



How to process your title from Laurea

Student Guide

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Step 1 – Visit Laurea Academic portal

Link:

<https://laurea.ucam.edu/cosmos/Controlador/?apl=Uninavs&gu=a&idNav=inicio&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNO&idioma=en.GB&chl=S>

Use your student email access (example@alu.ucam.edu) to join your profile.

Sign in

User

Password

English

Create new user
Forgot your Password?

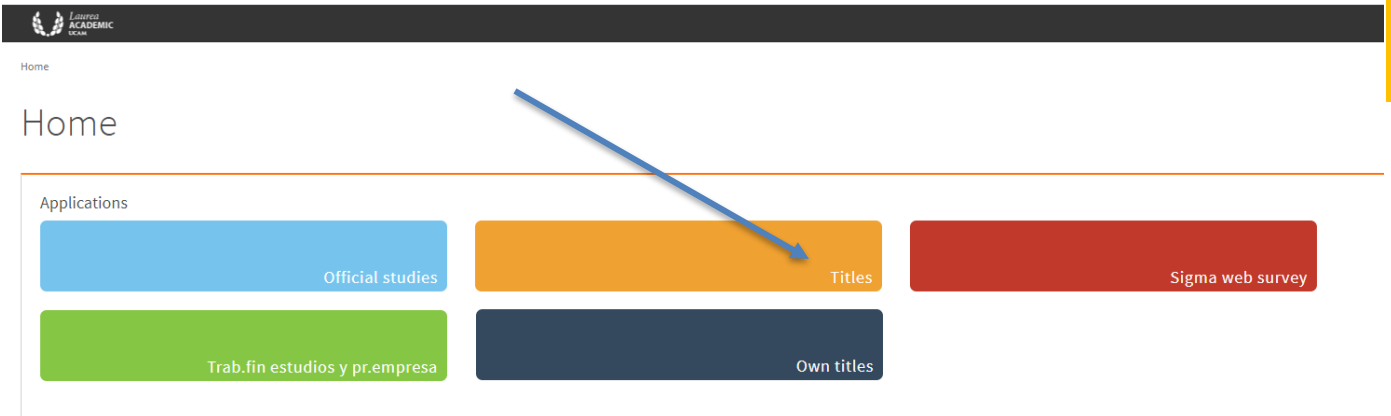
Log In

[Click here if you can not see this page correctly](#)

Title Request

Step 2 – Select Titles

Click on Titles button.



Step 3 – Withdraw error

By clicking, it will allow you to go to the next phase only if I have my file with the status of "CLOSED AND IN TITLE DISPOSAL" (CERRADO Y EN DISPOSICION DE TITULO).

Note: You will be notified by email or phone message once it is ready to start the process.

Titles /

Select the transcript

PERSONAL DATA

<p>NIA <input type="text"/></p> <p>Name <input type="text"/></p> <p>Second surname <input type="text"/></p> <p>Email address <input type="text"/></p>	<p>National identification number/Passport number <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Gender <input type="text"/></p>
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There are no available titles to request.

Title Request

Step 4 – My file is ready

If I meet the requirements to process, let me go to the next step by clicking on the Mouse icon

Titles /

Select the transcript

PERSONAL DATA

NIA
 Name
 Second surname
 Email address
 National identification number/Passport number
 Surname
 Gender

Studies centre	Plan	Studies	Such studies	Speciality	State / Reason
					Cerrado trámite de título iniciado

Step 5 – Request title

Click again on the mouse icon to get forward on your process.

Curriculum 240 - Degree in Tourism - Murcia - On Campus - Spanish Studies 97 - Grado

DEGREE CERTIFICATE 10240

Requested titles			
	Degree certificate	Mention	Type of degree
	Bachelor's Degree in Tourism Management	Commercial Marketing and Management	Graduat/da

Title Request

Step 6 – Confirm your personal data

Check if your personal data and birth data match with those that appear in your Personal ID / Passport and if you want to modify something you have to do it in the comments box at the bottom.

Localidad Nacimiento	Abanilla
Provincia Nacimiento	Murcia
Población Nacimiento	Abanilla
País Nacimiento	España

DATOS DEL TÍTULO		
Título	Graduado o Graduada en Ingeniería Civil	Tipo de título
Mención		Graduado/a
Centro	ESCUELA POLITÉCNICA SUPERIOR	
Plan de estudios	Graduado o Graduada en Ingeniería Civil - Murcia - Presencial - Castellano	
Fecha de solicitud	29/05/2020	
Lengua de expedición del título	Castellano	
Fecha de la finalización de los estudios	01/2020	

INFORME CUALQUIER DATO ADICIONAL U OBSERVACIÓN QUE QUIERA HACER CONSTAR

Step 7 – Scan your ID/Passport

Scan a valid ID / Passport (front and back in the same document) and upload it to the platform.

1. Select the document.
2. Select the file.
3. Click on Add/Añadir.

DOCUMENTOS	
Seleccione un documento	DNI/Passaporte (Obligatorio)
Elija un archivo para adjuntar	Seleccionar archivo Ningún archivo seleccionado
	<input type="button" value="Añadir"/>

Important Reminder

Select the payment method (TPV / Bank Card) and the accept button, you will go to a payment gateway and once the payment has been made, you must wait 5 business days. Please do not send any type of mail to the secretariat or negociado de títulos, unless we claim it because we are missing some type of information or document. You will receive an email from the university so that the receipt and the transcript can be downloaded from the Electronic Office (Sede Electrónica).