

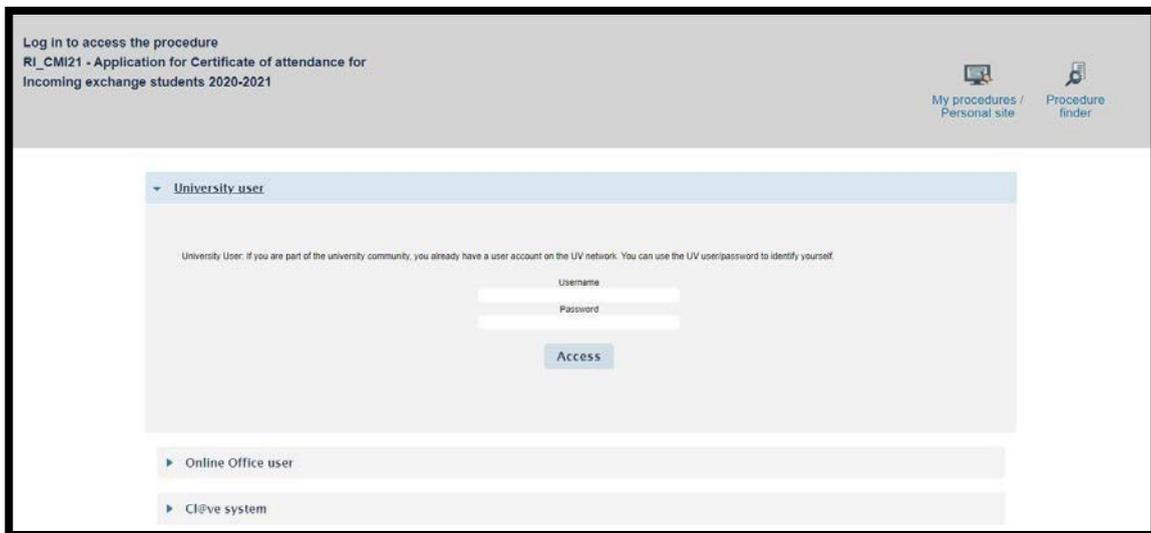
Steps to apply for your Certificate of Attendance

***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 València, just click on the link on your last day of stay in Universitat de València.

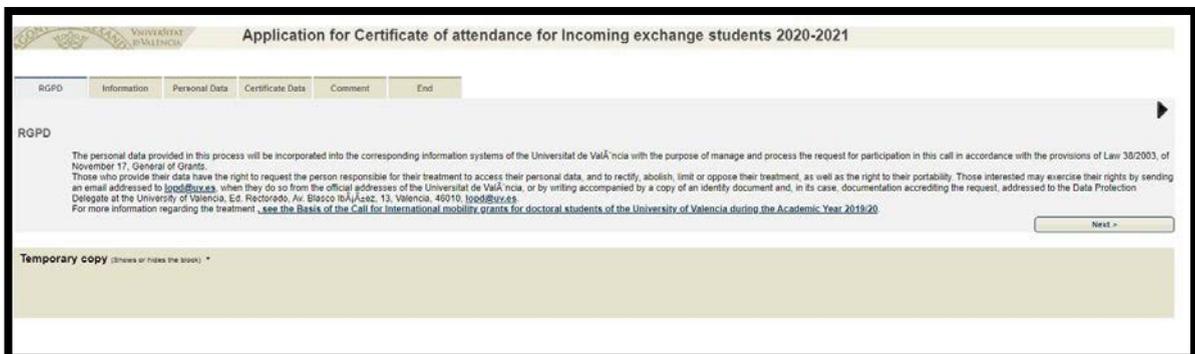
1. Click on the following link and start your application to obtain your Certificate of Attendance:

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:

The screenshot shows the 'entreu' application interface. At the top, there is a header with the University of Valencia logo and the 'entreu' logo. Below the header, there is a navigation bar with tabs: Information, Personal Data, Certificate Data, Comment, LOPD, and End. The 'End' tab is currently selected. The main content area contains a form with the following elements:

- A question: "Do you accept telematic notifications? *". Below it, there are two radio buttons: "Yes" (selected) and "No". A red circle highlights the "Yes" radio button, with a "1)" next to it.
- An "E-mail: *" field containing the text "rob.....@alumni.uv.es".
- A blue "Send" button, which is highlighted with a red circle and labeled "2)".
- A "< Previous" button.
- A "Temporary copy (Shows or hides the block) *" dropdown menu.

1) Accept telematics notifications by clicking on Yes

2) Click on **Send**

The screenshot shows the 'entreu' application interface with a warning dialog box displayed. The dialog box has a title bar that says "Warning" and a close button (X). The main text of the dialog box reads:

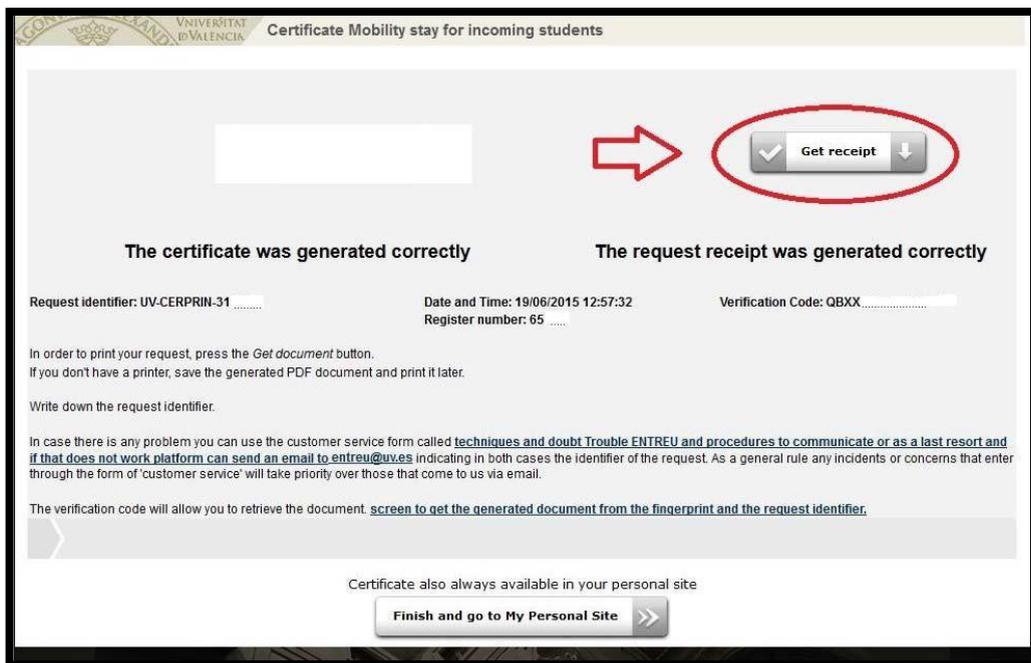
Warning: the departure day that will appear on your certificate will be today. Are you sure that you want today's date as the end of your stay at the Universitat de Valencia?

Below the text is a blue "Send" button. The background of the application shows the 'End' tab selected in the navigation bar, and the "Do you accept telematic notifications?" question is visible.

***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**:



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

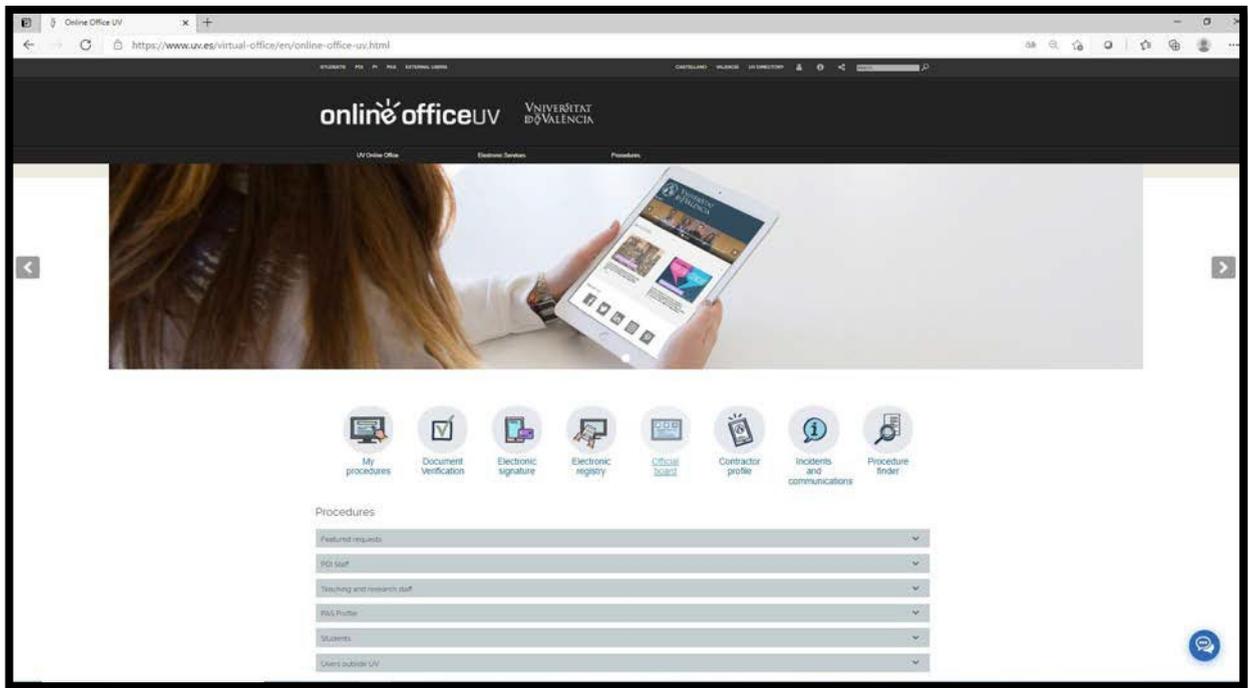


9. The International Relations Service will **process your application** within a few days and you will get a **confirmation e-mail** from ENTREU once it is processed.

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:

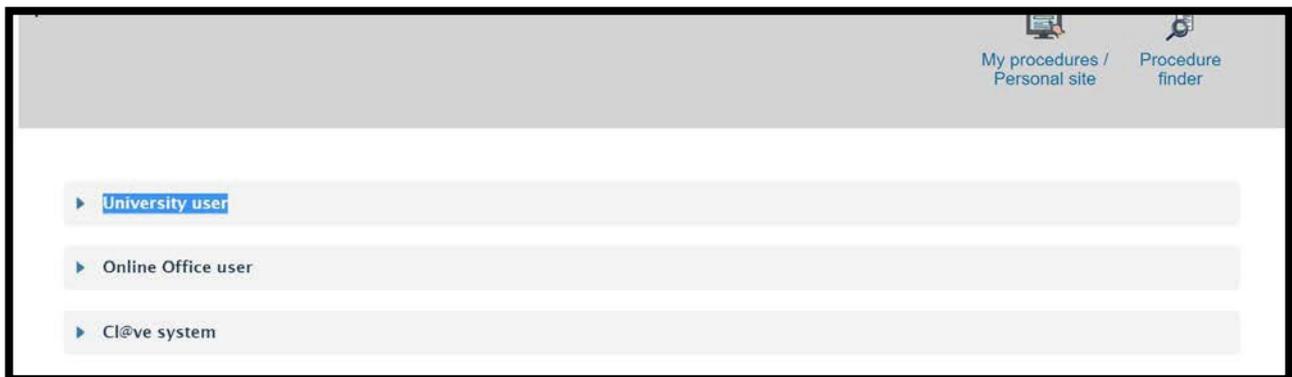
<https://webges.uv.es/uvEntreuWeb/>



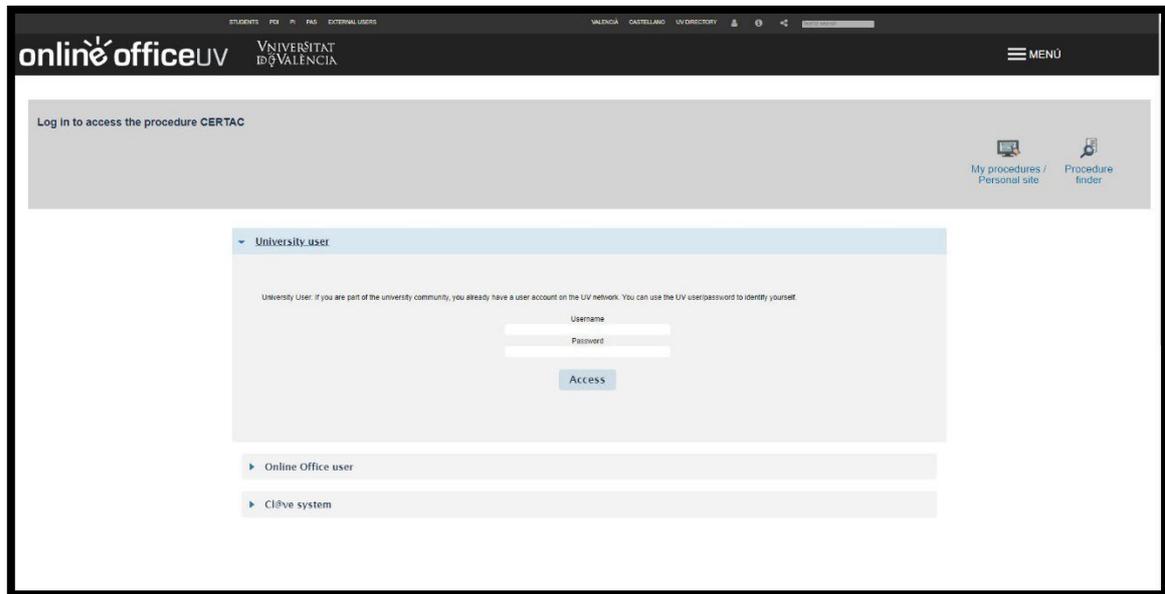
12. Click on “My procedures”



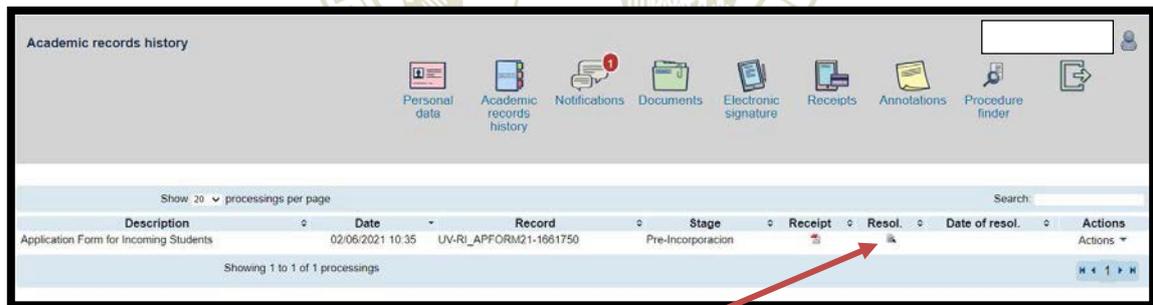
13. Click on **University user** (first option) as shown below:



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)



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.