

Intensive Courses

Registration Guide

ILCE - Cursos intensivos



Universidad
de Navarra



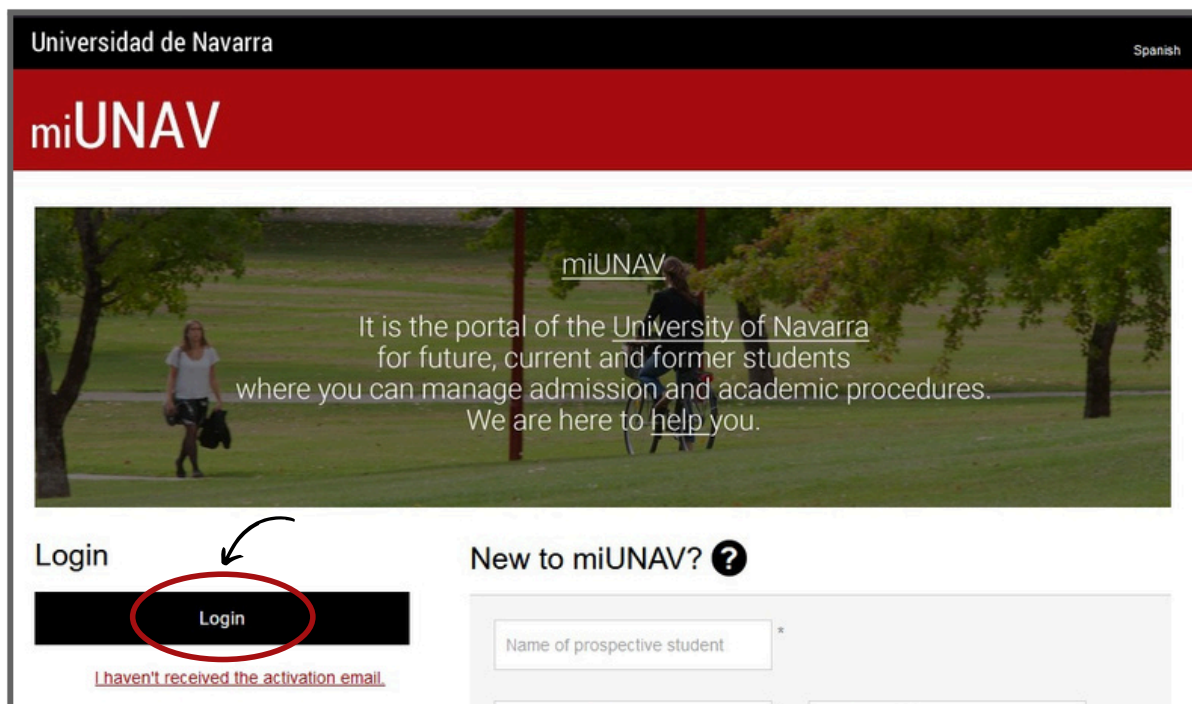
Intensive Courses Registration Guide

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 registration, access the **Portal miUNAV** (<https://miPortal.unav.edu>).

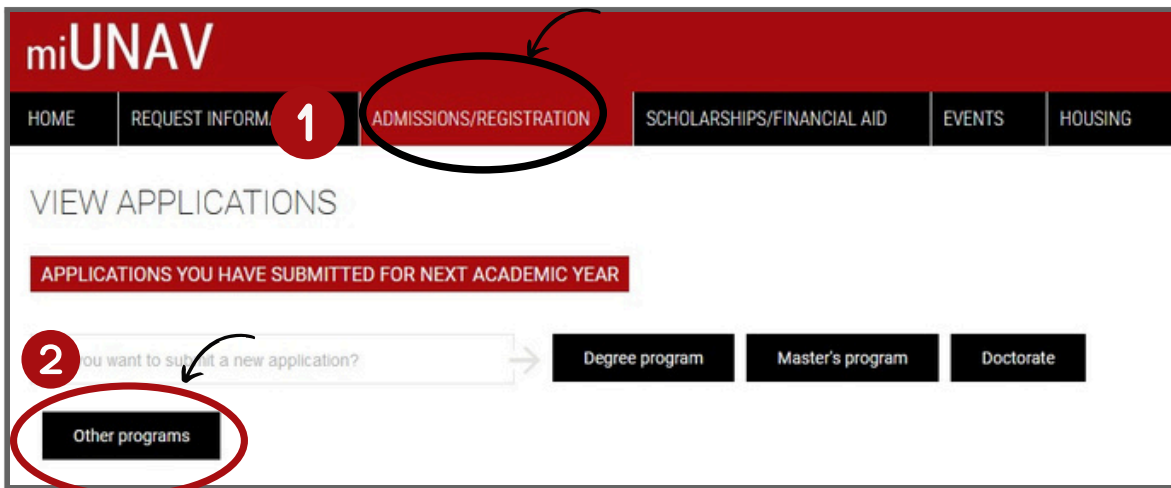
Please sign up first if you haven't done so already. If you're already signed up, click on "**Login**" and sign in using the email you signed up with.



The screenshot shows the miUNAV portal homepage. At the top, there is a black header with "Universidad de Navarra" on the left and "Spanish" on the right. Below this is a red banner with the "miUNAV" logo in white. The main content area features a large image of a person walking on a path in a park-like setting. Overlaid on this image is 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 image, there are two main sections. On the left, under the heading "Login", there is a black button with the word "Login" in white. A red circle is drawn around this button, and a black arrow points to it from above. Below the button, there is a link that says "I haven't received the activation email." On the right, under the heading "New to miUNAV? ?" (where the question mark is in a circle), there is a light gray input field with the placeholder text "Name of prospective student" and an asterisk on the right side.

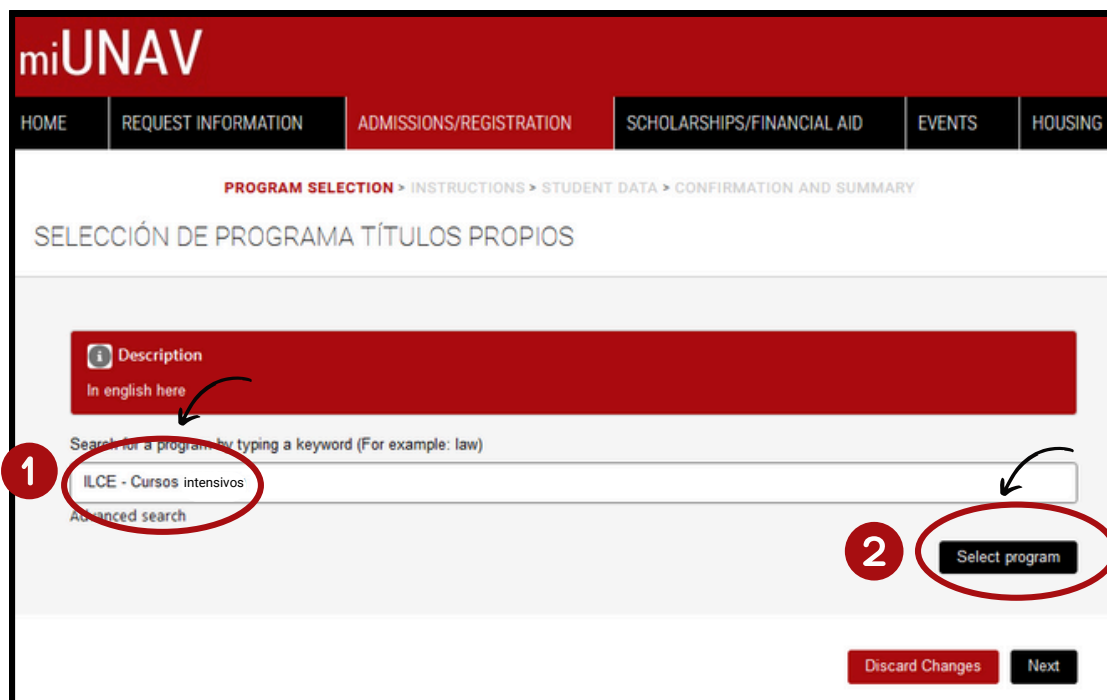
2- Click on "Admission and Registration" -> "Other programs"

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

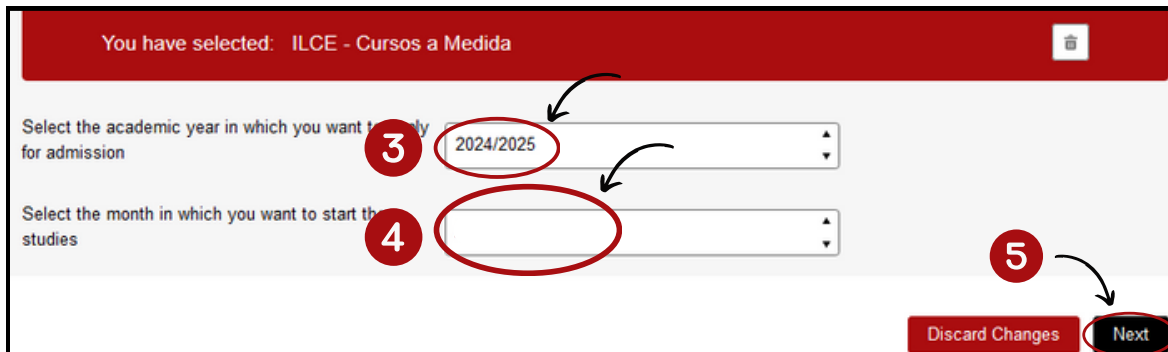


3- Search bar -> "ILCE - Cursos intensivos"

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

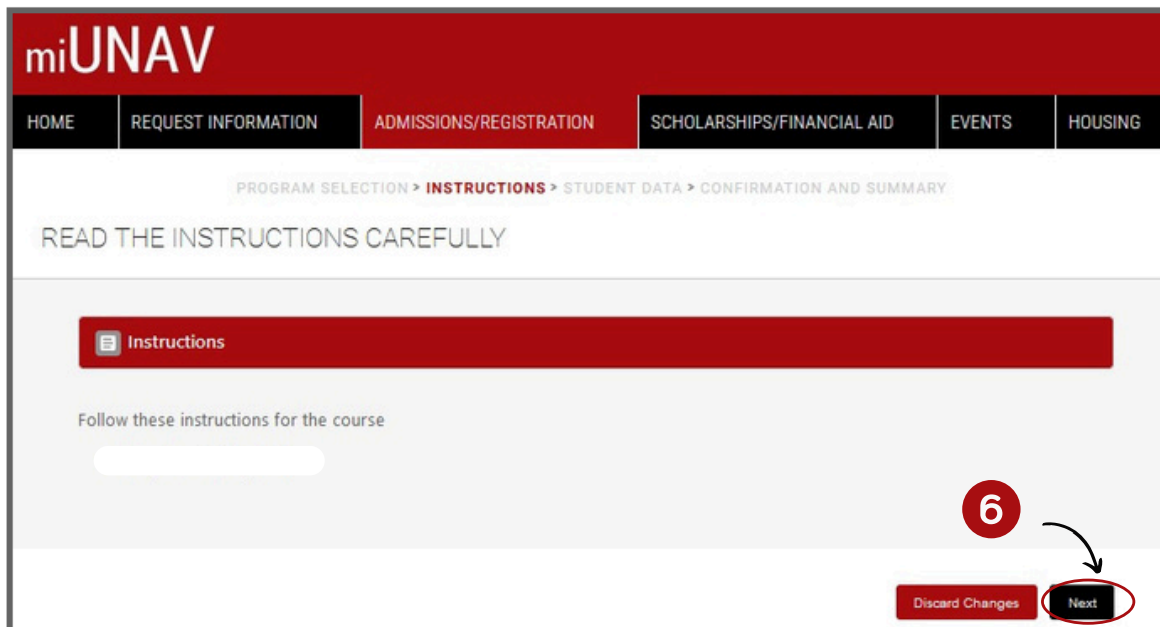


Next, select the academic year and the “month” you want to start your studies. Then click “Next”.



The screenshot shows a web form with a red header bar that reads "You have selected: ILCE - Cursos a Medida". Below the header, there are two dropdown menus. The first dropdown is labeled "3" and contains the text "2024/2025". The second dropdown is labeled "4" and is empty. To the right of the dropdowns, there is a red button labeled "5" with the text "Next". Below the "Next" button is another red button labeled "Discard Changes".

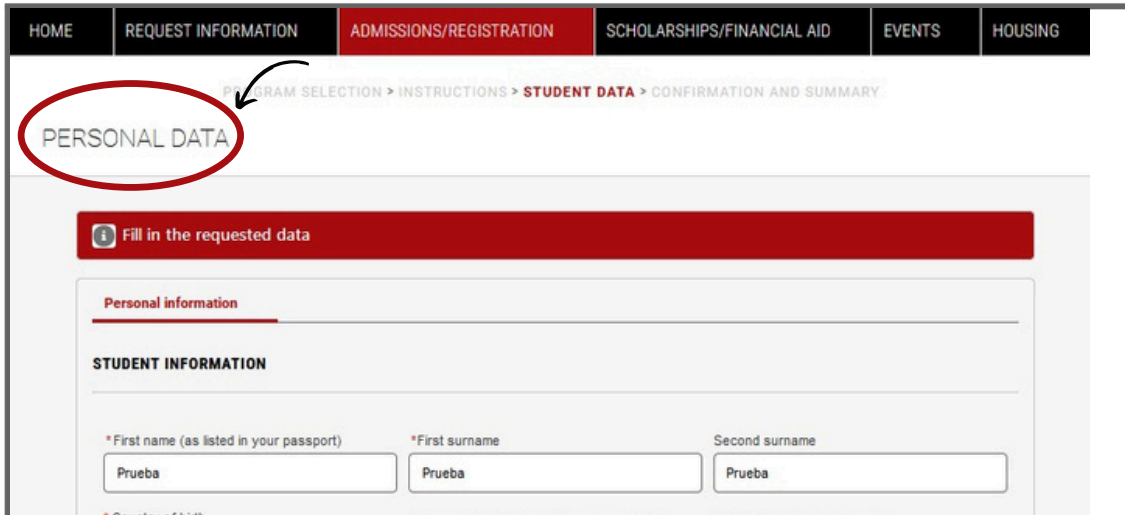
After that, you will see instructions similar to these. After reading them, click “Next”.



The screenshot shows the miUNAV website interface. The top navigation bar includes "HOME", "REQUEST INFORMATION", "ADMISSIONS/REGISTRATION", "SCHOLARSHIPS/FINANCIAL AID", "EVENTS", and "HOUSING". Below the navigation bar, there is a breadcrumb trail: "PROGRAM SELECTION > INSTRUCTIONS > STUDENT DATA > CONFIRMATION AND SUMMARY". The main heading is "READ THE INSTRUCTIONS CAREFULLY". Below this, there is a red bar with the text "Instructions". Underneath, it says "Follow these instructions for the course" followed by a white rounded rectangle. At the bottom right, there is a red button labeled "6" with the text "Next". Below the "Next" button is another red button labeled "Discard Changes".

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

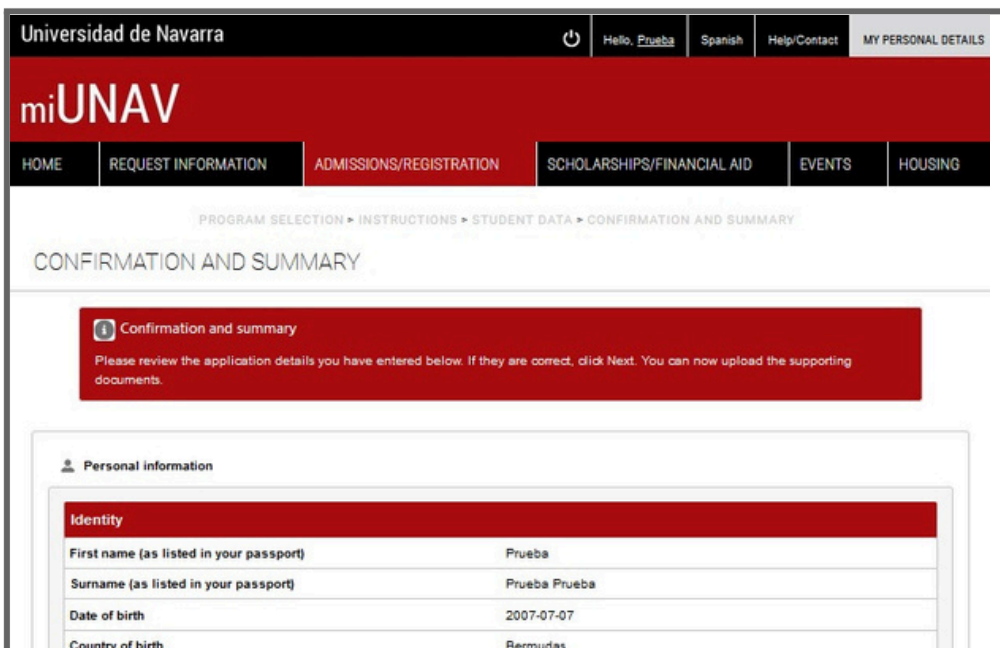
STUDENT INFORMATION

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

PROGRAM SELECTION > INSTRUCTIONS > STUDENT DATA > CONFIRMATION AND SUMMARY

CONFIRMATION AND SUMMARY

Confirmation and summary

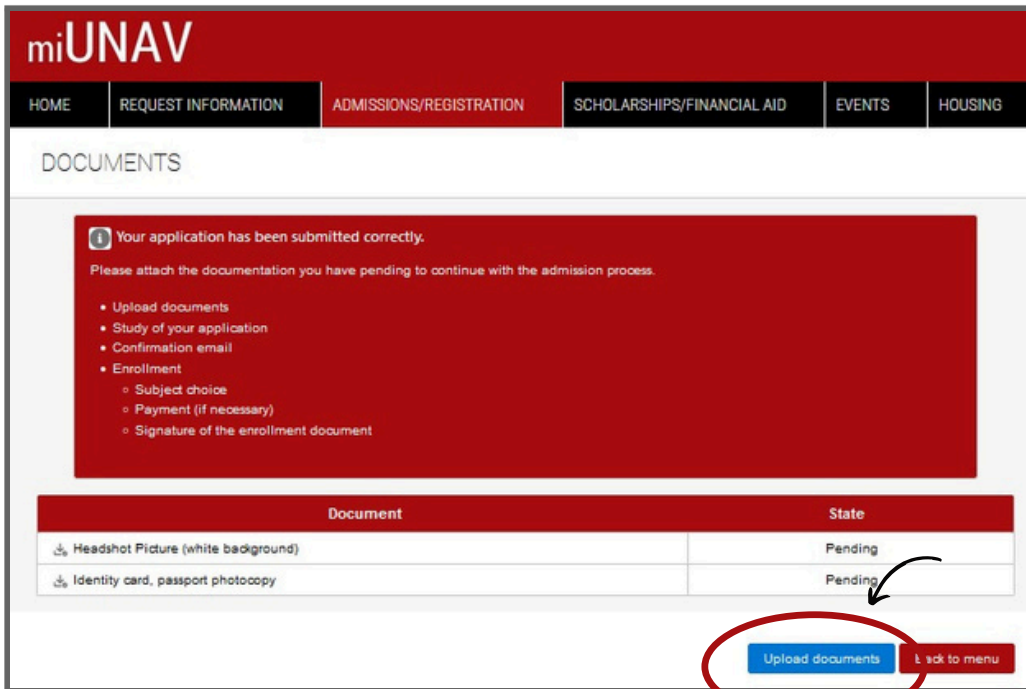
Please review the application details you have entered below. If they are correct, click Next. You can now upload the supporting documents.

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.

