

## **Translation-GUIDE TO COMPLETE ORDINARY PRE-REGISTRATION FOR UNIVERSITY MASTER'S PROGRAMS**

Applicants who wish to participate in the ordinary pre-registration phase must submit their pre-registration application between April 20 and June 30, 2026.

If you completed your qualifying degree at a university other than ULPGC, you must upload the required documents in PDF format to the documentation platform. If you meet the requirements to apply for conditional admission, you will have to upload your academic transcript (before the pre-registration deadline) to accredit the number of credits completed.

**IMPORTANT:** Paying the pre-registration fee does not complete the process. You must return to the procedure and finalize the procedure for your pre-registration to be valid. All required documentation must be submitted before the pre-registration deadline.

1. Access the following link:  
<http://www2.ulpgc.es/index.php?pagina=pop&ver=preinsmaster>
2. To access the pre-registration application, you must have a registered user account on MiULPGC.  
If you do not have one, you will need to **register** and will receive a verification code by email.
3. Click on "Start/Modify my pre-registration".  
Choose one of the following options based on your application access profile:
  - Students with a qualifying degree from ULPGC.
  - Students with a qualifying degree from another Spanish university.
  - Students with a foreign qualifying degree (whether recognized in Spain or not).
4. Fill in your personal details and click "**Save and continue.**"
5. Select the master's degree(s) you wish to apply for. You may select up to TWO (2), in order of preference. If the degree you choose includes specializations, make sure to select the desired one on the right-hand side.  
Then click "**Save and continue.**"
6. On the next screen, enter the details of the degree that qualifies you for the Master's program. Click "**Save and continue.**"
7. On this screen, proceed to pay the pre-registration fee for official master's programs. Usually, if payment is made through the ULPGC payment gateway, it is processed more quickly.  
**Once payment is confirmed, return to the pre-registration portal (Step 1) to finalize the process.**  
It is important that you complete the pre-registration process and obtain the **PRE-REGISTRATION RECEIPT**, which you must keep for any incident or claim. This receipt is different from the payment slip or proof of payment for the pre-registration fee. It must include your personal details and the selected master's programme preferences. Usually, if the payment is made through the ULPGC payment gateway, it is reconciled more quickly.
8. On this screen, you will find information about the documents you must upload to the document submission platform, depending on your pathway of access to the master's program.

If you completed the qualifying degree at ULPGC, your academic information will automatically appear, and you will not need to upload your diploma, academic transcript, or language proficiency certification (if applicable). However, you must still submit the rest of the required documentation.

Please note that if the master's program requires B1 or B2 level accreditation in a European language for admission, this certification must be issued by the University of Las Palmas de Gran Canaria.

Language proficiency (Spanish or other foreign languages) must be accredited through the [University Extension Service](#) at the University of Las Palmas de Gran Canaria. Through the link, you can obtain information on the procedure to follow. Language accreditation is managed by the Subdirectorate of University Extension. For any questions about this process, please contact them via:

- **Phone:** +34 928 451018 / 928 459614
- **Email:** [extensionuniversitaria@ulpgc.es](mailto:extensionuniversitaria@ulpgc.es)
- **Office hours:** 09:00 to 13:00 on working days  
Location: Palacete Guinguada (Juan de Quesada, 29 – 1st floor),  
35001 – Las Palmas de Gran Canaria

9. Finally, your pre-registration receipt will be generated. Print it or save it as a PDF. Keep this document in case you need to provide proof of your pre-registration.

#### **IMPORTANT NOTES:**

- ULPGC will contact you via email, so please make sure our emails do not go to your SPAM folder.
- Only the documentation uploaded to the document submission platform within the pre-registration period will be considered.
- For further inquiries, contact Postgraduate and Doctoral Unit at:
  - Phone: +34 928 45 7373 / 2749 / 7352 / 2738 / 9794 / 8056
  - Email: [preinscripcion\\_master@ulpgc.es](mailto:preinscripcion_master@ulpgc.es)