



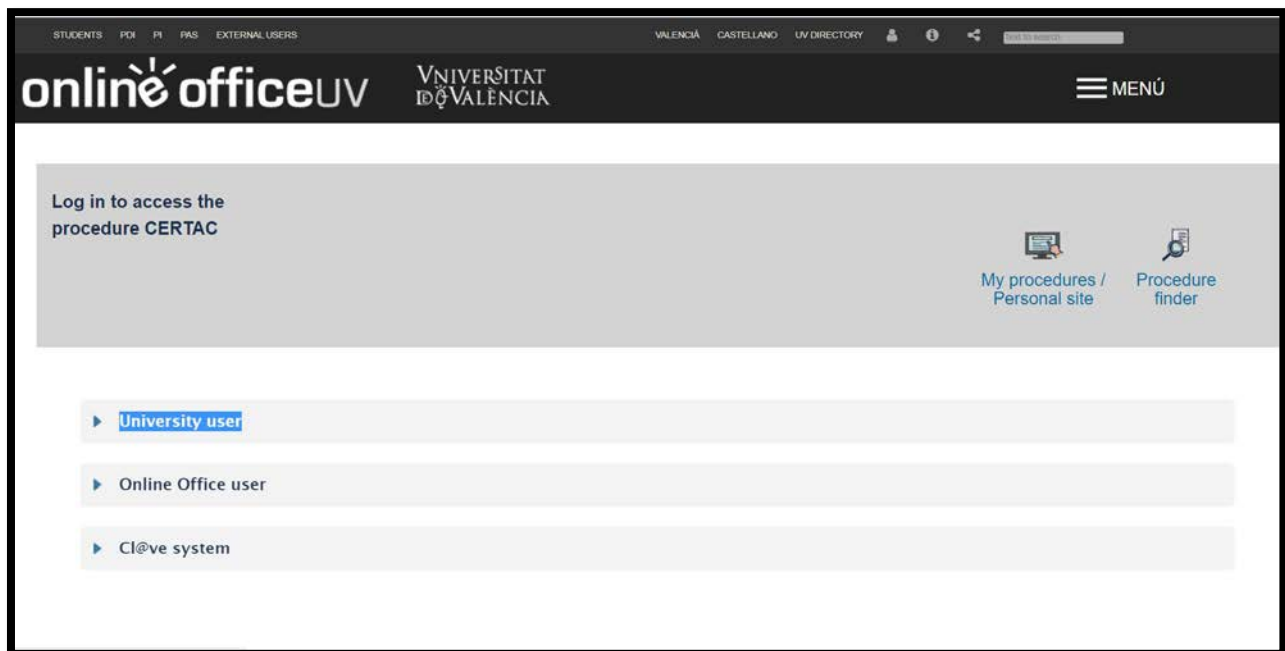
## Steps to apply for your Transcript of Records

Please, do not request your transcript of records until at least 1 month after your last exam in order to be sure that all your marks have been properly processed and are included on it. Additionally, it is also advisable to first check that you have all your marks ready in [secvirtual.uv.es](https://secvirtual.uv.es)

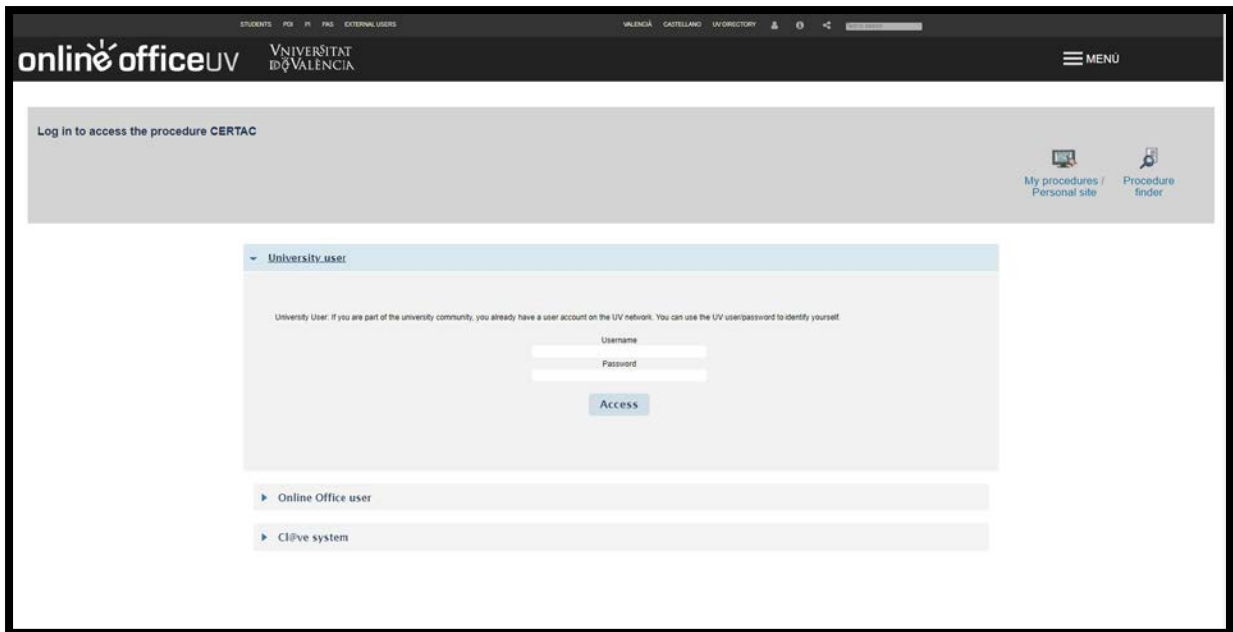
1. Click on the following link and start your application to obtain your free Transcript of Records:

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

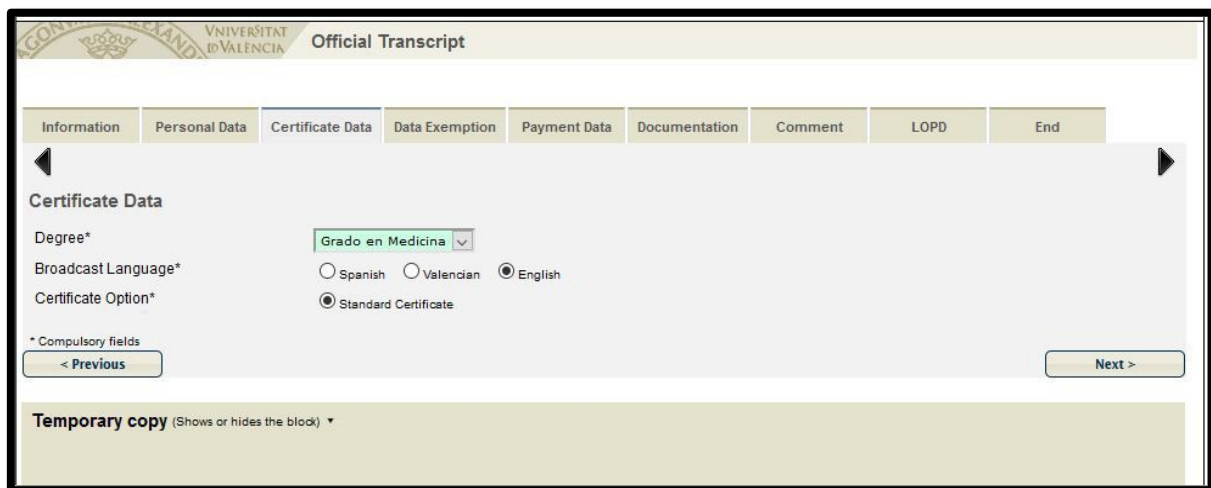
2. Click on **University user** (first option) as shown below:



3. Enter your UV username (@alumni.uv.es) and password.

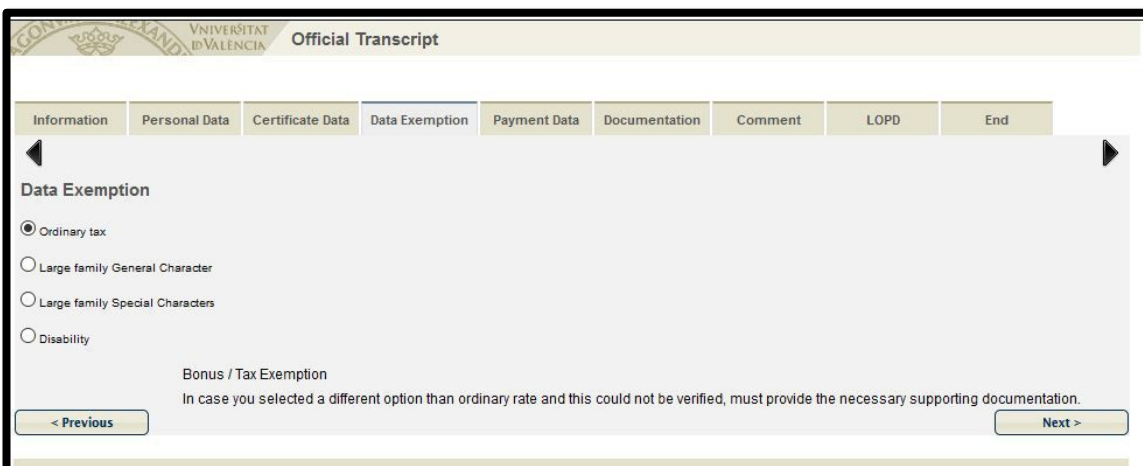


4. Fill in the empty fields and then click on the Next button.



\*Since 2021 on, there is no selection of language in the above screen because all Transcripts of Records are written in 3 languages (Valencian, Spanish and English)

5. Choose "Ordinary tax" in the Data Exemption given options.



6. In Payment Data: be sure the Amount is 0.0 as you can see in the picture below.

The screenshot shows the 'Official Transcript' application form with the 'Payment Data' tab selected. The form includes fields for Surnames, Name, Amount (set to 0.0), and Description (Certificado académico oficial). A note states: 'The payment-related data will not be saved in the temporary file you can obtain in the "Temporary copy" block.' Below this, there is a section for indicating the payment method, with 'Immediate Payment' selected. At the bottom, there are 'Previous' and 'Next' buttons, and a 'Temporary copy' section.

Information Personal Data Certificate Data Data Exemption **Payment Data** Documentation Comment LOPD End

Payment Data

Surnames [ ] Name [ ]

Amount [ 0.0 ]

Description [ Certificado académico oficial ]

The payment-related data will not be saved in the temporary file you can obtain in the "Temporary copy" block.

Indicate the method of payment you wish to use:

Immediate Payment: will be invoked payment gateway and payment will be made with a credit card - debit required for completion of the application.

\* Compulsory fields

< Previous Next >

Temporary copy (Shows or hides the block) ▾

7. Write your email in order to receive the correspondent notification.

The screenshot shows the 'Official Transcript' application form with the 'End' tab selected. The form asks 'Do you accept telematic notifications?' with 'Yes' selected. Below this, there is a field for 'E-mail for notice of notifications:' and a 'Send' button. At the bottom, there is a 'Previous' button and a 'Temporary copy' section.

Information Personal Data Certificate Data Data Exemption Payment Data Documentation Comment LOPD **End**

Do you accept telematic notifications? \* Yes  No

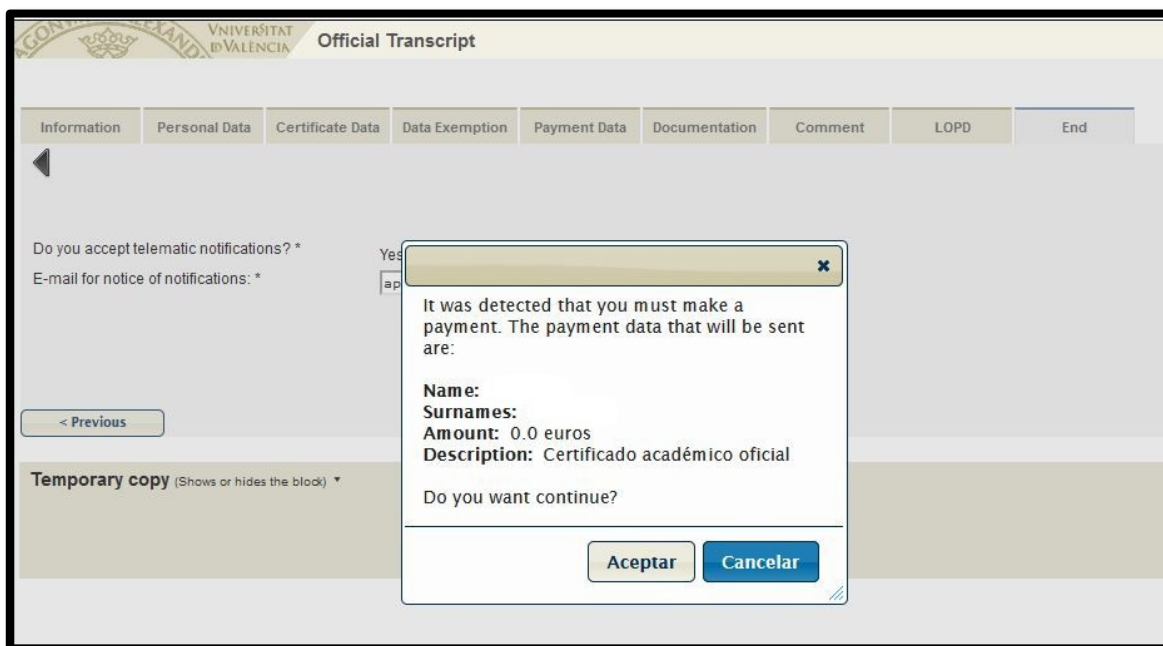
E-mail for notice of notifications: \* [ ]

Send

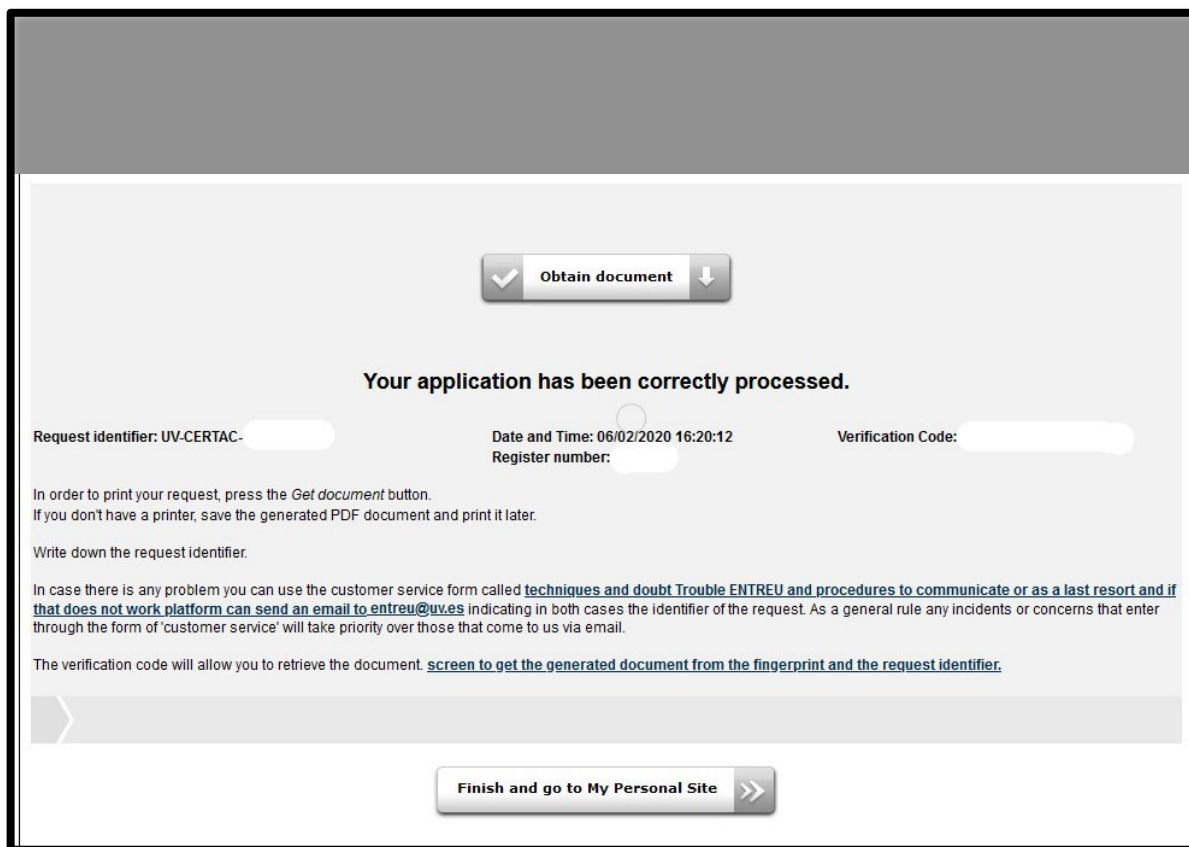
< Previous

Temporary copy (Shows or hides the block) ▾

8. Click on “Aceptar” when the following little window is shown:



Just wait as you see that your application has been correctly processed.

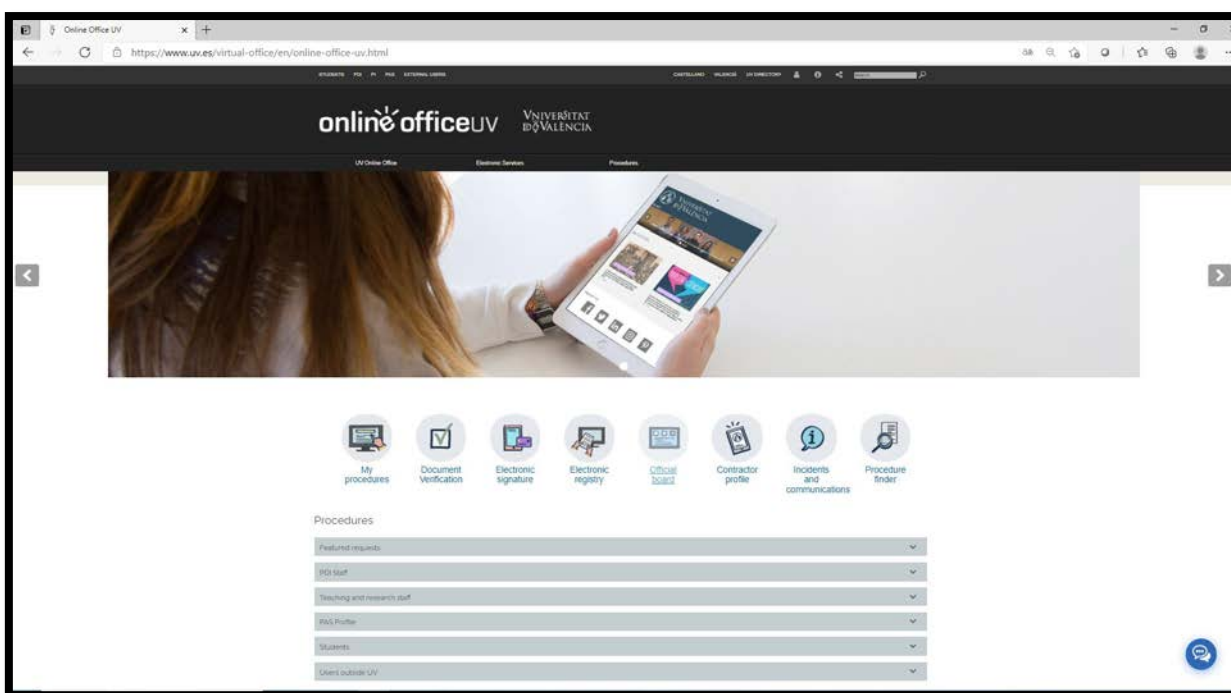


9. Exit the site and follow the upcoming instructions to download your Transcript of Records (see next page).

## [Steps to download your Transcript of Records](#)

1. To obtain your Transcript of Records you will have to click on the following link:

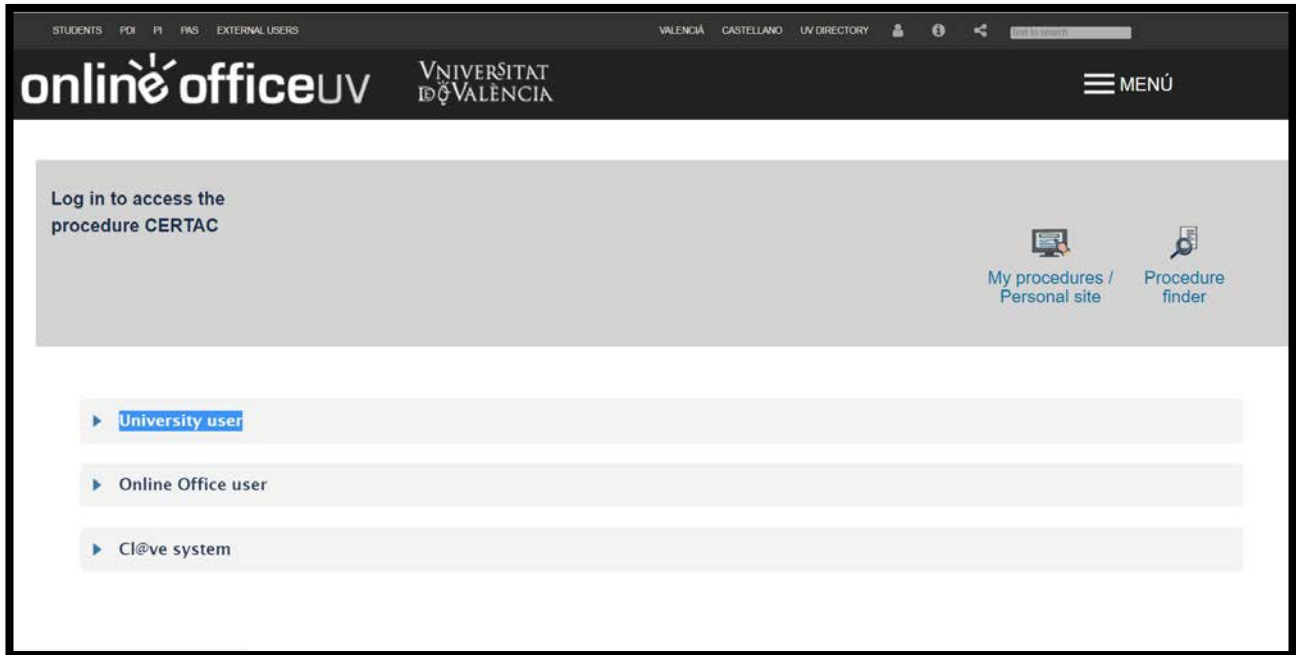
<https://webges.uv.es/uvEntreuWeb/>



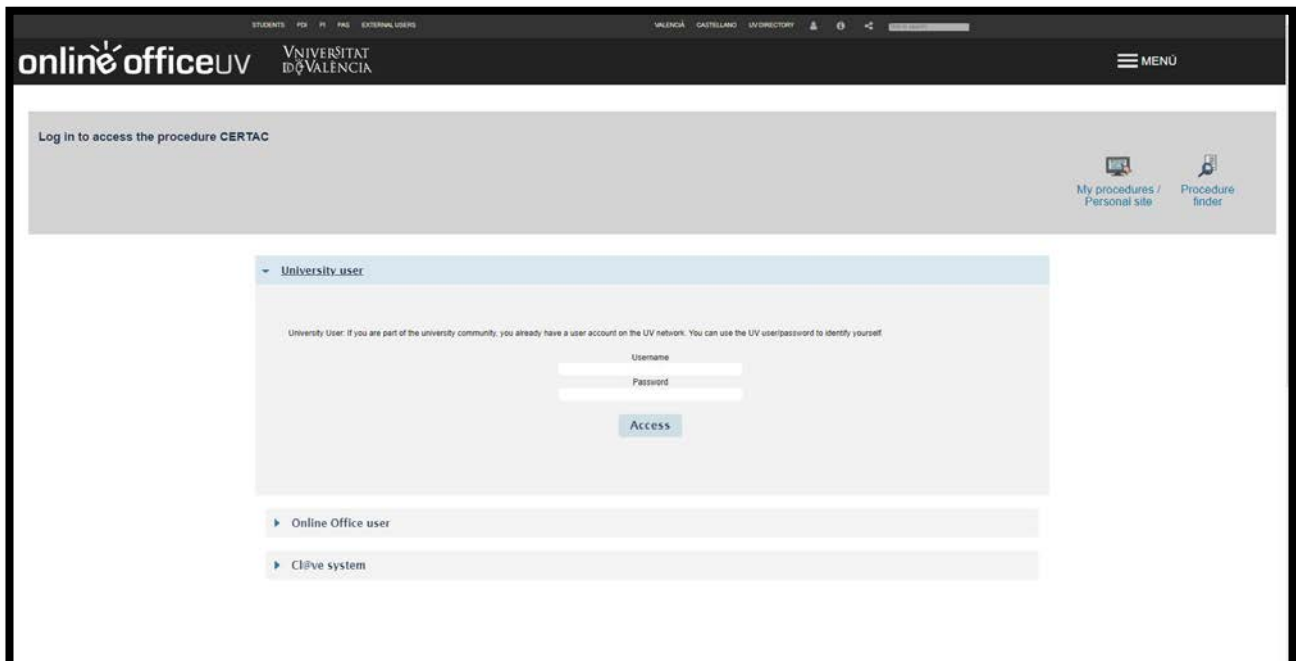
2. Click on “**My procedures**”



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

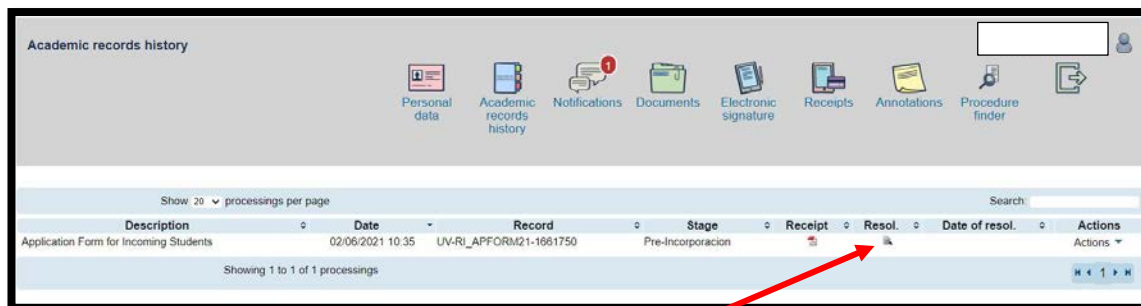


Enter your UV username (@alumni.uv.es) and password.



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

4. Click on **Academic records history** (up in the middle of the screen, second option)



5. Click on the **magnifying glass** icon (**Resol.** column) in order to download your Certificate.