



GRACE SITTING APPLICATION

2026 - 2027



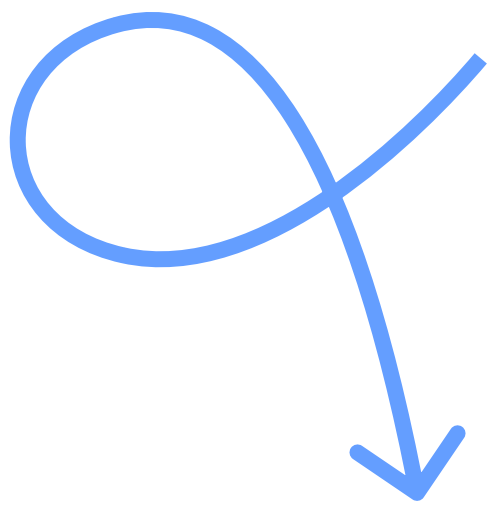
REGISTRY
SERVICE

STAGES OF THE APPLICATION PROCESS

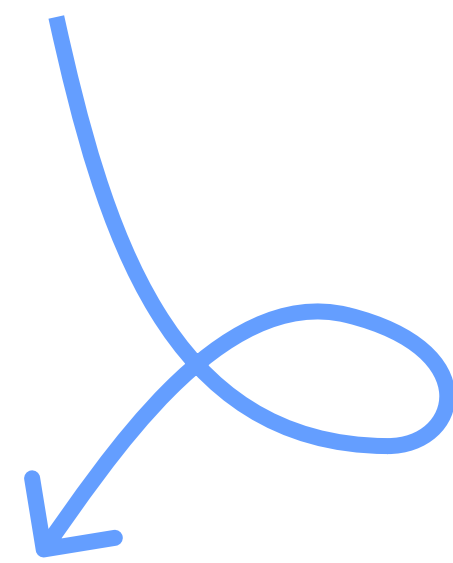
1. Access and complete the “Grace Sitting Application” form included in this document.



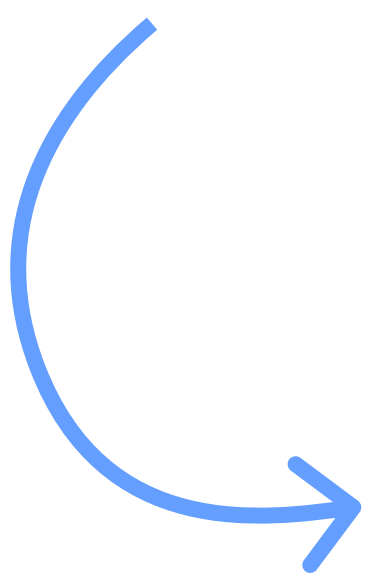
2. Submit the completed form to the Registry Service using any of the available methods.



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



4. The Academic Planning Department will review your application **with the Rector** and track its progress.



5. You will be informed of the decision using the contact details you provided. Stay alert!

SUBMISSION METHODS

A. ONLINE:

Complete and submit the online application using the following link:

→ **GRACE SITTING APPLICATION**

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

Which departments are involved in processing my application?

The *Registry Service* is responsible for receiving your application and will provide you with a receipt confirming the submission of your documents, which will include the registration number and the date of receipt, so that it can be processed. Subsequently, the application will be forwarded to the *Academic Planning Department* and submitted to the Rector, the competent authority for approval.

Contact channel for information about my submission.

Via email at 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.

How will I receive the decision?

The decision on your Grace Sitting Application will be communicated by the Academic Planning Department, by telephone and by email.