

## Pasos para solicitar tu Transcript of Records (ToR)

Por favor, no solicitar el ToR hasta, al menos, 1 mes después de el último examen para asegurar que todas las notas estén procesadas e incluidas en él. Así mismo, es aconsejable que comprobéis primero que todas las notas estén subidas en la Secretaría Virtual (secvirtual.uv.es)

1. Haz clic en el siguiente enlace para comenzar la solicitud del ToR gratuito :

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

2. Haz clic en University user (Usuario de la Universidad) como se muestra abajo:

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Log in to access the procedure CERTAC				My procedures Personal site	/ Procedure finder
University user					
<ul> <li>Online Office user</li> </ul>					
Cl@ve system					

3. Introduce tu nombre de usuario UV (@alumni.uv.es) y contraseña:

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4. Completa los siguientes campos y haz clic en Next (Siguiente):

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\*Desde 2021 en adelante no está la opción de elegir idioma porque todos los ToR se generan en las tres lenguas (Valenciano, Castellano e Inglés)

5. Seleccionar "Ordinary tax"(Tasa ortdinaria) en las opciones de las exenciones de tasas.

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6. En "Payment data" (Datos de pago): comprobar que la cantidad sea 0.0 como se muestra abajo.

VNIVERBITAT Official Transcript											
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7. Escribir el correo electrónico para recibir la correspondiente notificación.

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8. Clic en "Aceptar" cuando se muestre la siguiente ventana:

20 <sup>24</sup> 25225	UNIVERS DVALEN	Official	Transcript					
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Esperar a que la aplicación procese correctamente.

Obtain document								
Request identifier: UV-CERTAC-	Date and Time: 06/02/2020 16:20:12 Register number:	Verification Code:						
In order to print your request, press the <i>Get docun</i> If you don't have a printer, save the generated PDF	ent button. document and print it later.							
Write down the request identifier.								
In case there is any problem you can use the cust that does not work platform can send an email t through the form of 'customer service' will take prior	omer service form called <u>technigues and doubt Trouble ENTREU a</u> <u>pentreu@uv.es</u> indicating in both cases the identifier of the reques rity over those that come to us via email.	nd procedures to communicate or as a last resort and if at. As a general rule any incidents or concerns that enter						
The verification code will allow you to retrieve the c	ocument. <u>screen to get the generated document from the finger</u>	print and the request identifier.						
$\rangle$								
	Finish and go to My Personal Site							

9. Salir de la página y seguir las siguientes instrucciones para descargar el ToR:

## Pasos para descargar tu Transcript of Records

1. Para obtener tu ToR tendrás que hacer clic en el siguiente enlace:

## https://webges.uv.es/uvEntreuWeb/

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2. Clic en "My procedures" (Mis procedimientos):

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PAS Profile							~		
Students							*	Ĺ	
Users outside UV							~		

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

3. Clic en **University user** (Usuario de la universidad) como se muestra abajo:

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Introducir nombre de usuario UV (@alumni.uv.es) y contraseña.

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	University User: If you are part of the university community, you already have a user account on the Use Pri	UV network. You can use the UV user(password to identify yourself whate sevend	
	Online Office user		
	▶ Cl@ve system		

4. Clic en Academic records history (Historial de expedientes):

Academic records history		1	Personal data	Academic records history	Notifications	Docume	ents Electron signatur	e Receipts	Annotate	ons Procedure finder		tidya (Ile
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5. Clic en el icono de la lupa (En la columna Resol. ) para descargar tu Certificado.