SELF-REGISTRATION GUIDE: RETURNING SECOND YEAR STUDENTS 2018/19

SCHOOL OF GRADUATE STUDIES
UNIVERSIDAD CARLOS III DE MADRID
IMPORTANT INFORMATION

• If you need to exit the application during your registration process, you must do so by clicking on the DISCONNECT BUTTON (Exit). Do not use the “x” (close function on your browser as this will cause the process to block temporarily and you won’t be able to continue registering.

• If you have any problems with your registration, please contact us through our online form: Postgrado.uc3m.es/contact

• In order to be able to register, all the official records from your previous courses need to be closed. If not, you need to wait until the deadline to close in order to register. If you are still unable to register, contact us.

• In order to access the campus global until your registration in complete you can may self-register at: Campus global → aula global 2 → Autosuscripción AG

• You can find registration guidelines, enrollment requirements and further information here.
1. Entering the application

To enter the application, use the username and password that you used for the university mail in this link:

https://sigma.uc3m.es/InicioAlumno.html#

If you don’t remember please contact with an informatic scholar, they will provide it.
You can use the Tuition Consultation once you have finished (to print documents, review, etc.)

In the Tuition dropdown menu select Tuition

You have to select the study in which you want to be enrolled, only in case you have been accepted in more than one program.
2. How to do the registration

A) Personal Information

If you have changed, you can modify the data of your **Habitual address** in the corresponding box.
If you do not know your **Address during the course**, use your home address information. As soon as you have your address in Spain, 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.

Then click on **Next**.
Before choosing your classes, please remember to:

1. Consult the Program for your Master’s in order to know which courses you must enroll in. Codebook
2. All the subjects of the second year of your degree (both the first and second semester) and the pending subjects will be shown (in the case of having suspended subjects of the first year), and you must choose one of the following enrollment requirements:
   a) Full time enrollment: for some degrees, this is the only option available. It will be considered full time when you have more than 30 ECTS in the whole year.
   b) Part time: it will be considered if you have between 18 and 30 ECTS in the whole year.

3. Master’s Thesis: It is important to ask to the Student Secretary or Master Director some specifics aspects or rules of this subject. 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.

Nevertheless, if you’re soliciting a Scholarship or you’re already the beneficiary of a Scholarship, please review the established conditions of the call to be a beneficiary: Becas_MEC
- MECD Scholarships

You must also note that if the subject you’re taking is the last you must take, and you’re choosing to perform the registration in the moment of the presentation and of the defense, you must assume the responsibility of not being considered an official student for the University, as you’re not registered, so you won’t be informed about this regard.
This counter will show the number of Subjects and Credits you have enrolled in.

Choose your enrollment requirement status:
- 0 - Full-time basis
- 1 - Part-Time
Out of Plan: en 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).

Choose the subjects one by one, pushing the button

There may be 3 tabs:
- **Plan**: courses to be taken for the first time.
- **Pending**: failed courses.
- **Recognized**: courses under this condition and have not been taken.
1. BASIC INFORMATION OF DATA PROTECTION


ADDRESSES: Authority of European Union, State Administration and Autonomous Region. Entity and Business which collaborator agree with the treatment purpose.

RIGHTS: Access, rectify and suppress data just like other rights in terms that is indicated in additional information. ADDITIONAL INFORMATION: It is available detailed additional information about data protection in our website: www.uc3m.es/dataprotection

This is the page you will have for reading and accepting our terms below that text. If you refuse, you will not be able to register.

I declare that I know and accept information of data protection

For accepting data protection click on the previous link

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4. Payment information

2. If you meet the requirements, you will be able to choose the grant that you are going to apply for or the one you are awarded:
   - **Beca MECD**: Ministry of education.
     - **Grade point-average requirements**: You can upload your marks certificate [here](#).
     - You MUST pay by bank with a bank account and you cannot deferred the payment.
   - **Other grants**: You can select them only if you are beneficiary of one and they will appear automatically, if not, [contact us](#).
   - **Pais Vasco grant**.

3. **DEFERRED PAYMENT**:
   - Choose this option with any payment method if you want to pay your enrollment in five instalments.
   - Check the [schedule of debits](#).

1. You will be able to choose some of the situations that carry discounts (You must accredit them in the Postgrade Office or through this [form](#), if not the options will not appear).

To be filled in ONLY if you pay “By direct debit”
5. Payment method

- **By bank**: Choose this method if you wish to make the payment in cash at any Spanish branch office of Banco Santander or Bankia-Caja Madrid Savings Bank.
- **By direct debit**: ONLY FOR SPANISH OR SEPA AREA BANK ACCOUNTS. **Mandatory** if you are planning to apply for any kind of scholarship/grant/financial aid. You must enter the 24 digit account number of the bank account 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. If the account is from the SEPA area, you must include the BIC code (SWIFT)
- **Credit/debit card**: Electronic payment (TPV)

If you can not pay for any of these forms, contact us.

ALL PAYMENT METHODS ALLOW DEFERRED PAYMENT

**PROGRAM PRICE:**
- If you are non EU student, the Price per ECTS credit will be calculated automatically according to your nationality (see Price credits on the website of your Master).
- If you have legal residence in Spain, you have the right to apply EU citizen prices. You must previously certify it in your Postgraduate Office
6. Additional fees

**0.7 Solidarity Fund**
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.

Click next, review academic data, rates and amounts and click on the **Confirm** button
7. My registration receipt

Before finishing fill the Statistical Data

This kind of document appears only if you have selected **By Bank** in payment method (see next page).

You can see, print, download or send by mail the different documents of the enrolment.
We recommend that you **save** a copy of your payment form in PDF and **print** a copy. This is what you will need to present at the bank (Banco Santander or Bankia).
9. Electronic payment (TPV)

The TPV payment option allows you to pay by credit card. You can also split the payment in 5 installments.

**IMPORTANT:** to take into account the limit of your card before proceeding to pay to avoid returns later and incidents with your tuition.

Select Electronic payment (TPV), then you can also deferred your payment and split it in 5 installments.

To be filled ONLY if you pay By direct debit.
Check that the data is correct and proceed to confirm enrollment

Then, this message will appear:

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Your registration has been successfully processed. Do you want to make your payment through POS now? Click "Yes" to make the payment now or click "No" to do it later.
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It is mandatory to make the payment at the moment of the registration

The connection to the bank system will start now
10. Connection to bank system

Valid cards: VISA and MASTERCARD

Enter the 16 digit bank card number

Enter the 3-digit validation code of your credit card

Insert month (MM) and year (AA) of expiration of your credit card
Pending payments

In case of error or if you have not been able to make the payment, you must re-enter the application through this link and follow these instructions:

1. Click on Pending payments TPV

2. Select your academic year and search

3. Then you have to select your pending payment and the connection with the bank system will start automatically.