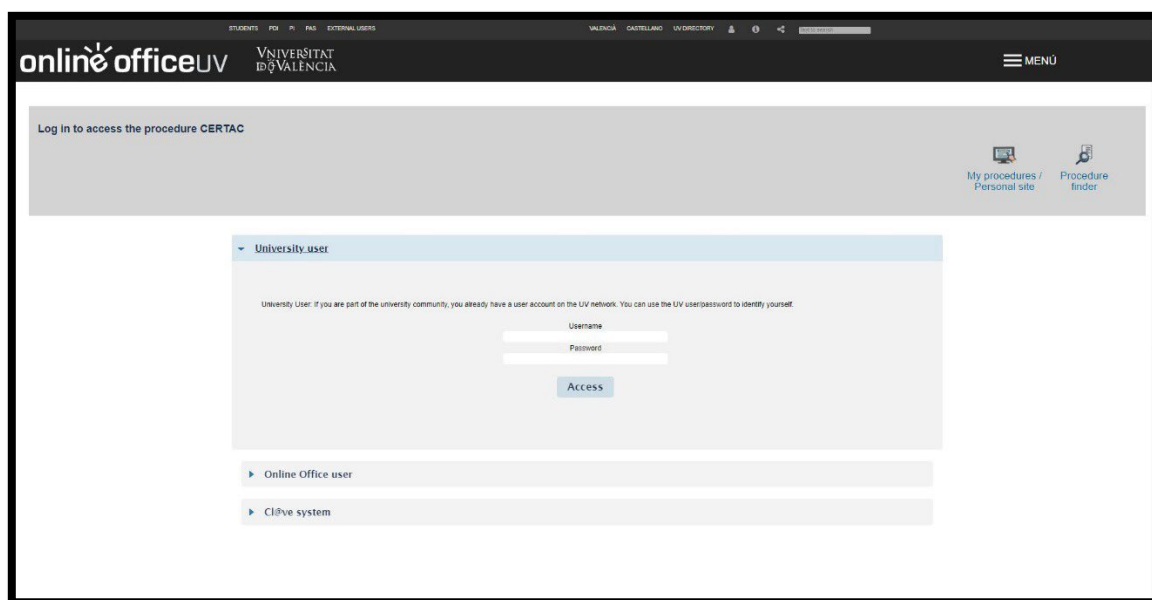
12. Click on “**My procedures**”



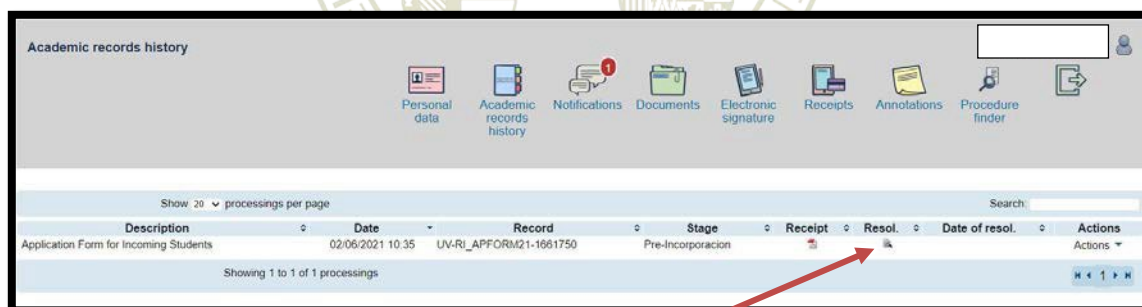
13. Click on **University user** (first option) as shown below:



14. Enter your UV username (@alumni.uv.es) and password.



15. Click on “Academic records history” (up in the middle of the screen, second option)



Description	Date	Record	Stage	Receipt	Resol.	Date of resol.	Actions
Application Form for Incoming Students	02/06/2021 10:35	UV-RI_APPFORM21-1661750	Pre-Incorporación				

16. Click on the **magnifying glass** icon (**Resol.** column) in order to download your Certificate.

Information for verification of electronic documents by code <https://links.uv.es/hodFsX0>

The UV Virtual Office allows the integrity and authenticity of electronic administrative documents to be checked by obtaining the secure verification code (CSV).

The CSV is found on each paper document and is a unique reference that allows access to the same document in electronic format to verify its authenticity throughout the different stages of processing a file. These documents are signed by body seals or certificates belonging to the University.

Access to the verification of documents can be found on the top menu of the website of the Electronic Headquarters. When you click, a screen appears where you must enter the document identifier and its verification code.