

Intensive Courses

Registration Guide

*ILCE - Cursos intensivos*



Universidad  
de Navarra



## Intensive Courses Registration Guide

In this manual, you will find the steps to apply for admission to the Intensive Courses at the Institute of Spanish Language and Culture (ILCE) at the University of Navarra. Please follow these steps:

### 1- Login -> (<https://miPortal.unav.edu>)

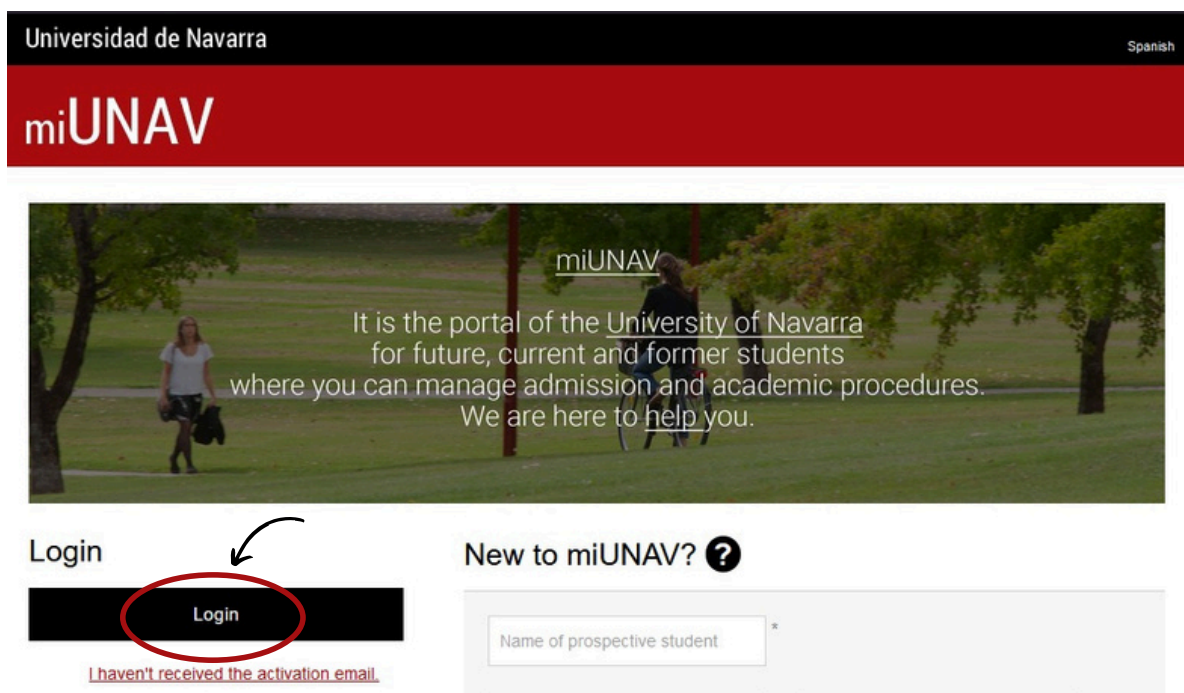
To start your Intensive Course registration, access the **Portal miUNAV** (<https://miPortal.unav.edu>).

Please sign up first if you haven't done so already. If you're already signed up, click on "**Login**" and sign in using the email you signed up with.



#### **IMPORTANT:**

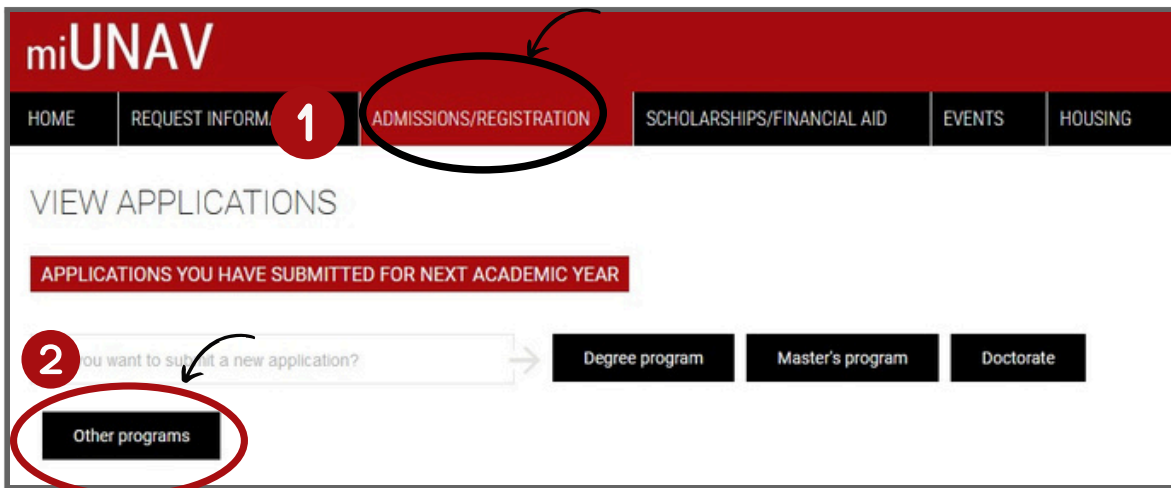
1. Please register using the name exactly as it appears on your passport.
2. Do **NOT create more than one account**; register only once.



The screenshot shows the miUNAV portal interface. At the top, it says "Universidad de Navarra" and "Spanish". Below that is the "miUNAV" logo. A banner image shows a person walking on a path with trees, with the text: "miUNAV It is the portal of the University of Navarra for future, current and former students where you can manage admission and academic procedures. We are here to help you." Below the banner, there are two main sections: "Login" and "New to miUNAV?". The "Login" section has a "Login" button circled in red, with an arrow pointing to it from the text "I haven't received the activation email." below. The "New to miUNAV?" section has a question mark icon and a text input field labeled "Name of prospective student" with an asterisk.

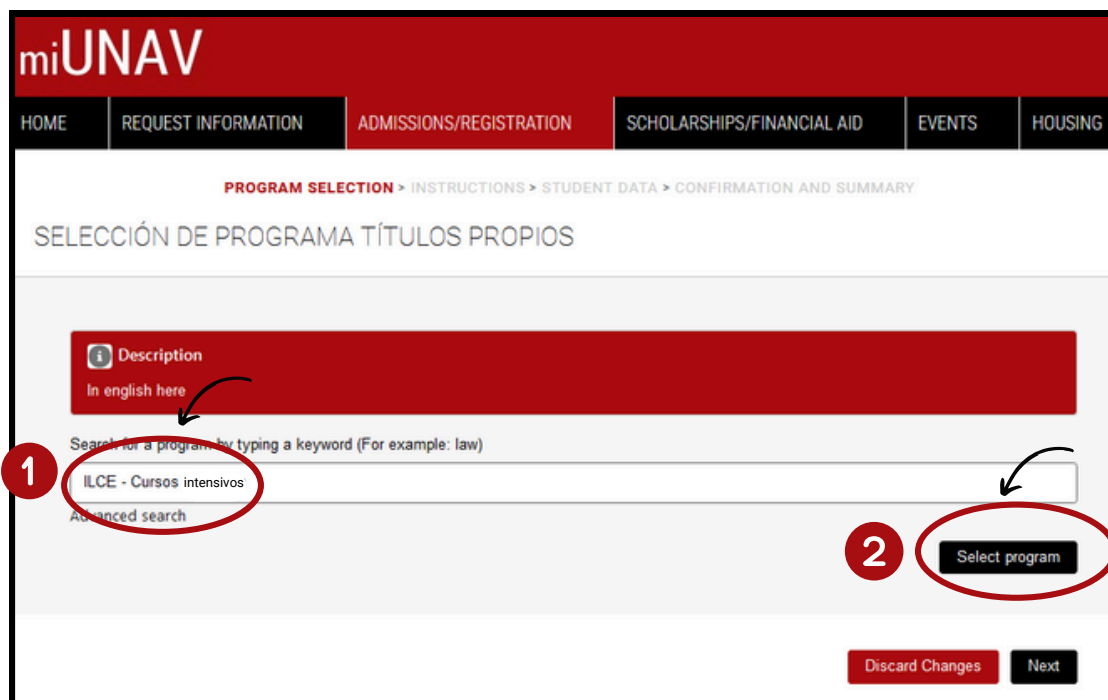
## 2- Click on "Admission and Registration" -> "Other programs"

Once logged in, click on "Admission and Registration" in the top menu. Then select "Other Programs".

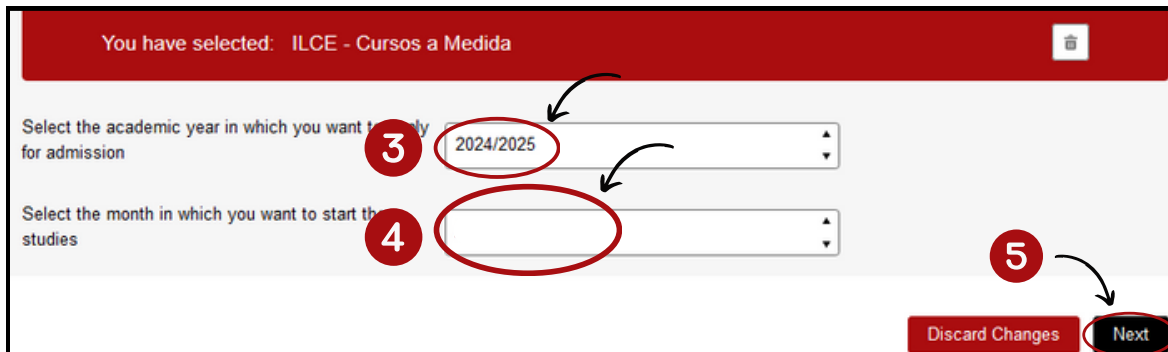


## 3- Search bar -> "ILCE - Cursos intensivos"

In the search bar, type "ILCE - Cursos intensivos". When the title appears, click on "Select Program".

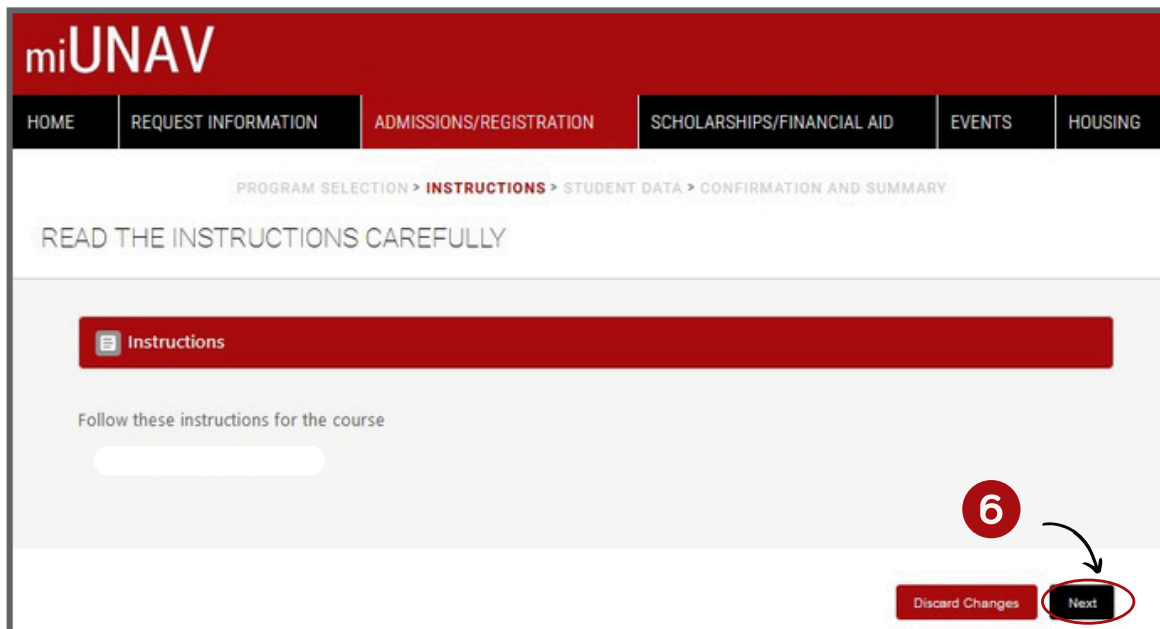


Next, select the academic year and the “month” you want to start your studies. Then click “Next”.



The screenshot shows a form titled "You have selected: ILCE - Cursos a Medida". It contains two dropdown menus. The first dropdown is labeled "3" and has "2024/2025" selected. The second dropdown is labeled "4" and is empty. At the bottom right, there are two buttons: "Discard Changes" and "Next", with a red circle and arrow labeled "5" pointing to the "Next" button.

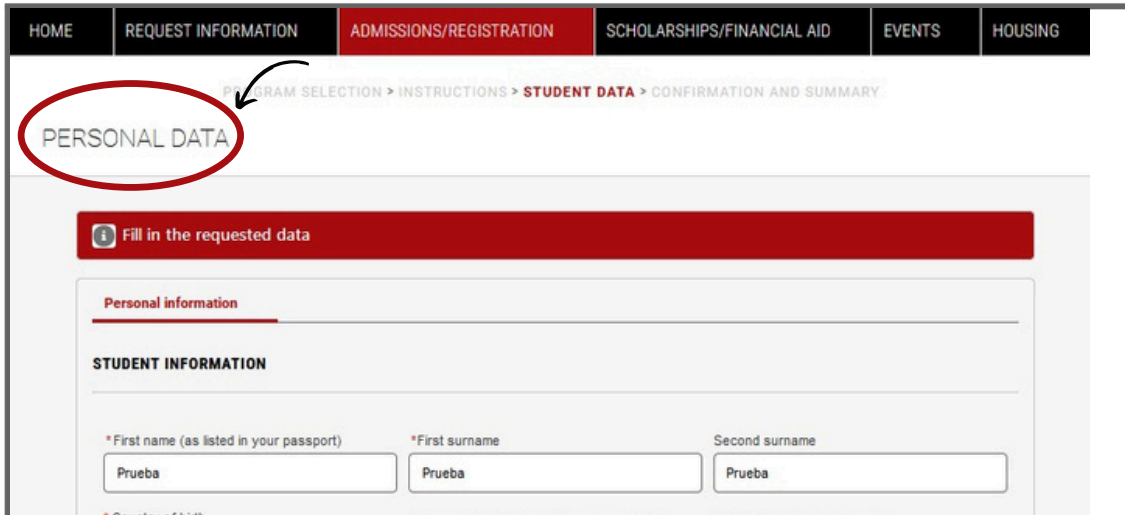
After that, you will see instructions similar to these. After reading them, click “Next”.



The screenshot shows the miUNAV website navigation menu with "ADMISSIONS/REGISTRATION" selected. The breadcrumb trail is "PROGRAM SELECTION > INSTRUCTIONS > STUDENT DATA > CONFIRMATION AND SUMMARY". The main heading is "READ THE INSTRUCTIONS CAREFULLY". Below this is a red bar with "Instructions" and a document icon. The text "Follow these instructions for the course" is followed by a redacted area. At the bottom right, there are two buttons: "Discard Changes" and "Next", with a red circle and arrow labeled "6" pointing to the "Next" button.

## 4- Fill out the personal information

On the next screen, fill out your personal information. Once completed, click **“Next”**.



HOME | REQUEST INFORMATION | **ADMISSIONS/REGISTRATION** | SCHOLARSHIPS/FINANCIAL AID | EVENTS | HOUSING

PROGRAM SELECTION > INSTRUCTIONS > **STUDENT DATA** > CONFIRMATION AND SUMMARY

**PERSONAL DATA**

**Fill in the requested data**

**Personal information**

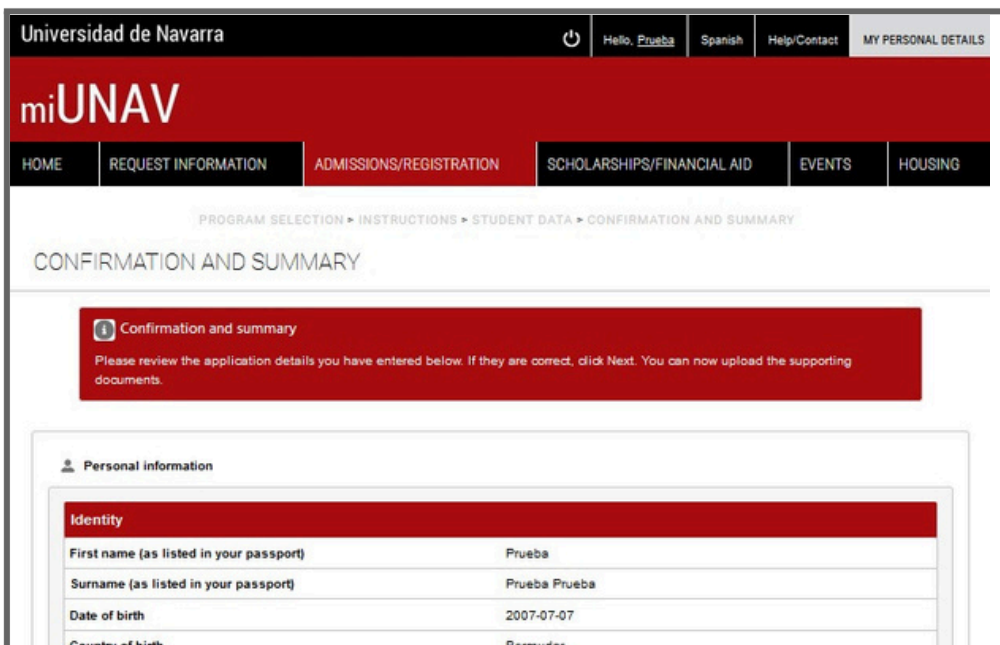
**STUDENT INFORMATION**

\*First name (as listed in your passport)      \*First surname      Second surname

Prueba      Prueba      Prueba

## 5- Review

Review all the information to ensure it is correct, then click **“Next”**.



Universidad de Navarra      Hello, Prueba      Spanish      Help/Contact      MY PERSONAL DETAILS

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PROGRAM SELECTION > INSTRUCTIONS > **STUDENT DATA** > CONFIRMATION AND SUMMARY

**CONFIRMATION AND SUMMARY**

**Confirmation and summary**

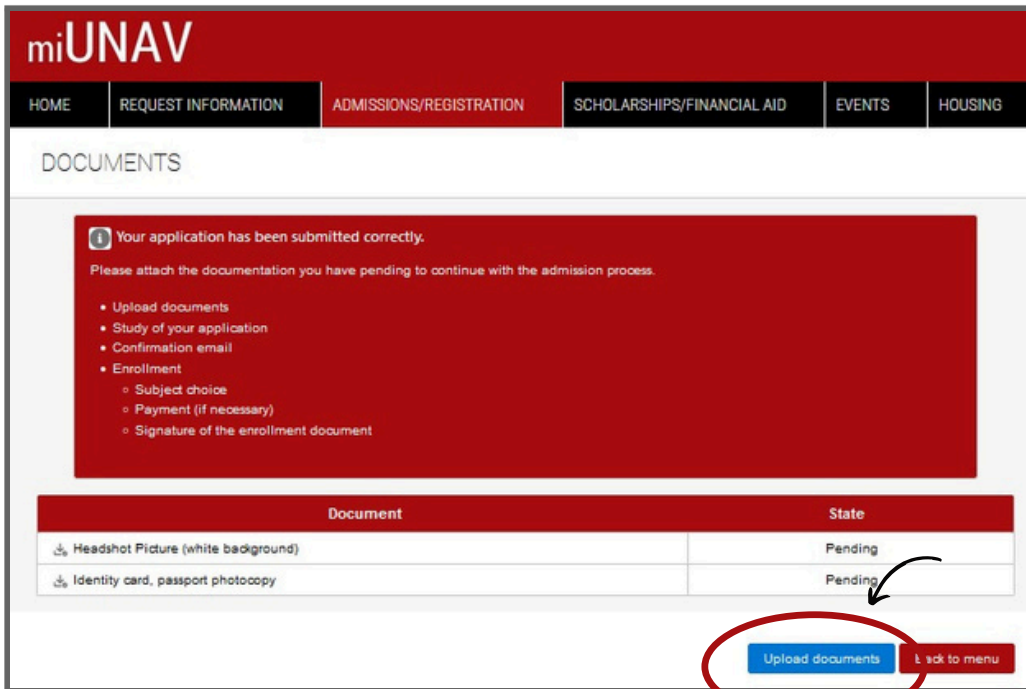
Please review the application details you have entered below. If they are correct, click Next. You can now upload the supporting documents.

**Personal information**

Identity	
First name (as listed in your passport)	Prueba
Surname (as listed in your passport)	Prueba Prueba
Date of birth	2007-07-07
Country of birth	Bermudas

## 6- Attach documents

Attach the required documentation: a passport and a headshot photo with white background.to submit your application.



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HOME | REQUEST INFORMATION | **ADMISSIONS/REGISTRATION** | SCHOLARSHIPS/FINANCIAL AID | EVENTS | HOUSING

DOCUMENTS

**!** Your application has been submitted correctly.  
Please attach the documentation you have pending to continue with the admission process.

- Upload documents
- Study of your application
- Confirmation email
- Enrollment
  - Subject choice
  - Payment (if necessary)
  - Signature of the enrollment document

Document	State
📎 Headshot Picture (white background)	Pending
📎 Identity card, passport photocopy	Pending

Upload documents | Link to menu

## 7- Next steps

Once you submit your application, the Institute of Spanish Language and Culture (ILCE) will contact you to schedule a placement test. After that, they will provide further instructions for enrollment and payment.

