OFFICIAL MASTERS PROGRAMS:
GUIDE FOR
PLACE RESERVATION PAYMENT COURSE 2019/20

School of Graduate Studies
UNIVERSIDAD CARLOS III DE MADRID
ACCESS TO RESERVATION AND PAYMENT SYSTEM

Once you have received notification of FINAL or CONDITIONAL acceptance, you must pay a deposit to reserve your place in the appropriate Master program.

You can do it this way:

- Access with the same username and password (4 digits) that you used for the application form, directly from this link.

**VERY IMPORTANT**: All admitted students must pay this deposit to reserve a place in the master program. If you have a scholarship or you get it afterwards, appropriate adjustments will be done upon registration and you can request the fee refund.

**IF YOU HAVE BEEN GRANTED WITH A SCHOLARSHIP OFFERED BY THE DEPARTMENTS OF UNIVERSIDAD CARLOS III DE MADRID, YOU WILL BE EXEMPT FROM PAYING THIS DEPOSIT. IN THIS CASE YOU MUST CONTACT WITH THE POSTGRADUATE OFFICE IN ORDER TO RESERVE YOUR PLACE WITHOUT PAYING ANY FEE.**

**IMPORTANT**: The reservation payment amount will ONLY be returned if the masters program is cancelled. In that case, the student can either change his/her place reservation for another official masters program or obtain a refund on the deposit, in the SAME academic year.
If you forgot your username or password, click on the following link.

Enter your username and password: same data that you used to make the application (ID / Passport and your 4-digit password).
Then click on "Reserva de plazas"

Select the academic year

To continue, click here
You will see a screen where you can select the studies for which you intend to make the reservation (in case you have granted access to more than one program, you must choose using the dropdown menu "Choose the study plan" for the Masters you want to confirm the payment of the reserve).

1. Select the Master program
2. Select the amount
3. Select the payment method and click on “Reserving”

The amount of the reservation is fixed and depends on the Master program. It will be deducted from the tuition.
Then, you will find the next screen and you must click on “Accept” to continue with the process.

**IMPORTANT:**
If you've had problems with the payment and is the second or successive time that you try to do it, you must enter in “Trámite de Pago TPV”. Here are the payments pending to confirmation.
The last step is PAYING with your bank credit card. Please, have a look at the following screen.

Valid cards: VISA and MASTERCARD

- Enter the 16 digit bank card number in this box.
- Enter the 3-digit validation code of your credit card.
- Insert month (MM) and year (AA) of expiration of your credit card.
- Click here to pay and finish.

The card security code is located on the back of MasterCard, Visa, Discover, Diners Club, and JCB credit or debit cards and is typically a separate group of three digits to the right of the signature strip.
REPORT OF PAYMENT

IMPORTANT
If you have not generated the payment voucher, you can contact us and order it here.
You have to tell us the number of payment authorization to provide it with the bank.