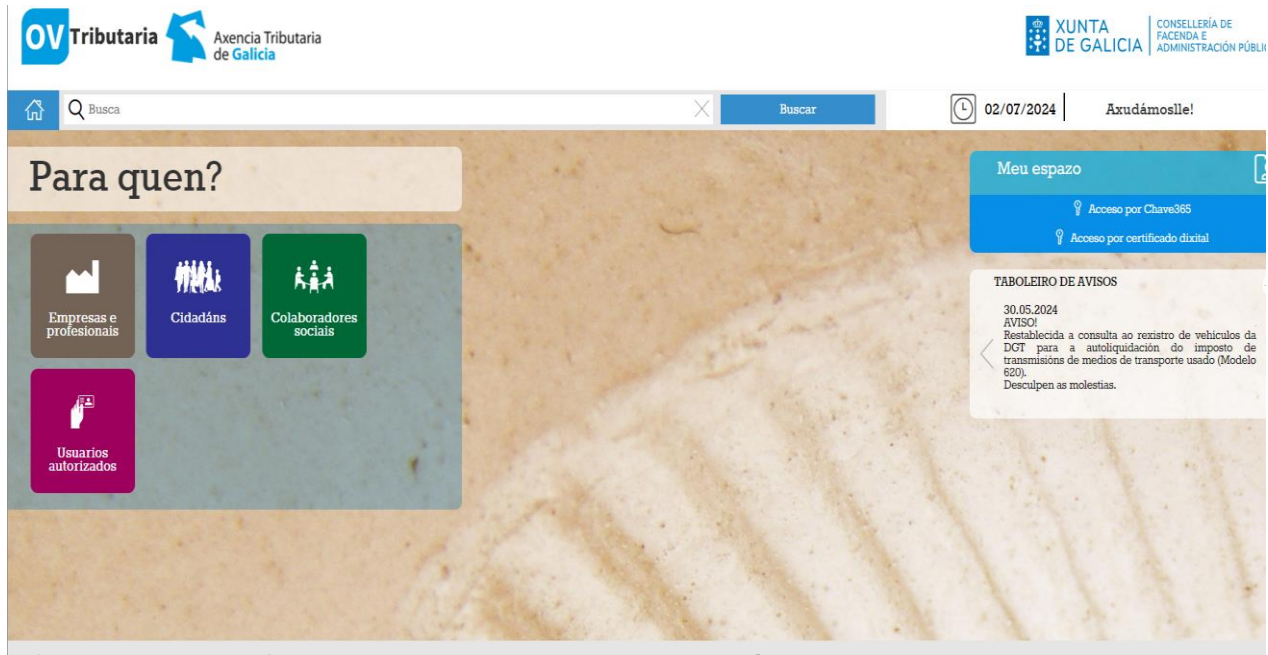


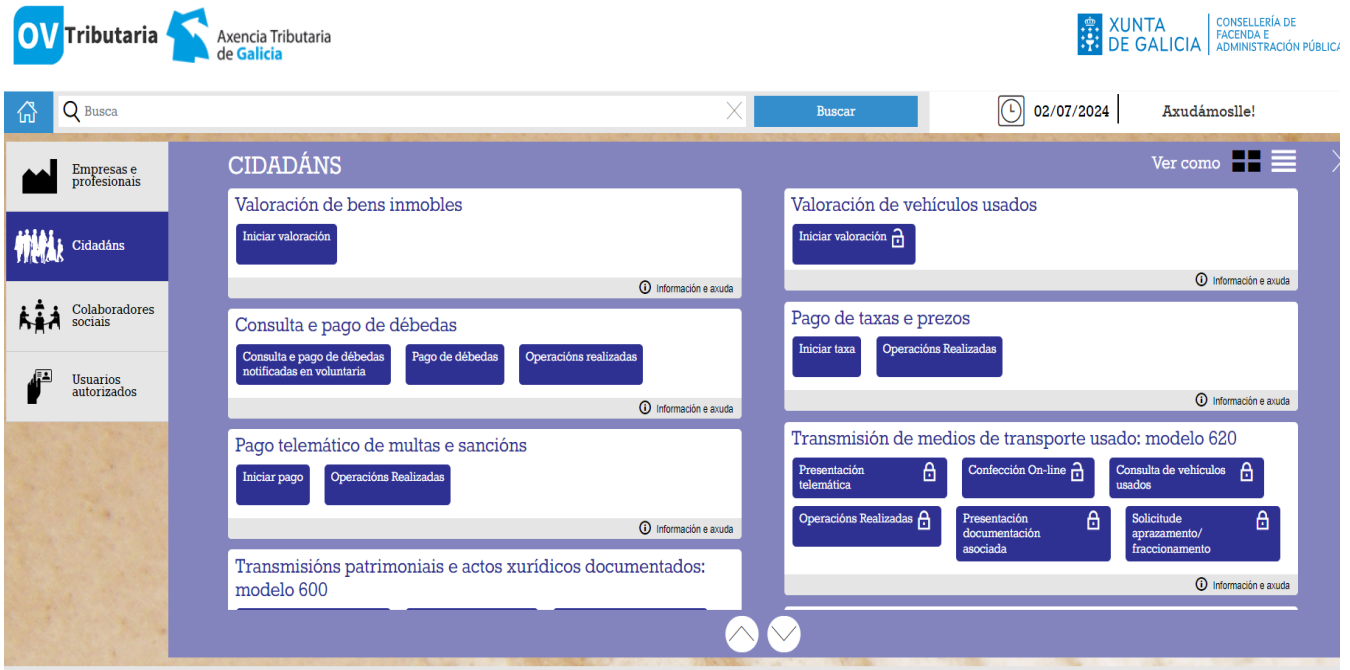
Paying Enrollment Fees – English Version

1) Go to the following website: <https://ovt.atriga.gal/>

2) Click on the blue square “Cidadáns”.



3) Go to the section called “Pago de taxas e prezos” and click on the rectangle “Iniciar taxa”.



Paying Enrollment Fees – English Version

4) Click on the symbol of the open lock.

The screenshot shows the 'CIDADÁNS' (Citizens) section of the 'Tributaria' portal. The page is divided into several service tiles. The 'Valoración de vehículos usados' (Used vehicle valuation) tile is highlighted, and the 'Iniciar valoración' (Start valuation) button has an open lock icon, indicating it is accessible. Other tiles include 'Valoración de bens inmuebles', 'Consulta e pago de débedas', 'Pago telemático de multas e sancións', and 'Transmisións patrimoniais e actos xurídicos documentados: modelo 600'. The 'Valoración de bens inmuebles' and 'Pago telemático de multas e sancións' tiles also have 'Iniciar valoración' and 'Iniciar pago' buttons respectively, but they are currently locked (indicated by a closed lock icon).

5) Go to “Autoliquidación” and click on “Iniciar taxa”.

The screenshot shows the 'Autoliquidación e pago de taxas e prezos' (Self-liquidation and payment of taxes and fees) page. The page has a header with the 'Tributaria' logo and the 'XUNTA DE GALICIA' logo. The main content area is titled 'Autoliquidación e pago de taxas e prezos' and includes a warning message, a section for 'Iniciar tramitación electrónica', a section for 'Operacións realizadas e pendentes', and a section for 'Descargar modelo en branco'. The 'Iniciar taxa' button is highlighted, indicating it is the next step in the process.

Paying Enrollment Fees – English Version

6) In the section “Códigos”, choose the following for EOI de Ferrol:

- **07 – EDUCACIÓN, CIENCIA, UNIVERSIDADES E FORMACIÓN PROFESIONAL**
- **11 – FERROL**
- **03 – ENSINO MEDIO**
- **350800 – ESCOLAS OFICIAIS DE IDIOMAS**

OV Tributaria Axencia Tributaria de Galicia

XUNTA DE GALICIA CONSELLERÍA DE FACENDA E ADMINISTRACIÓN PÚBLICA

Busca Buscar 02/07/2024 Axudámoslle!

Autoliquidación e pago de taxas e prezos

1 Datos da taxa

Códigos

Consellería*

Delegación*

Servizo*

Taxa*

FONDO EUROPEO DE DESARROLLO REGIONAL 1.0.27.0

Paying Enrollment Fees – English Version

Scroll down a bit more and you will see another section.

In the section “Obxecto de pago”, write the following: “Matrícula – EOI de Ferrol” and the language and level you are studying (for example, “Español A2” or “Inglés B2.1”).

In the section “Datos de pago – A ingresar”, write the fees you should pay.

- A. If you are NEW student, you should pay “127,00” for an official course.
- B. If you are a student who is repeating, you should pay “105,00” for an official course.
- C. For other courses and fees, check the table of fees found [here](#).

The screenshot shows a web form from the Agencia Tributaria de Galicia. The page header includes the logo 'OV Tributaria' and 'XUNTA DE GALICIA | CONSELLERÍA DE FACENDA E ADMINISTRACIÓN PÚBLICA'. The navigation bar shows a search bar with 'Busca' and 'Buscar' buttons, a clock icon with the date '02/07/2024', and a 'Axudámoslle!' button. The main form area contains several sections: 'Delegación*' with a dropdown menu, 'Servizo*' with a dropdown menu, 'Taxa*' with a dropdown menu, 'Obxecto de pago' with a text input field labeled 'Obxecto ou motivo do pago (máximo 290 caracteres)*', and 'Datos de pago' with a text input field labeled 'A ingresar*'. At the bottom of the form are two buttons: 'Atrás' and 'Continuar'.

Paying Enrollment Fees – English Version

7) Fill in your personal information in the areas found below:

NIF = Your Spanish NIE

Nome ou razón social = Your name(s)

1º apelido = Your surname

2º apelido = Your second surname, if you have one

Teléfono / Móbil = Your mobile number

Enderezo = Fiscal

Siglas = CL = Rúa / Calle (Street)

Vía pública = Name of the street where you live in Ferrol / Narón

Número = The number of the building

Letra = The letter, if it has one

Escaleira = Stairway

Piso = Floor

Porta = Door

Código postal = Zip code / Post code

Provincia = Province (A Coruña)

Concello = City

At the bottom of this page, make sure to include your e-mail twice and then click on “Continuar”.

The screenshot shows the web interface for the 'Axencia Tributaria de Galicia'. At the top left, there is a logo for 'OV Tributaria' and the text 'Axencia Tributaria de Galicia'. At the top right, there is a logo for 'XUNTA DE GALICIA' and 'CONSELLERÍA DE FACENDA E ADMINISTRACIÓN PÚBLICA'. Below the logos, there is a search bar with the text 'Busca' and a 'Buscar' button. To the right of the search bar, there is a clock icon showing the date '02/07/2024' and the text 'Axudámoslle!'. The main form area is divided into two sections: 'Suxeito pasivo' and 'Representante (Só cando difira do suxeito pasivo)'. Each section contains the following fields: NIF*, Nome ou razón social*, 1º Apelido, 2º Apelido, Teléfono ou Móbil, Enderezo* (with a dropdown menu set to 'FISCAL'), Siglas* (with a dropdown menu set to 'CL - RÚA/CALLE'), Vía pública*, Número, Letra, Escaleira, Piso, and Porta. Below these fields, there are fields for Código Postal*, Provincia* (with a dropdown menu), and Concello* (with a dropdown menu). At the bottom of the form, there is a link that says 'Para retomar unha operación interrompida'.

Paying Enrollment Fees – English Version

8) A new screen will appear and you should click on “Pago telemático” to pay the fee.

The screenshot shows the 'Modo de pago' (Payment Method) step of a tax payment process. At the top, there is a navigation bar with the 'OV Tributaria' logo, 'Axencia Tributaria de Galicia', and the 'XUNTA DE GALICIA' logo. Below the navigation bar, there are three steps: '1 Datos da taxa', '2 Datos identificativos', and '3 Modo de pago'. The '3 Modo de pago' step is highlighted. Below the steps, there is a section titled 'Escolla unha das dúas opcións para continuar co pago da taxa'. There are two options: 'Pago telemático' (Telematic Payment) and 'Descargar modelo presencial' (Download presencial model). The 'Pago telemático' option includes a description: 'Conexión coa plataforma de pagamentos para efectuar o pago telemático con tarxeta ou cargo en conta. Se por calquera motivo non chegara a completar o pago, debe retomar o proceso de pago dende a sección "Operacións realizadas e pendentes".' and a link: 'Consulta de entidades colaboradoras no pagamento telemático'. The 'Descargar modelo presencial' option includes a description: 'Descarga do modelo de autoliquidación cuberto cos datos recén capturados (Mod. 721) para imprimir, efectua-lo pago presencial nunha entidade financeira colaboradora.' and a link: 'Consulta de entidades colaboradoras no pagamento presencial'. At the bottom, there is a note: 'NOTA IMPORTANTE: Para xerar e descargar os documentos correctamente precisa a versión 7.0 ou superior de Acrobat Reader'.

9) Choose your method of payment (“Tipo de pago”): “Telemático” and “Tarxeta/Bizum”. Click on “Continuar” and then type in your payment details.

10) Once you have paid, make sure to create a PDF document of your payment. This is the document that you should upload to the enrollment site to demonstrate you have paid the fees correctly.