

**"ON-LINE APPLICATION"**

**Financial aid/scholarships**

**OFFICIAL MASTERS PROGRAMS**  
**ACADEMIC YEAR 2021/2022**

## GUIDE TO COMPLETE THE TUITION AID APPLICATION FOR OFFICIAL MASTER STUDIES

### First step: Register

After accessing the [link to make the application for tuition aid for master studies](#) (for which we recommend accessing with the browsers Firefox, Chrome or Internet explorer v. 11.0 and superior versions), first you will have to register, creating a new user account. For that, you will have to click the hyperlink "click here" of the first line **in the box to the right of the screen.**



Once you have accessed the registration screen, you should complete all the fields that appear. Please note that the email address is entered in the specific field will be the one where all messages related to activation of the account and tuition application will be sent:

If you haven't a user and password to enter the application, fill the following mandatory fields and we will send you an email in order to activate your account.

Register

Name	DANIEL
Primary last name	S [REDACTED]
Second last name	A [REDACTED]
Type of ID	PASSPORT
Id	1 [REDACTED]
Email1	[REDACTED]@gmail.com
Confirm email	[REDACTED]@gmail.com
Password	●●●●●●●●
Confirm password	●●●●●●●●

[↗ Update](#) [← Back](#)

Once registration is complete, you will have to click on the "Update" option. The application will inform that the user account has been activated properly, and a message will be send to the mail with a link to activate the account:

### Success

User registered successfully. You will receive an email in order to activate your account.

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## Second step: Account activation

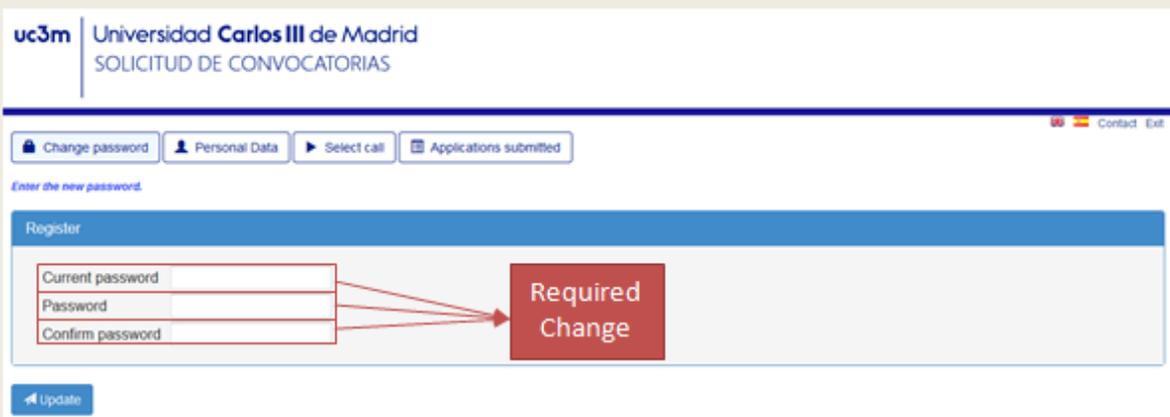
To activate the account, you must access the link you can find in the message sent to the entered email account, showing a new message on the screen informing that the account has been successfully activated:

You have registered successfully. You can continue signing in with the user : 1234567890AB and the password you have selected. You must copy and paste the following link in your browser in order to activate your account

<https://testaplicaciones.uc3m.es.443/convoca/activateAccount.do?key=JHe262UeJcl.fBIju3EdUFTmJLLmV/E3OpJg2oww10=&env=POSTGRADO>

After that, you can access the account by entering the username and password indicated during registration. However, **you won't be able to complete the tuition aid application the first time you access your account until some operations are made at the two first tabs of the application:**

- **Password change:** You will have to change the password of the account, indicating the password assigned during the register process and the new password. **The three fields are mandatory.** Once the password is changed successfully, a message will appear indicating "Password successfully established"



The screenshot shows the UC3M website interface for account activation. At the top, the logo 'uc3m' and the text 'Universidad Carlos III de Madrid SOLICITUD DE CONVOCATORIAS' are visible. Below the header, there are navigation tabs: 'Change password', 'Personal Data', 'Select call', and 'Applications submitted'. The 'Change password' tab is active. The page prompts the user to 'Enter the new password.' and shows a 'Register' form with three input fields: 'Current password', 'Password', and 'Confirm password'. A red box labeled 'Required Change' is positioned to the right of the form, with three red arrows pointing from the three input fields to it, indicating that all three fields are mandatory and must be filled out.

Once the password has been successfully changed, a message will appear indicating "Password established correctly".

Success

Contraseña establecida correctamente.

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After this, you must select the application environment to which you wish to access, being, in the case of the "Financial aid/scholarships for tuition offered by School of Graduate Studies", the option "Postgrado-Ayuda matrícula Máster Universitario":

### Control de Acceso

Seleccione el entorno de solicitudes al que desea acceder:

- ▶ Recursos Humanos
- ▶ Doctorado
- ▶ Postgrado - Ayuda matrícula Máster Universitario

- **Personal Information:** You will have to complete all the pending fields (some of the fields will be already completed, since they gather information of the already introduced during the register process). Most of the remaining fields are mandatory, (see image). However, it is recommended to complete all the fields if possible.

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Change password Personal Data Select call Applications submitted

#### Personal Data

<b>Id</b>	<input type="text" value="1 [REDACTED]"/>	<b>Type of ID</b>	<input type="text" value="PASSPORT"/>	<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female
<b>Name</b>	<input type="text" value="DANIEL"/>	<b>Primary last name</b>	<input type="text" value="S [REDACTED]"/>	<b>Second last name</b>	<input type="text" value="A [REDACTED]"/>
<b>Birth Date (dd/mm/yyyy)</b>	<input type="text"/>	<b>Nationality</b>	<input type="text"/>		

#### Contact Data

<b>Address</b>		<input type="text"/>	
<b>City</b>	<input type="text"/>	<b>Province</b>	<input type="text" value="DESCONOCIDO"/>
<b>Address code</b>	<input type="text"/>	<b>Country</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>	<b>Email1</b>	<input type="text" value="[REDACTED]@mail.co"/>
		<b>Email2</b>	<input type="text"/>

Update

Required Files

### Third step: Financial Aid Application

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Change password | Personal Data | Select call | Applications submitted | Contact | Exit

Select the call you want to access.

Collective  Call

Collective Master students  Call Scholarship AM 01:17 18

Phase

Documentation to be submitted

Vacancy

As indicated, the fields with asterisks (\*)- at this screen "Motivation letter of the candidate"- are mandatory in order to be able to continue with the Financial Aid application.

The other two fields ("Previous scholarships accreditation" and "Additional documentation" are optional that, in case of being provided, will be valued by the Financial Aid Selection Committee.

The information attached at these 3 fields is "common" for the master (or masters) that you request the Tuition Aid.

PHASE: Application

All fields marked with an asterisk must be filled. Click masters in order to select the scholarship you desire.

Documentation to be submitted

Only .pdf and .jpg files are allowed

Previous grants scholarships

Additional documentation

\* GRANT APPLICANTS MOTIVATION

Masters. Select master or type the name you want to find.

The next step is "Select the master", by clicking the bar that will display the masters included for the selected call.

Once you have selected the master, click at the button "Apply". A new window will open with a form, specific of the tuition aid application of the master you chose.

Complete the empty and mandatory fields so you can continue with the application process.

The field "Indicate State tuition waivers (Large Family, disability..." only must be complimented in case the applicant has any kind of exemption.

**Applicant's academic data**

Degrees held: \*

(If applicable) Other postgraduate studies. Indicate the center and whether or not they are finalized:

Quedan 2000 caracteres (de un máximo de 2000)

It's compulsory to complete the field "Previous held".

**Statement of the candidate**

If the grant is awarded, the undersigned, pursuant to the call for grants to study in a university Master's program during the 2019-2020 academic year, STATES, that he/she fulfills the stipulated conditions and obligations for the call for grants and has no conflict of interest in receiving the grant.

Acceptance compulsory field \*

I declare that I meet the conditions of the call \*

**LOPD acceptance**

The personal data collected will be included and processed on the file SUBSIDIES AND GRANTS FOR STUDENTS, whose aim is to manage from an academic, administrative and economic point of view the subsidies' and grants' applications under study, which are managed by the university or by other bodies and institutions. The file is registered at the General Registry of Data Protection of the Spanish Agency for Data Protection. Personal data may be assigned to other state bodies, regional government bodies, the Foundation of the Universidad Carlos III of Madrid, partner entities and companies, the Evaluation Commission, as well as any other transfer permitted by law. The body responsible for the file will be the University Management. If the interested party wishes to exercise its rights of access, rectification, cancellation and opposition to his or her personal data, please contact: C/ Madrid, 126 28903 Getafe. All information is given in compliance with article 5 of Organic Act 15/1999, dated 13th of December, regarding the Protection of Personal Data.

LOPD \*

I read the text about LOPD and accept \*

Required to accept

Once finished, click on "submit", and the next message will appear

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Application processed correctly and sent to the electronic office. In a couple of minutes you will be able to obtain the proof on the tab "My Requests"

In a few minutes, you can download your proof application for scholarship

