

## Passos per a sol·licitar el vostre Transcript of Records

Per favor, no sol·liciteu el vostre ToR fins, com a mínim, 1 mes després de l'últim examen per assegurar-vos que totes les vostres notes s'han processat correctament i s'hi inclouen. A més, també és recomanable comprovar que teniu totes les calificacions en <u>secvirtual.uv.es</u>

1. Feu clic a l'enllaç següent i inicieu la sol·licitud per a obtenir el ToR gratuïtament:

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

2. Clic en University user (Usuari de la universitat) com es mostra a continuació:

STUDENTS POI PI PAS EXTERNALUSERS		VALENCIA CASTELLANO	UV DIRECTORY 🛔 🚯	< contribution
onlinéoffice∪v	Vniversitat īdģValència			
Log in to access the procedure CERTAC				My procedures / Procedure Personal site finder
University user				
Online Office user				
► Cl@ve system				
► Cl@ve system				

3. Introduir el vostre nom d'usuari (@alumni.uv.es) i contrasenya.

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online officeuv	Vniver§itat IdğValência		
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*	University user		
	University User. If you are part of the university community, you already have a user account on the	UV network. You can use the UV user/bassword to identify yourself.	
	Usi	rname	
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	Ac	cess	
	Online Office user		
	► Cl⊕ve system		

4. Ompliu els camps buits i feu clic al botó "Següent".

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\*Des del 2021, no hi ha cap selecció d'idioma a la pantalla anterior perquè tots els ToR estan escrits en les 3 llengues (Valencià, castellà i anglès)

5. Triar "Impost ordinari" a les opcions d'exempció de quotes.

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6. A les dades de pagament: assegureu-vos que l'import siga 0,0 com podeu veure a la imatge següent.

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7. Escriu el teu correu electrònic per rebre la notificació corresponent.

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8. Feu clic a "Acceptar" quan es mostre la finestra següent:

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Espereu a que la vostra sol·licitud s'ha processat correctament.

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	our application has been correctly proce	5500.
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 Get document If you don't have a printer, save the generated PDF doc	button. cument and print it later.	
Write down the request identifier.		
In case there is any problem you can use the custome <u>that does not work platform can send an email to er</u> through the form of 'customer service' will take priority	er service form called <u>techniques and doubt Trouble ENTREU a</u> t <u>treu@uv.es</u> indicating in both cases the identifier of the reques over those that come to us via email.	and procedures to communicate or as a last resort and if st. As a general rule any incidents or concerns that enter
The verification code will allow you to retrieve the docu	iment. screen to get the generated document from the finger	print and the request identifier.
$\rangle$		
	Finish and go to My Personal Site	

9. Sortir de la pàgina i seguir les instruccions següents per descarregar el vostra ToR.

## Passos per a descarregar el vostre Tor

1. Per obtenir el vostre Tor feu clic al següent enllaç:

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

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2. Feu clic en "My procedures" (El meus tràmits)

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Students							*	(
Users outside UV							~	ŕ

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

3. Feu clic en **University user** (usuari de la universitat) com es mostra abaix:

STUDENTS POI PI PAS EXTERNALUSERS		VALENCIÁ	CASTELLANO	UV DIRECTORY	4	0	< Contribution	I.
online∕ office∪v	Vniver§itat dğValència							IENÚ
Log in to access the procedure CERTAC							My procedures / Personal site	Procedure
University user								
Online Office user								
Cl@ve system								

Introduïu el vostre nom d'usuari UV (@alumni.uv.es) i contrasenya.

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

4. Feu clic en Academic records history (Historial d'expedients):

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5. Feu clic a la icona de la lupa (columna **Resol.**) per a descarregar el Certificat.