



# ENROLLMENT MODIFICATION REQUEST

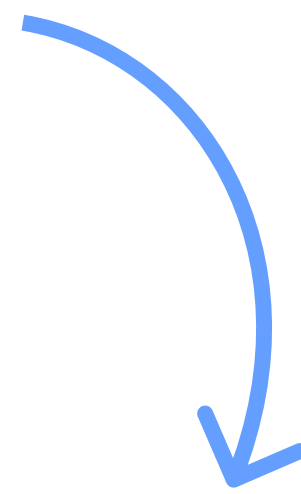
2026 - 2027

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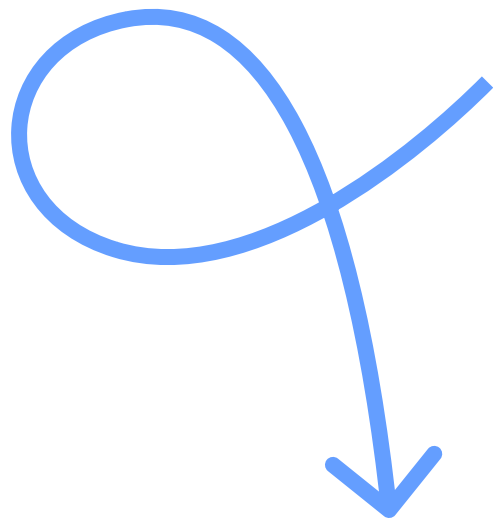
**REGISTRY  
SERVICE**

# STAGES OF YOUR MODIFICATION REQUEST

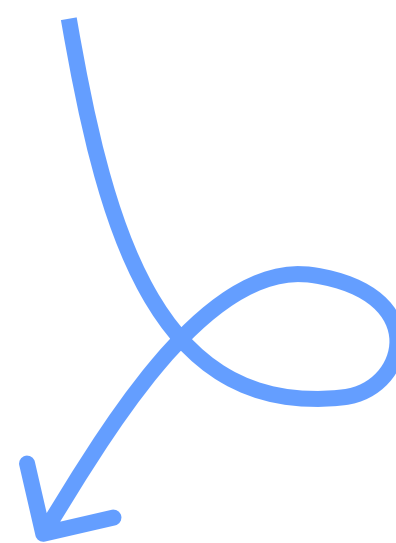
**1.** Access and complete the “Enrollment Modification Request” form.



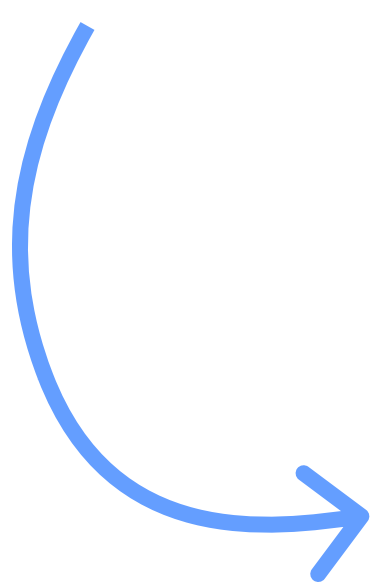
**2.** Submit the completed form to the Registry Service using any of the available methods.



**3.** Once your application has been registered, it will be forwarded to the Academic Planning Department.



**4.** This department will review your request and track its status.



**5.** You will be notified of the decision by email from the Student Services Office. Stay alert!

# SUBMISSION METHODS

## A. ONLINE:

Complete and submit the online application using the following link:

→ **ENROLLMENT  
MODIFICATION  
REQUEST**

## B. IN PERSON:

Visit the Registry Service in person to collect and complete the application form on-site.



### **IN ALL CASES**

The student must personally complete and submit the application. Applications by third parties will not be accepted.

# FREQUENTLY ASKED QUESTIONS

**Where are the official deadlines for Enrollment Modification published?**

All deadlines related to enrollment can be found in the Normativa para la Matrícula de Grados para el curso 2026-2027 // [Undergraduate Enrollment Regulations for the 2026–2027](#), published on the UFV website.

**Contact channel for information about my submission.**

Via email at [registro@ufv.es](mailto:registro@ufv.es) or by calling **91-709-14-00** and asking for the Registry Service.

**Contact channel for information about the status of my application and final decision.**

By calling **91-709-14-00** and asking for the Academic Planning Department.

**Where are we located?**

***Registry Service:***

Central Building, Central Module.

***Academic Planning Department:***

Central Building, Module 1, Attic.

**Which department communicates the final decision and how?**

The ***Student Services Office*** is responsible for communicating the decision via email. Please make sure to provide a valid email address in your request and check your spam folder regularly.

# FREQUENTLY ASKED QUESTIONS

**If I miss the deadline, which department should I contact?**

Once the submission deadline has passed, the Registration Office will not be able to accept requests, unless authorization is granted by the **Academic Planning Department**.

In such cases, you must attend in person to present your situation.

**Where can I check the changes made to my enrollment?**

To view your updated enrollment, access your University Portal after receiving the decision.

*University Portal > Menu > Enrollment Summary > \*Enter filters\* > \*Scroll to the bottom and select\* Enrollment Receipt*

**For financial questions, which department should I contact?**

For questions regarding payments or financial adjustments, contact the **Cashier's Office** or the **Administration and Finance Department** via email [infoecoalumnos@ufv.es](mailto:infoecoalumnos@ufv.es) or visit in person (Central Building, Central Module).