



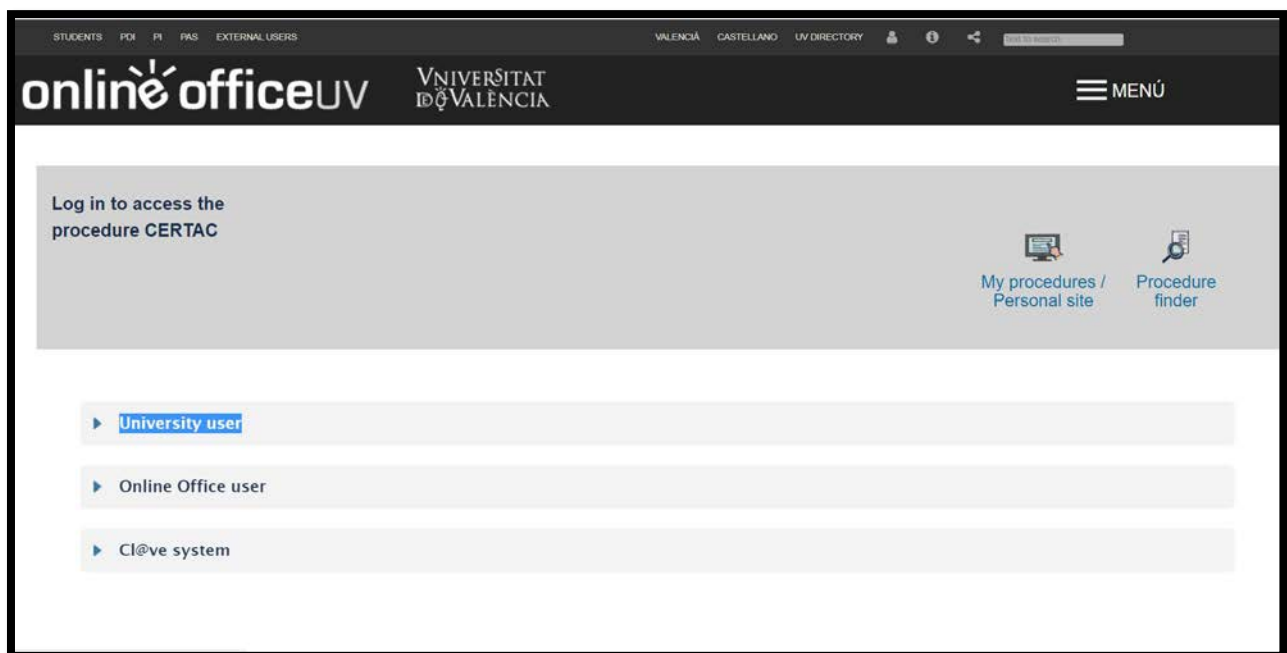
## Steps to apply for your Transcript of Records

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)

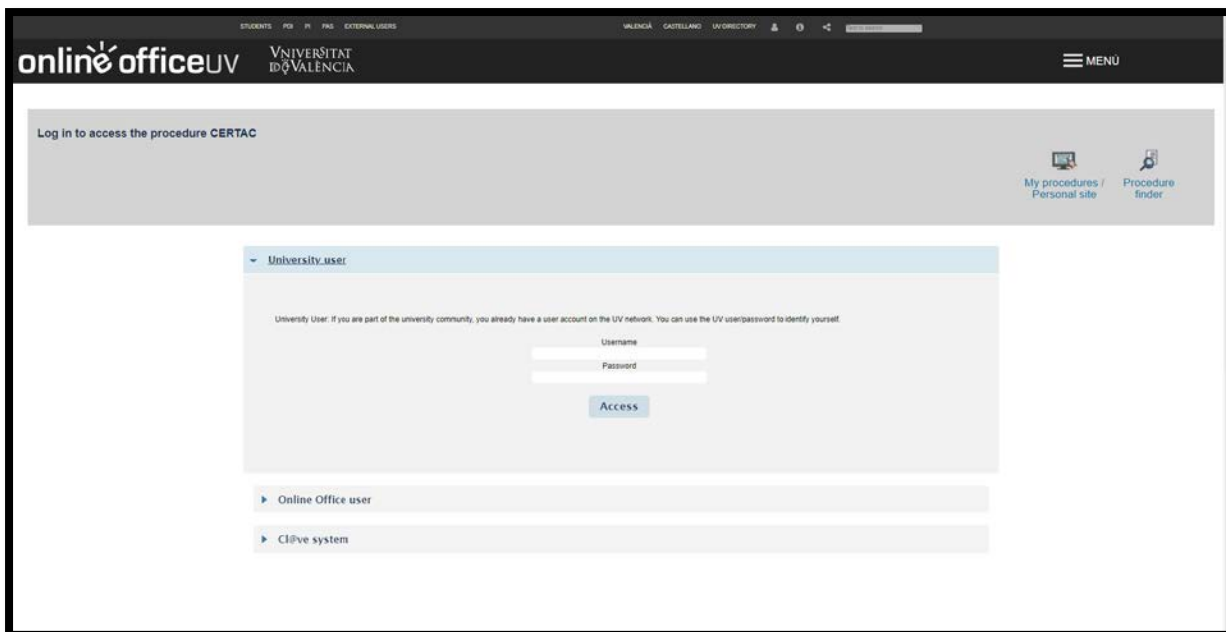
1. Click on the following link and start your application to obtain your free Transcript of Records:

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

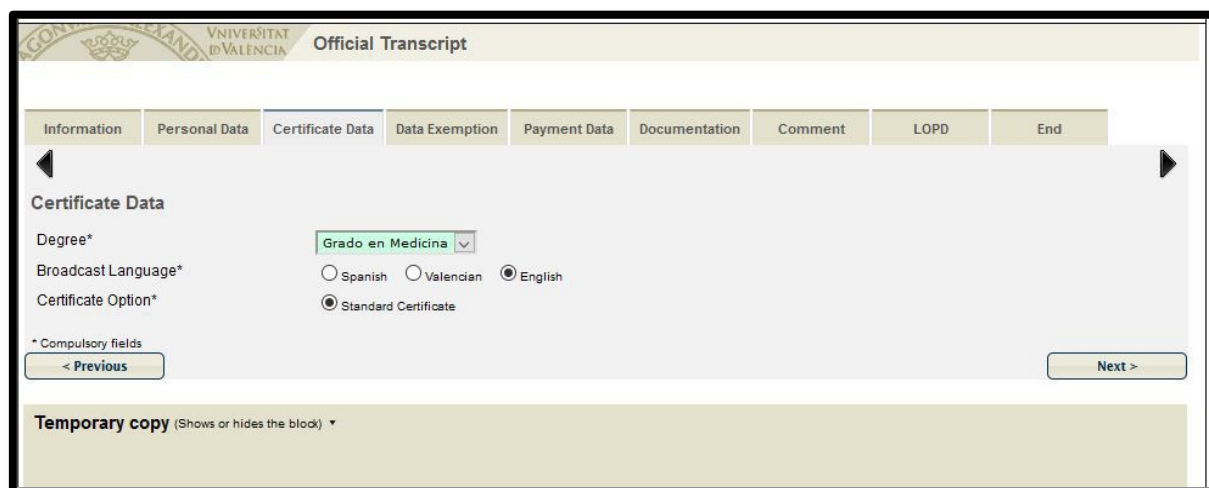
2. Click on **University user** (first option) as shown below:



3. Enter your UV username (without "@alumni.uv.es") and password.

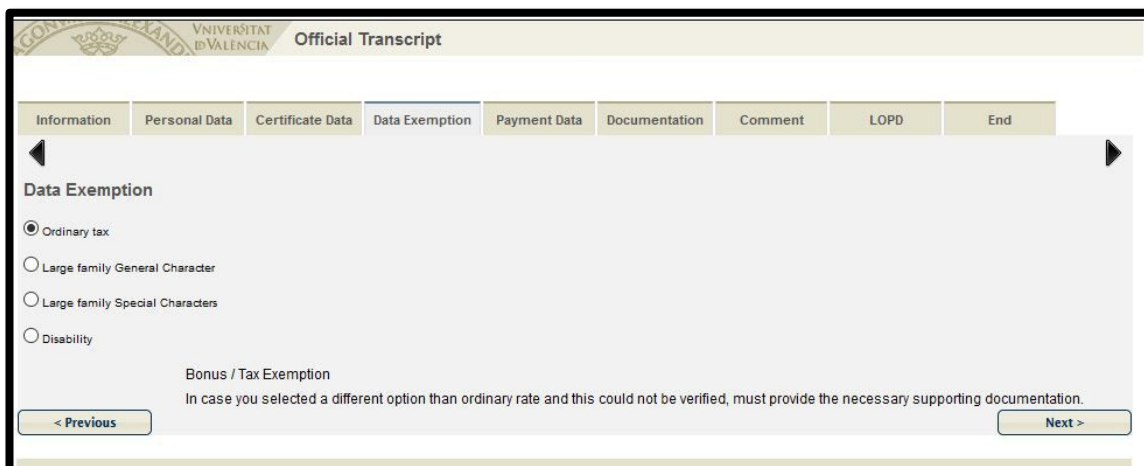


4. Fill in the empty fields and then click on the Next button.



\*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' form with the 'Payment Data' tab selected. The form includes fields for 'Surnames', 'Name', 'Amount' (set to 0.0), and 'Description' (set to '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, a section for payment methods is shown with the 'Immediate Payment' option selected. At the bottom, there are 'Previous' and 'Next' buttons, and a 'Temporary copy' section with a dropdown arrow.

Official Transcript

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' form with the 'End' tab selected. The form includes a question 'Do you accept telematic notifications? \*' with 'Yes' and 'No' radio buttons. Below this 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 with a dropdown arrow.

Official Transcript

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:

The screenshot shows the 'Official Transcript' application interface. At the top, there is a header with the University of Valencia logo and the title 'Official Transcript'. Below the header is a navigation bar with tabs: Information, Personal Data, Certificate Data, Data Exemption, Payment Data, Documentation, Comment, LOPD, and End. The 'Payment Data' tab is currently selected. In the main area, there is a form with fields for 'Do you accept telematic notifications? \*' and 'E-mail for notice of notifications: \*'. A modal window is displayed in the center, containing the following text: 'It was detected that you must make a payment. The payment data that will be sent are: Name: Surnames: Amount: 0.0 euros Description: Certificado académico oficial Do you want continue?'. At the bottom of the modal are two buttons: 'Aceptar' and 'Cancelar'. In the background, there is a '< Previous' button and a 'Temporary copy (Shows or hides the block)' dropdown menu.

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

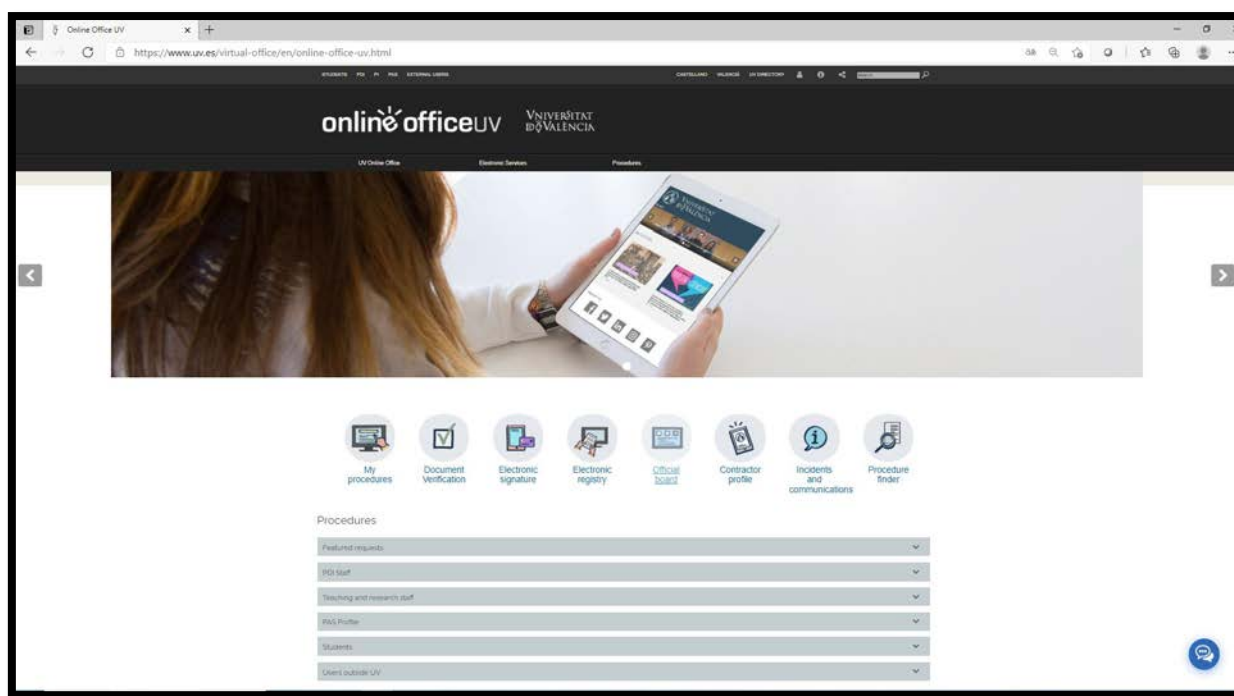
The screenshot shows a confirmation page with a grey header. In the center, there is a button with a checkmark icon, the text 'Obtain document', and a dropdown arrow. Below this, the text 'Your application has been correctly processed.' is displayed. Underneath, there are three fields: 'Request identifier: UV-CERTAC-', 'Date and Time: 06/02/2020 16:20:12', and 'Verification Code:'. Below these fields, there is a paragraph of text: 'In order to print your request, press the Get document button. If you don't have a printer, save the generated PDF document and print it later. Write down the request identifier. In case there is any problem you can use the customer service form called techniques and doubt Trouble ENTREU and procedures to communicate or as a last resort and if that does not work platform can send an email to entreu@uv.es indicating in both cases the identifier of the request. As a general rule any incidents or concerns that enter through the form of 'customer service' will take priority over those that come to us via email. The verification code will allow you to retrieve the document. screen to get the generated document from the fingerprint and the request identifier.' At the bottom, there is a button with the text 'Finish and go to My Personal Site' and a double arrow icon.

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:

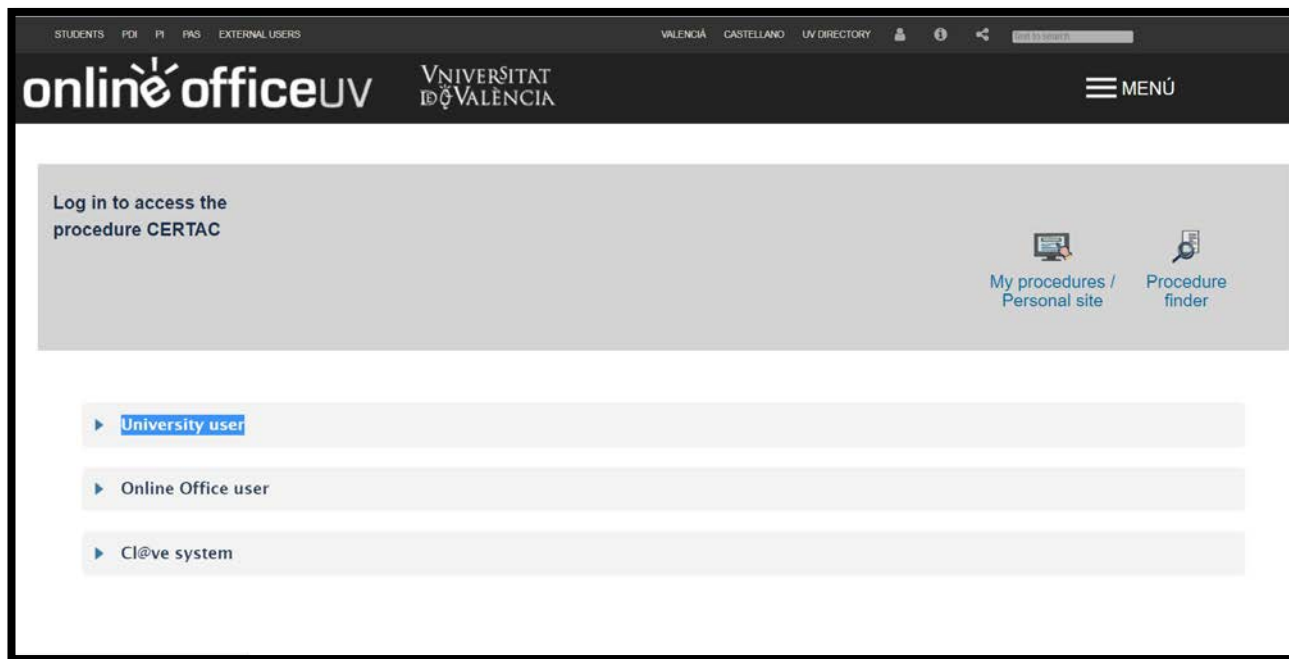
<https://webges.uv.es/uvEntreuWeb/>



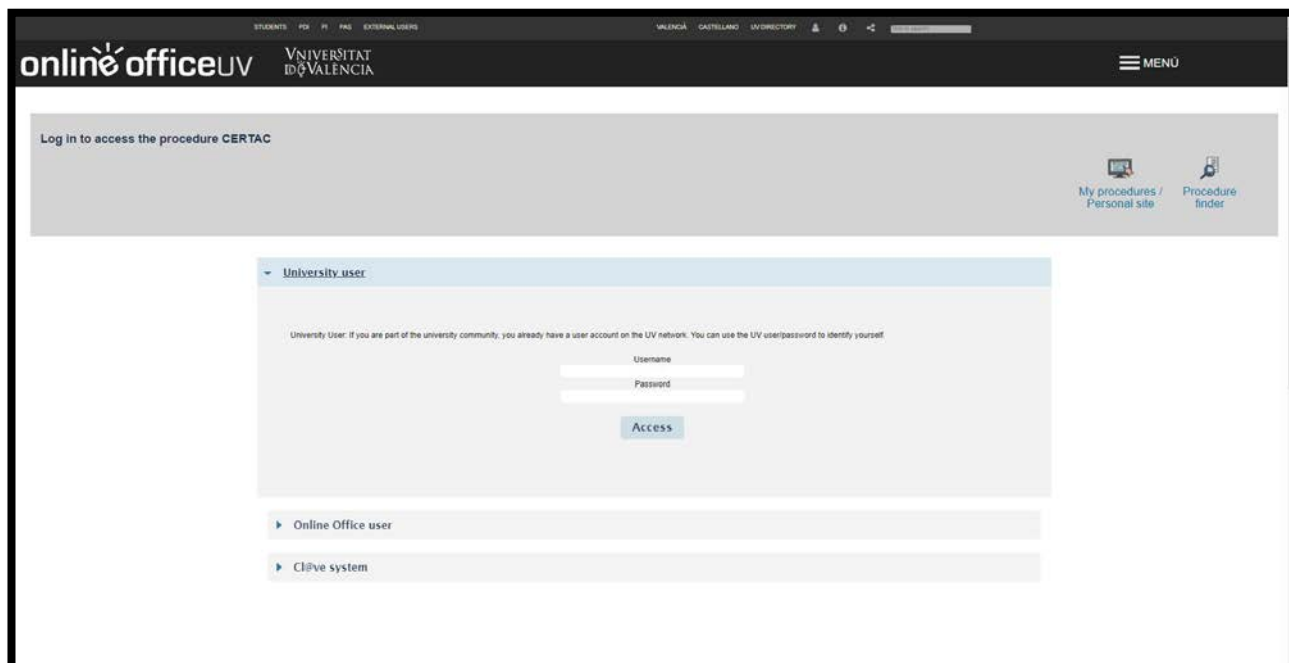
2. Click on “**My procedures**”



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

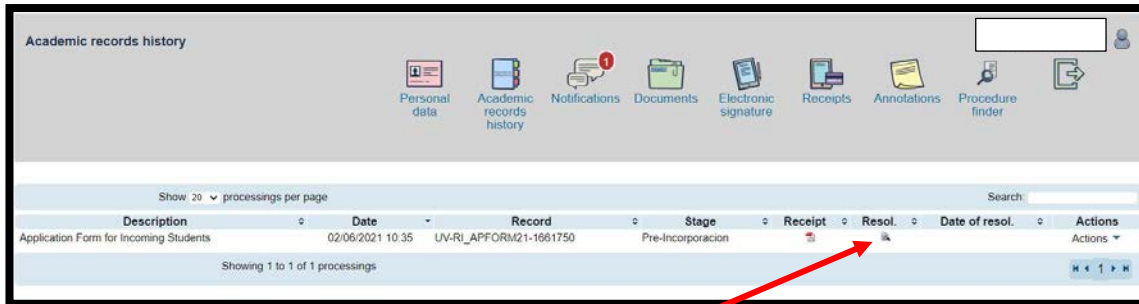


Enter your UV username (without "@alumni.uv.es") and password.



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.