



## INSTRUCTIONS

To formalize your pre-enrolment, it is absolutely necessary to follow all of the steps described below:

1. On the next page, carefully fill in the personal details asked for and choose a form of payment. The boxes indicates in bold type must be filled in.
2. You may choose one of the following forms of payment:

**I. IN PERSON AT THE SANTANDER CENTRAL HISPANO BANK:** Print THREE copies of the bank deposit form and pay at the **Banco Santander Central Hispano**.

**II. BY BANK TRANSFER:** In this case, the following must ALSO be taken into account:

- a. Any bank fees (commissions, currency exchange, etc.) must be paid for by the person enrolling, hence they must be added to the enrolment fees.
- b. In the section marked **Ordenante (Payer)**, write the name of the person or legal institution making the payment.
- c. In the section marked **Concepto (Concept)**, write the course code and the name of the person enrolling if different from de Payer.

d. For international payments you must include the BIC code of the bank and the IBAN code of the account number. Both of these codes are included on the pre-enrolment form.

**IN BOTH CASES**, the bank will give you back TWO stamped copies. Hand in TWO copies, together with the papers indicated in the section **Observaciones**, at one of the offices listed below, **before 2:00 P.M. of the first working day following formalization of your pre-enrolment**. If you cannot hand in the papers personally, you can send a copy by Fax to 34 923294684 or to the following e-mail address: [cext@usal.es](mailto:cext@usal.es), always respecting the same time limit.

**If the papers are not handed in within the time limit stipulated, pre-enrolment will automatically be cancelled.**

**III. BY CREDIT CARD:** Payment may be made, at no extra fee, with cards of the **Servicio Telepago 4B**: VISA, MasterCard, 4B, Maestro-4B, etc. Check the Observaciones section to find out if you need to send any other documents and fill in the different pages (We recommend that you make a print out of the pre-enrolment page where it says what documents are needed.)

3. To pre-enrol click onto **Preinscribir**

4. Offices where papers can be handed in.

*Servicios de Cursos Extraordinarios y F. Continua.*

Hospedería Fonseca C/ Fonseca, 2 - Primer Piso  
37002 SALAMANCA

Tfno.34 923 294400 extensiones 3050 y 1174  
Fax: 34 923 294684

*E.U. de Educación de Ávila*

C/ Madrigal, 3  
05003 ÁVILA

Tfno.34 920 353600

*Escuela Técnica Superior de Ingeniería Industrial*

C/ Fernando Ballesteros, s/n

37700 BÉJAR

Tfno.34 923 408080

*Escuela Politécnica Superior*

Avd. Requejo, 33 (Campus  
Viriato)

49022 ZAMORA

Tfno.34 980 545000