



Registration Guide

Punta Umbría '23



AEISCTE





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Punta Umbría '23

Hola, compañero!

Another year, another edition of the Iscte Weekend!

Join us in this unforgettable trip that, for the first time, will take place at the Leo Apartments in Punta Umbría. Since we don't want you to miss anything, your Student's Union has prepared a little help.

Nos vemos en Punta?



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Registration Process

1. Take care of your pre-registration
2. E-mail with your group's token
3. Guarantee your registration
4. Confirmation e-mail
5. Pay your instalments



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Take care of your pre-registration

The pre-registration of your group of 4 people can be done from March 1st to March 10th. For this, the person in charge of the room must fill in the form through the link that will be made available by AEISCTE on its social networks, with the personal data of all the members of the group in order to be registered in the database.

Warning: The pre-registration does not guarantee a place on Iscte Village and the order in which you pre-register is not relevant!



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E-mail with your group's token

Once the pre-registration is done, the person in charge of the room will receive a token assigned to the group. Save this token! Without it, you won't be able to formalize your group's registration later on.

I didn't receive the email, now what? *Que hago?*

Check your spam folder. If you still can't find your group token, fill out the form again. If you still have a problem, go to the AEISCTE office and we will help you.



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What are the registration dates?

March 15 (9am) | Current Iscte students

March 16 (9am) | Iscte Alumni (former Iscte students)

Notes

- Registrations on March 16 are conditional on there being vacancies. This means that if the March 15 registrations, from current students, do not exhaust all available apartments.
- If the group has, at least, one element that is not a current Iscte student (Alumni) the group can only register on March 16th at 9am.



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How do I formalize my registration?

- *El Capitan* will be in charge of registering the group using the token that was sent to him during the pre-registration.
- On March 15th, at 9am, will go out the Iscte Village website for the *jefe* to do the group's registration. This date is for the current students, the other situations should consider the dates described above.
- In the form, you only need to fill in the room name and the token. We advise you to copy-paste it to avoid mistakes.
- If you run out of places, don't panic, because your group will be put on a waiting list in the respective order and you will be contacted if there is any places due to another group giving up.



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Confirmation e-mail

As places are limited, after you register, you'll receive an e-mail that will inform you if you got or not a place in Iscte Village. In this e-mail, you will also find all the necessary information for the rest of the process.



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Pay your instalments

1º Instalment + Delivery of Documentation | March 20 to 24 | SU's Secretariat
Members/Scholarship Holders - 40 AE's
Others - 45 AE's

- Signed photocopy of Citizen's Card;
- PDF of the proof of enrollment if you are a current student or print of the student resume in Fénix if you are an Alumni;
- Declaration of personal data processing ([Link](#));
- Terms of responsibility signed ([Link](#));
- If you are a member/scholarship holder, you must inform us and show proof of payment.

2º Instalment + Extra Activities | April 17 to 21 | SU's Secretariat
Members/Scholarship Holders - 40 AE's
Others - 45 AE's

Deposit | April 28
50 AE's per person to be paid in cash at check-in.



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Pay your instalments

Notas

- Please note that if you do not pay the instalment on the indicated date, you will lose your registration and your place will be given to another group;
- You can get your proof of registration instantly on Fénix through the following steps: Go to Fénix > Student > Statements > Enrollment Statement > Generate document;
- The deposit of 50€ per person works in a solidary way, i.e., those responsible for possible damages inside the room are the 4 who are inside the apartment. However, for the common areas, it works in a general way, i.e., if there is damage in a common area, an amount proportional to the damage will be taken from all participants;
- Only the person in charge should make the payment on behalf of the whole group, as well as deliver the documentation of all members. It is not necessary for all other members to be present at the payment.



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Estás listo para la punta de la locura?

Slf there are no more doubts, pack your bags and don't miss this memorable weekend!



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