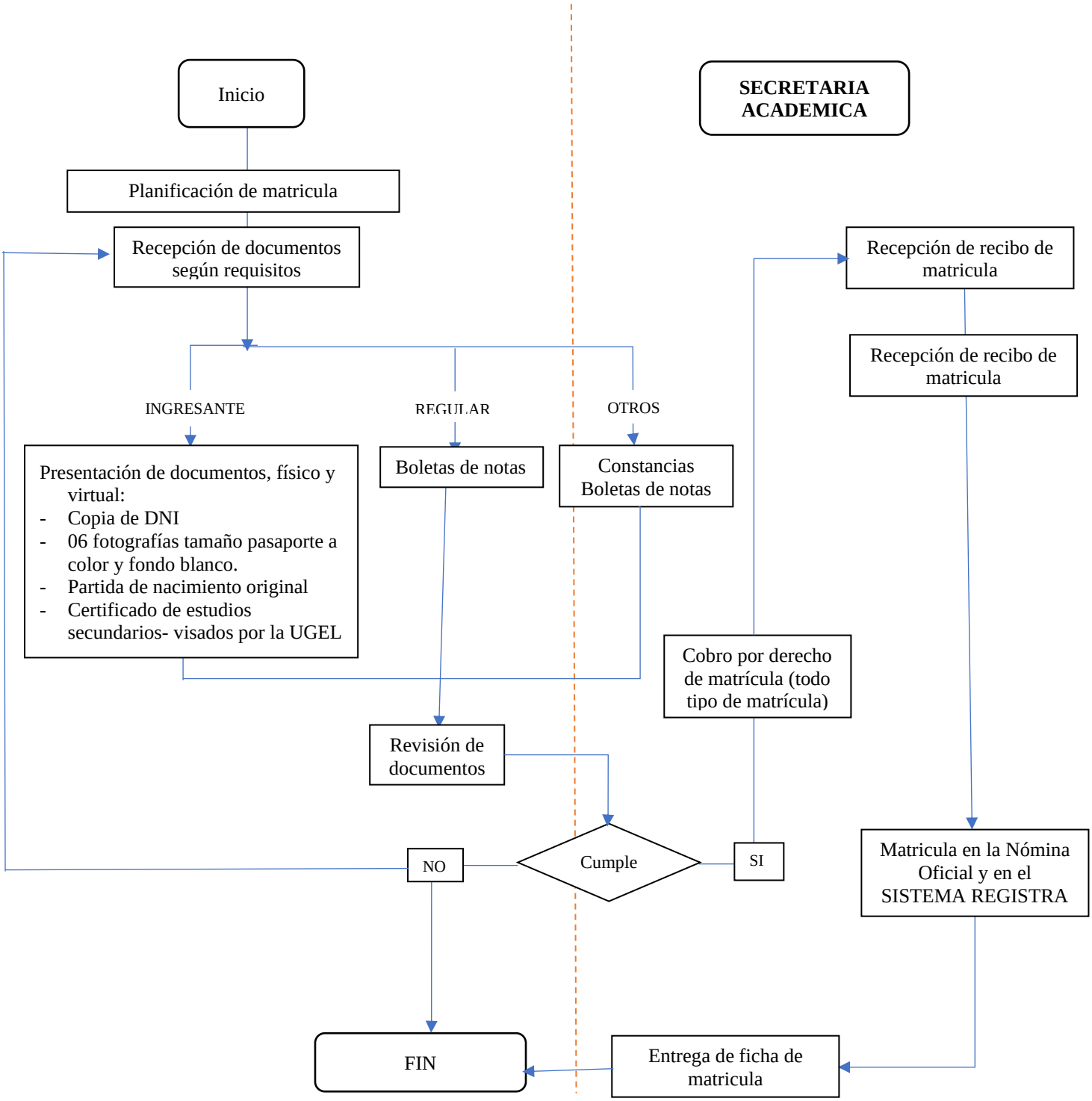PROCESO DE MATRICULA