This process is carried out once the Undergraduate Dissertation (UD) has been completed and when the student is in possession of a final version ready for submission. This procedure is required of ALL undergraduates presenting their Dissertations.

**APPLICATION PROCESS (STUDENT)**

Dissertations are processed via the University's Online service (entreu.uv.es) at the student’s request, in accordance with the following procedure:

1. Students will identify themselves with the username and password of the University of Valencia.

2. All students making applications must be previously registered on the course corresponding to the UD.

3. Students shall provide details of their tutor/s in their applications.

4. Students shall submit their completed undergraduate dissertations in electronic format together with their applications. The maximum size of these files is restricted and should not exceed 100MB. This document is obligatory and shall be required for all evaluations and any ensuing defence and no applications shall subsequently be considered without these documents.

5. Finally, students receive a document which justifies the submission.

Students entering the entreu.uv.es will observe the following screens:
What form of access would you like to choose?

- Digital certificate
- Generic university user (university staff and students)
- OFFICE user

- Digital certificate issued by a certification authority recognized by the @signature platform of the Ministry of the Presidency (except for the certificates issued by the FNMT [National Factory of Currency and Stamps]). This platform admits digital certificates recognized according to the ITU-T X.509 v3 standard, issued by providers of multiple certification services.
- Username and password that identifies the members of the University of Valencia (students, teaching and research staff, and administrative and service staff) in all the web services.
- Registered username in the OFFICE. Necessary if you cannot access through any of the prior methods

Select the access method through which you would like to enter the OFFICE.

As a general rule, any technical difficulties or questions submitted through the form available on the User Support page (Technical issues and concerns of ENTREU and its procedures) will have priority over the ones sent by email. You can also report your technical difficulties or questions about the site by email (entreu@uv.es), but please do not send emails unless the ENTREU platform is not available.
Students are required to complete the following forms in their application:

**Personal data**

![Personal data form]

**Undergraduate dissertation data**

![Undergraduate dissertation data form]

**Documentation**

![Documentation form]
These fields are prepared for the obligatory attachment of the dissertation document and the optional attachment of one additional document. Students wishing to attach more than one additional document may do so by creating a compressed file incorporating all documents.

Observations

This final screen allows students to revise specific aspects of their application that may be relevant to the submission, processing and defence of their dissertations, in accordance with the criteria established for each degree course.

Finally, students receive this document:
The document together with all attachments shall be electronically and automatically stored on a specific Sub-Community of the University's Online Service.