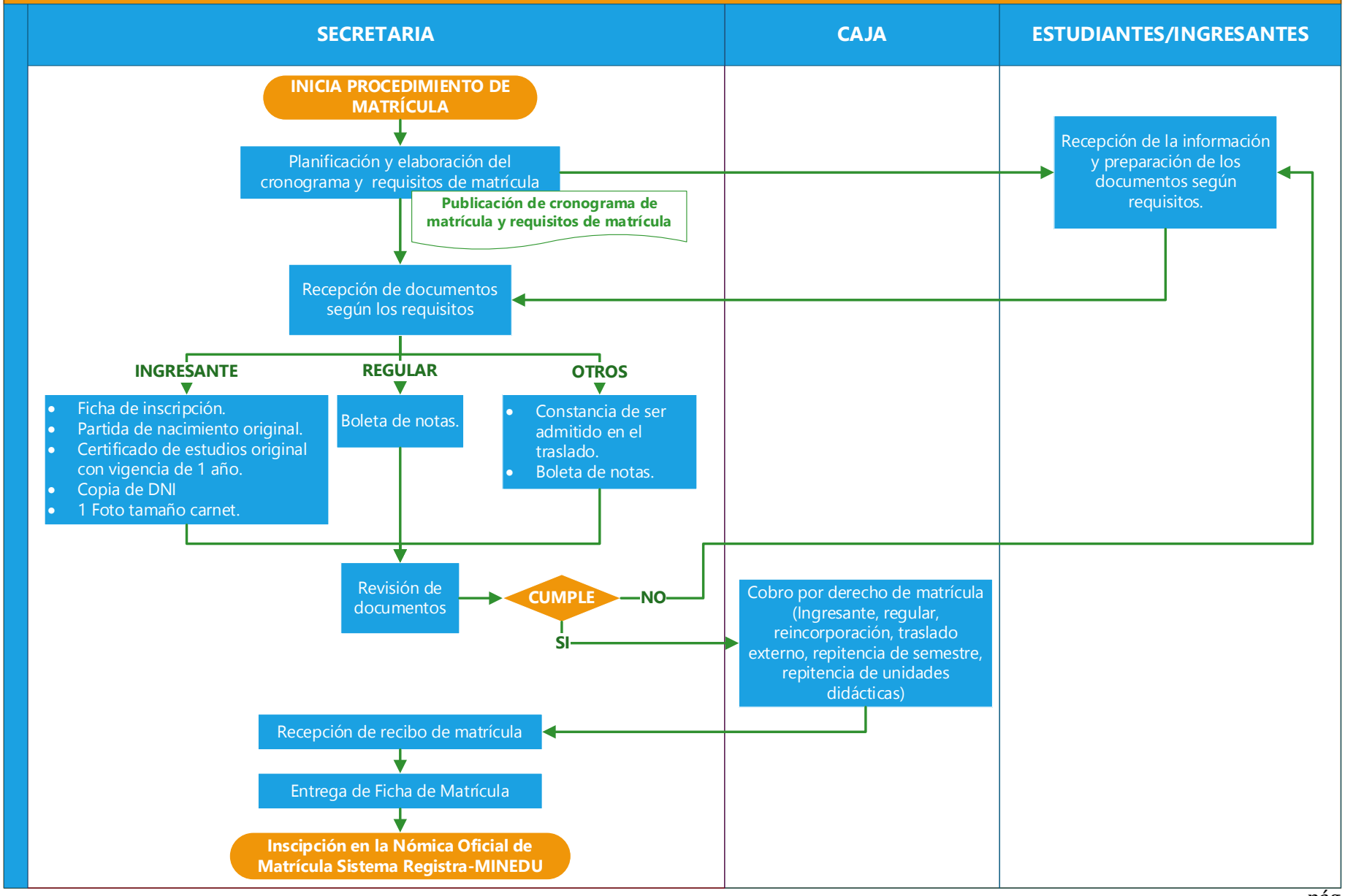PROCESO DE MATRÍCULA