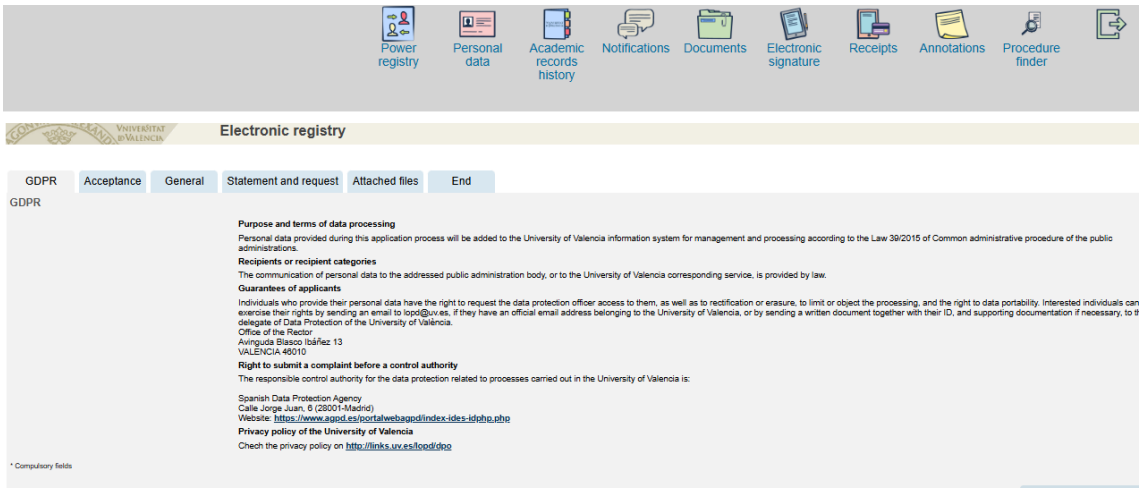
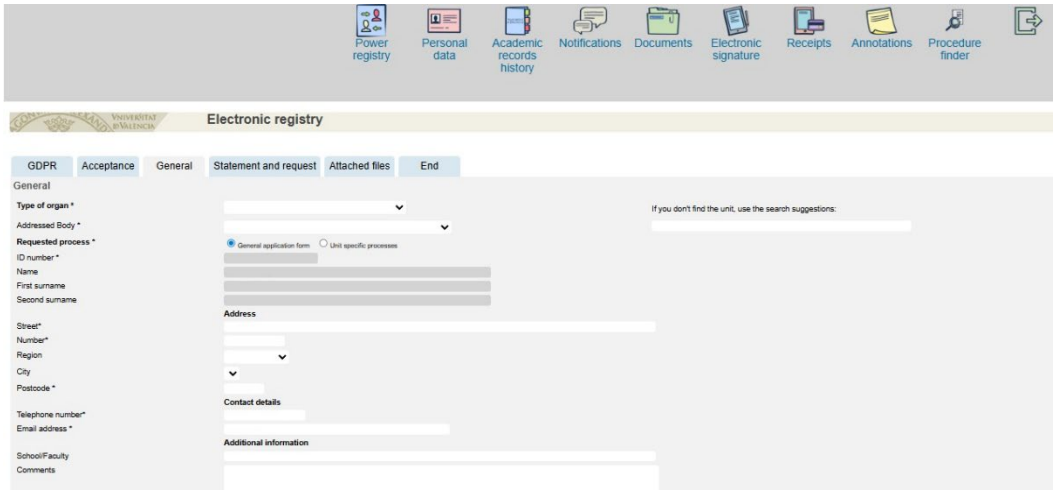
Instructions for Submitting a Document to the Facultat de Física via the Electronic Office

1. Access the electronic office
2. Click on the Electronic registry icon and log in.



3. In the ACCEPTANCE tab, check the box 'I accept the indicated conditions'.
4. In the GENERAL tab:



- For '**Type of organ**', select 'Centres'.

- For '**Addressed Body** ', select 'Facultat de Física'.

- Fill in all fields marked with an asterisk (*)

5. In the STATEMENT AND REQUEST tab, fill out the form.
6. If necessary, attach additional documentation in the ATTACHED FILES tab.
7. In the END tab, click the Finish/accept button.