CENTRO DE LINGUAS
FUNDACIÓN UNIVERSIDADE DE VIGO

Centro de Linguas
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INSTRUCTIONS FOR USING THE CENTRO DE LINGUAS PROGRAMME

Start screen

DO YOU NEED HELP?

- If not registered, click "Enrolment" and enter your personal data.

- You will receive an email with your password, any questions call us at 986 81 22 50 or centrodelinguas@uvigo.es

website cdl.uvigo.es.

Enrolment

INFORMATION

- Check your personal data if you are already registered in Bubela.

- Fields marked with an asterisk (*) are compulsory.

- You will receive an email with your password, any questions call us at 986 81 22 50 or centrodelinguas@fundacionuvigo.es

- You are not required to enter the account number, but it will be necessary for the refund of the enrollment.

- University Community members of the Uvigo are the following: Vigo University students, PAS, PDI and their direct relatives (spouses and children).

STUDENT MENU DEMO

Personal data

INFORMATION

- Fields marked with an asterisk (*) are compulsory.

- You will receive an email with your password, any questions call us at 986 81 22 50 or centrodelinguas@fundacionuvigo.es

- In this menu you can change your password which should be a combination of letters and numbers.

- Here, you can change the language of the program.

- You are not required to enter the account number, but it will be necessary for the refund of the enrollment.

- If the invoice of the course is to be paid by a company, you should go to **"Companies"**.

- University Community members of the Uvigo are the following: students of Vigo University, PAS, PDI and their direct relatives (spouses and children).

Companies

INFORMATION

- Companies and organizations are registered by the Centro de Linguas.

- If you request that the invoice be in the name of a Company or Organization, you should use this menu and enter the data required.

- In any case, the company or organization authorization shall be requested by the Centro de Linguas.

Exam/Course

INFORMATION

- You can find the information about the exams and courses, classified by languages and campus.

- Each exam/course has a PDF that explains all the details.

- The option for the pre-enrolment is to the right of each exam/course:

- The option **"pre-enrolment"** refers to those courses with placement test or checking for enrolment by the Centro de Linguas.
  To enrol on the courses you must pay a **pre-enrolment fee of 15 euros** which **WILL BE DISCOUNTED FROM THE TOTAL ENROLMENT FEE**.Once the documentation has been checked or after the results of the placement test you will receive an email from the CdL in which you will be informed that you may proceed with payment of the rest of the enrolment.
  If the course in which you wish to enrol has a **pre-enrolment fee of 0 euros**, you can enrol directly, upload the documents and make the full payment of the enrolment fee.

THIS IS TO RESERVE YOUR PLACE ON THE COURSE AND YOU ONLY NEED TO PRE-ENROL IN A LEVEL. (LATER THE CdL WILL ASSIGN YOU THE LEVEL WHICH IS SUITABLE FOR YOU).
In both cases, once the documentation has been checked, the CdL will confirm your enrolment by email.

Requests

INFORMATION

- In this section the status of your request is shown.

- In the Clip that appears to the right of the course you can upload the documents.

Grades

INFORMACIÓN

- In this menu you will see the grades obtained in exams and courses.

Enrolment payment

INFORMATION

- You will find here, the document required to pay by card.

- If you click on the card symbol, you enter the payment gateway. Remember that you must have activated the Card Security Code.

- If you choose bank transfer or cash payment, you should upload the proof of payment in **"Requests"**.

- In both cases if the course has a pre-inscription fee, first you must pay **15 euros** of this and then, once pre-inscription has been confirmed by the Cdl, produce a second payment corresponding to the rest of the pre- inscription cost.

Invoices

INFORMATION

- In this section, you will have available all the invoices for the courses or exams that you have done in the Centro de Linguas.