SELF-REGISTRATION GUIDE:
NEW STUDENTS
2017/18
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**IMPORTANT INFORMATION**

- **REMEMBER THAT YOU WILL NOT BE ABLE TO ENROLL IF YOU HAVE NOT PREVIOUSLY PAID YOUR RESERVATION FEE**

- If you need to exit the application during your registration process, you must do so by clicking on the Disconnect Button. Do not use the "x" (close) function on your browser as this will cause the process to block temporarily and you will not be able to continue registering.

- If you have any problems with your registration, send an email, or this form, with the courses you wish to register for, to:
  
  Postgrado.uc3m.es/contact

- **IF YOU HAVE BEEN ADMITTED TO THESE MASTERS ERASMUS MUNDUS, YOU MUST SEND THIS FORM TO BE REGISTERED BY THE ADMINISTRATION:**
  - European Master in Nuclear Fusion Science (Erasmus Mundus)

- You can consult registration guidelines and enrollment requirements [here](#).

For further information about registration: [Postgrado.uc3m.es/enrollment](#)

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**I. - ENTERING THE APPLICATION**

To enter the application, use the username and password that you used for the admissions process.

https://sigma-web.uc3m.es:8443/cosmos/Controlador/?apl=Uninavs&gu=a&idNav inicio&ambito=APL&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNO&apl Destino=MATS

1. **Enter your ID number (the one you used for the admissions process): DNI/NIE (with letter) /Passport.**

2. **Enter the 4 digit password assigned to you. If you do not have a password, click here: Get password**

3. Choose language, Inglés (English) or Castellano (Spanish).

4. Push “Entrar” (Enter)
1. Use the button to access the “Tuition” dropdown menu and select: “Tuition”

2. Statistical Data, see point 3 of the self registration guide.

1. You can use the “Tuition Consultation”, once you have finished (to print documents, review, etc.)
2. REGISTERING

A) MY PERSONAL INFORMATION

You can modify your “Home address” information. To include new Location info, click on to find Postal Codes.

If you do not know your “Address during the course”, use your home address information. As soon as you have your address, please inform the Postgraduate Information Office on your Campus.
Enter your mobile telephone number and personal e-mail address. Most communication, however, will be via your UC3M e-mail account.

When you have completed your Personal Information, click on “Next”

You can also click on “Courses to enroll” to continue on to the next step.
B) MY COURSES TO ENROLL

Before choosing your classes, please remember to:

A. **Consult the Program for your Master’s** in order to know which courses you must enroll in:

   **Codebook**

   All courses are shown for the first year of study, 1st and 2nd semesters. You must choose one of the following **enrollment requirements**:

   - **Full time enrollment**

     For some degrees, this is the only option available. It is applied when you register for all of the 1st year classes (except the Master’s Thesis in some cases).

   - **Part time enrollment**

     If you choose to study part time, depending on your study plan, you must register for 18 to 30 credits.

   - **If you are requesting, or have already been awarded a scholarship, grant or financial aid:**

     Please pay attention if you are going to choose full or part time enrollment without Final Project. According to the call for grants from the Ministry of Spain, the applicant must be enrolled in at least 60 credits. However, they may also obtain scholarship students who enroll between 30 and 59 credits in the academic year to be agreed in full to keep it in the following way.

     The Ministry of Education indicates that these grants will be processed as partial * (only will be entitled to the tuition scholarship and the variable minimum).

     (*) Except those Master’s Program which, according to his studies plan, enroll 54 credits the first academic year.


B. **Registering for your Master’s Thesis:**

   You must check with the Master’s Office or Student Registrar’s Office to find out about any specific requirements regarding enrolling for your Thesis course.

   In some cases it is obligatory to enroll in the Thesis course at the same time as the rest of the courses. In other cases you may enroll during specific periods before presenting and defending your Thesis.

   In any case, the requirements in section B must be taken into account if you are applying for or will be receiving a scholarship, grant or financial aid.
Choose your enrollment requirement status:

0 - Full-time basis
1 - Part-Time

This counter will show the number of classes and credits you have enrolled in.
In some degree programs you may enroll in classes from other UC3M Masters programs in order to fulfill the elective course requirements of your study plan (nevertheless, after registering for these classes you will need to check with the corresponding Master’s Office to receive authorization). To register for those classes you must click on “Out of plan” and type in the corresponding code in the box in the lower part of your screen (check the list of codes on the registration web page).
Follow the same procedure as above to select classes from the same Master’s but from a different specialization, where this option is permitted.

1. Click on “Out of Plan”, to include classes from other Masters.

2. Click on “Add” and in the pop-up menu enter the course code for the class you wish to register for.

Once you have chosen your classes, click on “Next” at the bottom of the page or “Payment Information”.

SELF-REGISTRATION NEW STUDENTS
C) PAYMENT INFORMATION

In “Payment Information” a screen will appear with the following information and instructions. You will need to enter all data corresponding to “Payment Information” and “Additional fees” which apply to you:
**Discount rate:**
Dropdown list where you can choose from the following options:

- **Ordinary:** Choose this option if you are not eligible for any deductions.
- **Large family:** If you have a valid Large Family registry card issued by the Madrid Regional Government, Spain
  - **General:** 3 or 4 children.
  - **Special:** More than 4 children.
- **Family members of those killed on active duty, victims of terrorist attacks**
- **Disability exemptions**

The documents accrediting the above conditions must be turned in as soon as possible to the Postgraduate Information Office on the campus corresponding to your Master’s (deadline: a month since the program has begun) or in the following electronic form:

https://aplicaciones.uc3m.es/formulario/exenciones_postgrado

**Type of Scholarship (Spanish Ministry of Education):**
Dropdown list with the following options:

- **M.E.C.D Grants:** Choose this option if you have already requested, or are planning to request a scholarship/grant from the Ministry of Education, Culture and Sports for the upcoming academic year.
  
  You won't be able to choose this option if your grade point-average is lower than 6.5 for the University Masters that qualify for the exercise of regulated professional activities or 7.0 for the rest.
- **Other types of scholarships:** once you are beneficiary of one, the same scholarships will appear checked by default. Otherwise contact us via mail Postgrado.uc3m.es/contact.
- **País Vasco Grant:** País Vasco Grant program (Official Master’s)

**IF YOU HAVE REQUESTED A SCHOLARSHIP/ GRANT YOU MUST PAY BY BANK WITH A BANK ACCOUNT.**

**IN CASE OF NO SPANISH BANK ACCOUNT, CONTACT WITH SCHOOL OF GRADUATE STUDIES VIA MAIL Postgrado.uc3m.es/contact AND INDICATE CHANGE OF PAYMENT METHOD TO CREDIT/DEBIT CARD**
Deferred payment:
Choose this option if you wish to pay your tuition in four payments.
IN ORDER TO BE ELIGIBLE FOR DEFERRED PAYMENT, YOU MUST HAVE A DIRECT DEBIT ACCOUNT in a Spanish bank OR SELECT “DEFERRED PAYMENT” AND IN “PAYMENT METHOD” SELECT “ELECTRONIC PAYMENT (TPV)”. If you have not yet opened a direct debit account, you should do so at the beginning of the term, otherwise your registration will be changed to SINGLE PAYMENT.
Consult the Direct Debit Calendar 2016/2017 in this link:
http://www.uc3m.es/ss/Satellite/Postgrado/en/TextoMixta/1371212431964/Direct_Debit_Calendar
If enrollment date is later than any payment installment, these will be charged at the following installment after the registration.

Payment method:

- By bank:
  Choose this method if you wish to make your payments in cash at any Spanish branch office of Banco de Santander or Bankia -Caja Madrid Savings Bank.

- By direct debit:
  If you choose direct debit payment of your tuition (obligatory if you have chosen deferred payment or are planning on requesting any type of scholarship/grant/financial aid), you must enter the 20 digit account number (of a Spanish bank or savings bank) that you wish to use for payment, in this order: Bank-branch-control number-account number (it will appear in Spanish as: Entidad-Sucursal-Dígito de Control-Nº cuenta). You must also include first name and surname of the account holder.

- Credit/debit card.

In case of failure of the payment method, please contact with

Postgrado.uc3m.es/contact

VERY IMPORTANT
READ THE SECTION 4 OF THIS GUIDE
- **ADDITIONAL FEES**

The box **University ID Card issuance** (Exped. Tarjeta Identidad Master) cannot be unmarked as they are automatically charged.

**0.7 Solidarity Fund (Fondo Solidario 0.7):** Tick this box if you wish to become involved in the Carlos III University projects aimed at helping less fortunate groups, especially in Iber-America and Africa: [http://www.uc3m.es/cooperacion](http://www.uc3m.es/cooperacion)

IN THE FOLLOWING MASTER’S PROGRAMS, IF YOU ARE NOT AN EU CITIZEN, THE PRICE PER CREDIT IS CALCULATED AUTOMATICALLY ACCORDING TO YOUR NATIONALITY: (CHECK THE ENROLLMENT INFORMATION IN YOUR WEBSITE)

IF YOU HAVE THE LEGAL RESIDENCE IN SPAIN ACCREDITED AND THEREFORE RIGHT TO THE IMPLEMENTATION OF THE PRICE OF CITIZEN EU SHOULD PREVIOUSLY accredit IN YOUR GRADUATE OFFICE

Once you have chosen your payment method, click on “Next” at the bottom of the page or on “Enrollment Confirmation”.
D) ENROLLMENT CONFIRMATION

Review your academic data, fees and amounts, then click on “Confirm”.

After reviewing the summary of the registration information, click the Confirm button.

The classes you have enrolled in as well as the total amount of tuition and fees will appear:

- Total number of credits
- Tuition amount

- Student Records
- Student ID card
- Administration costs
- Student Insurance, if applicable
- Solidarity Fund, if applicable.

- Registration total amount
- Payment method

To finish, click on the “Confirm” button.

E) MY REGISTRATION RECEIPT

1. This Kind of documents appears only if you have selected “By Bank” in payment method.
2. You can see, print, download or send by mail the different documents of the enrollment.
3. Before finishing fulfill the “Statistical Data” and click on “continuar”
F) PAYMENT

If you **DID NOT** choose direct deposit, the following payment form will appear. This is what you will need to present at the bank.

We recommend that you save a copy of your payment form in PDF and print a copy.
3. **STATISTICAL DATA**

On the home page of this application in MY APPLICATIONS you need to select REGISTRATION AND UNIVERSITY MANAGEMENT – STATISTICAL DATA.

These are dropdown menus where you must choose the options which correspond to your personal situation.
4. - PAYMENT FOR TPV

The TPV payment option gives you the ability to pay by credit / debit card. As the direct debit payment you can split the payment in 4 installments.

It is very important that you consider the limit of your card before proceeding to pay to avoid returns later and incidents with your tuition.

Once you make the registration as instructed above to select a payment method:

ELECTRONIC PAYMENT (TPV)
You can click on the **Deferred payment option** (1).

Once you have filled all the fields, finally click on the "Next"
On the next screen appears Provisional Registration application. Check that the data is correct and proceed to confirm enrollment.
MAKE PAYMENT IS REQUIRED AT TIME OF REGISTRATION.
Then start the connection to the banking system.

CONNECTION TO THE BANKING SYSTEM
The last step corresponds to PAY the bank card details. A screen like the following:
Select the language

OPERATION TO END WITH CLICK ON THE “ACCEPT”
VALID CARDS: VISA & MASTERCARD

If you have any incidents to make the payment will have to enter the application by the link: https://sigma-web.uc3m.es:8443/SolicitudEntradaIMO.html

Click on “Pending payments” and click on “Search”

Select the pending payment you are going to pay by credit card:

And again start to connect to the banking system.

**VERY IMPORTANT**
CHECK THE CARD LIMIT WHEN MAKING PAYMENTS
5. - UNIVERSITY CARD

All the information in the following link:

http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371217941011/Tui

6. - DON’T FORGET....

GO TO THE POSTGRADUATE OFFICE ON YOUR CAMPUS to:
- TURN ANY PENDING DOCUMENTS: deadline a month after the beguinning of the classes.
- PICK UP YOUR COURSE INFORMATION PACKET

ACTIVATE YOUR EMAIL ACCOUNT in order to be able to access AULA GLOBAL 2 services.