



**OFFICIAL MASTERS PROGRAMS:  
GUIDE FOR  
PLACE RESERVATION PAYMENT  
COURSE 2020/2021**

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](#)

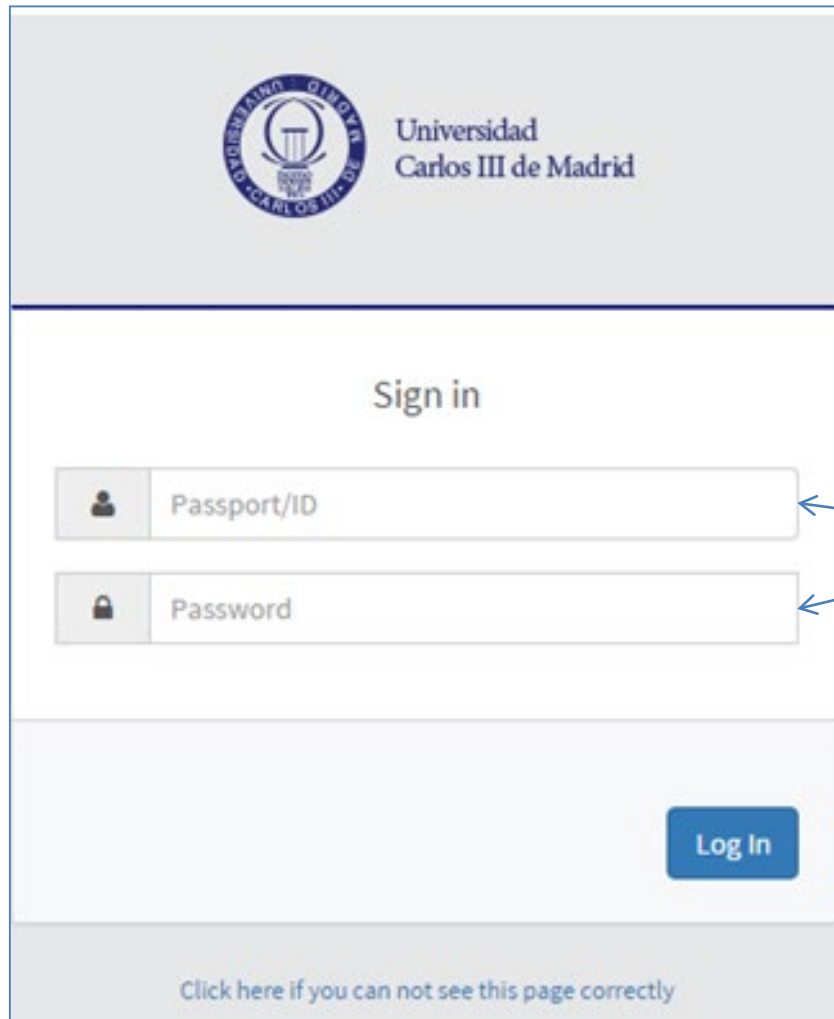
**VERY IMPORTANT:** All admitted students must pay this deposit to reserve a place in the master program. If you have a scholarship or you get it afterwards, appropriate adjustments will be done upon registration and you can request the fee refund.

IF YOU HAVE BEEN GRANTED WITH A **SCHOLARSHIP OFFERED BY THE DEPARTMENTS OF UC3M** (UNIVERSITY MASTER'S DEGREE FULL SCHOLARSHIPS) AND **HAVE DEMONSTRATED THE CONDITIONS INDICATED IN THE AWARD DECISION FOR THE EFFECTIVE START OF THE AID**, 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](#)



Universidad Carlos III de Madrid

Sign in

Passport/ID

Password

Log In

[Click here if you can not see this page correctly](#)

Enter your username and password: same data that you used to make the application (**ID / Passport** and your **4-digit password**)

# MASTER'S SELECTION AND METHOD OF PAYMENT

Home

Applications

Accesos Tarjeta inteligente Tasas

CLICK HERE

Home

Gestión de Movimientos

Trámite de Pago TPV

Prepago reserva de plazas

**Reserva de Plazas**

Abonarés Pendientes de Pago

Tasas / Gestión de Movimientos > Prepago reserva de plazas > Reserva de Plazas

Student Identifier Number [REDACTED]

Name [REDACTED]

Identity card / Passport [REDACTED]

**Deposit payment**

Academic Year 2020/21-0

Continue

Select the academic year

Then click on "Reserva de plazas"

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).

Tasas / Gestión de Movimientos > Prepago reserva de plazas > Reserva de Plazas

▶ Student Identifier Number [redacted]  
 ▶ Name [redacted]  
 ▶ Identity Card / Passport [redacted]  
 ▶ Academic year [redacted]

### Deposit payment

2. Select the amount

1. Select the Master program

Selected studies

Máster Universitario en Acceso al Ejercicio de la Abogacía

Amount

Reserva Plaza Máster (800 €) - 800

Method of payment

Pago Electrónico (TPV)



Back Reserving

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.


Center	Academic Activity	Code	Selected studies	Deposit amount	Status
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Then, you will find the next screen and you must click on “**Accept**” to continue with the process.

Tasas / Gestión de Movimientos > Pre pago reserva de plazas > Reserva de Plazas

### Selected payment information

▶ Center	4 Centro de Postgrado
▶ Academic activity	RPL - Reserva Plaza
▶ Type of study	6 - Máster Universitario
▶ Application fee	800.00 €

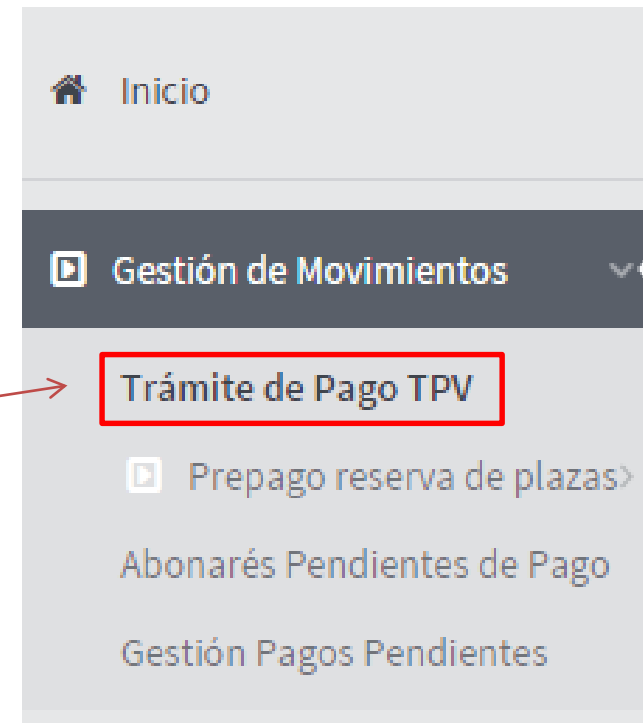
 Your payment will be processed by credit card or debit card.

 Back

 **Accept**

### 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.



## CONNECTION TO BANK SYSTEM

The last step is PAYING with your bank credit card. Please, have a look at the following screen

**Valid cards: VISA and MASTERCARD**

Detalles del pago Protegido por o

Número de tarjeta  
Número de tarjeta

VISA MASTERCARD

Caducidad (mm/aa) Código de seguridad (CVV) ⓘ  
MM / AA Código de seguridad (

Nombre del titular de la tarjeta  
Nombre del titular de la tarjeta

**Pagar ahora**

Santander Elavon Powered by realx payments  
SANTANDER ELAVON MERCHANT SERVICES

Enter the 16 digit bank card number in this box

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


Enter the 3-digit validation code 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



**COMPROBANTE DE PAGO**

El Sr./Sra. \_\_\_\_\_, ha realizado un pago de 600 EUR en concepto de Reserva Plaza para el curso académico 20██/██-0.

Los datos identificativos del pago son los siguientes:

Identificación del pago:  
Código de autorización:  
Fecha y hora:

### 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