UCAM
UNIVERSIDAD
CATÓLICA DE MURCIA

Instructions to the Registration Process

Please note that participants should have registered by January the 10th, 2019

REVISITING THE GOTHIC IN LITERATURE AND THE VISUAL ARTS

By clicking on the link https://campus.ucam.edu/web/RevisitandoGotico you will be redirected to our registration webpage:

- First, click on 'tipo de documento' and select NIF (ID number for Spanish citizens), NIE (Foreigner's Identification Number) or PASAPORTE (Passport). Then, type the corresponding number in the "Nº documento" (document number) slot.
- Please note that, at this point in the registration process, there is no need to type anything in the 'código de acceso' (Access code) slot.
- Click on 'ENVIAR' (send data)

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This is the second screen in the registration process:

- Your ID number (NIF /NIE or PASSPORT) will be shown above (no number appears in the sample page above).
- Type in your name (nombre) and surname/s (apellido/s), your institutional or home address (dirección), postcode (código postal), city (ciudad), province or county (provincia) and do not forget to add your e-mail. Please note that every field in this form must be filled in.
- Then, select 'tarjeta' (credit/debit card) in 'forma de pago' (payment procedure). After you fill in the aforementioned fields, select the payment procedure and click on 'guardar y pagar' (save and pay) to be redirected to the bank page (Cajamar).

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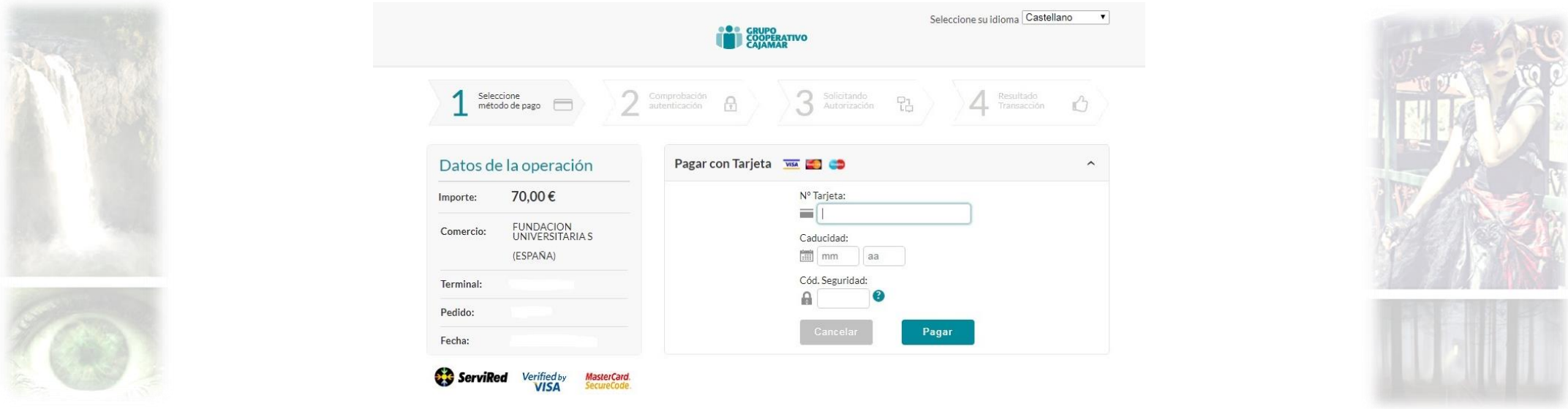
This is the webpage to which you will be redirected to proceed with the payment:



- Click on the top-right button to select your language. Then, type in the information required (card number, expiry date, security code) and click on 'pagar' (pay).

- After doing this, you may either receive confirmation that the payment has been completed or, if your credit card requires it, you may be redirected to another page where you would have to insert a code sent by your bank via your mobile phone (this depends on the security measures for credit card transactions billed to your credit card).

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Once the payment is complete, you will receive this message in your e-mail inbox (of the e-mail address provided during the inscription process).

Web UCAM <enviosucam@notify.ucam.edu>
para mí

inglés > español Traducir mensaje

Adjunto solicitud de inscripción.
Clave de acceso para su inscripción:
...

[Mensaje recortado] Ver todo el mensaje

- Aside from an access code (just in case you may need to re-open your application form) you will also receive a .pdf receipt as an attached file. Rest assured that no credit card details are included in this attached file.

- Please keep a copy of this file and forward it to pcoloma@ucam.edu and jmvillar@ucam.edu to let us know that you have already completed the registration process.

REVISITING THE GOTHIC IN LITERATURE AND THE VISUAL ARTS

In case a problem occurs during the payment process, you will see an error pop-up message and receive the following message in your e-mail inbox (of the address provided during the registration process).

Revisitando el Gótico en la literatura y las artes visuales Recibidos ×

Web UCAM <enviosucam@notify.ucam.edu>
para mí

Muchas gracias por realizar la inscripción en Revisitando el Gótico en la literatura y las artes visuales

Su código de acceso para poder modificar, imprimir o realizar el pago es [redacted]

Puede acceder a través de https://campus.ucam.edu/web/RevisitandoGotico

Un cordial saludo.

- This message will provide you with an access code that you may use to re-open your application and complete the payment process without having to start another application process. You would just have to click on the registration link again and then copy and paste this code on the 'código de acceso' slot on the first screen of the registration process.
- Rest assured that if you receive this error message, no charges will have been made to your card (because the registration process has not been properly completed). Should you experience any problems, please let us know by sending an e-mail to pcoloma@ucam.edu or jmvillar@ucam.edu

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Thanks for your kind cooperation

Looking forward to meeting you in Murcia

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