SELF-REGISTRATION GUIDE: NEW STUDENTS 2018/19

SCHOOL OF GRADUATE STUDIES
UNIVERSIDAD CARLOS III DE MADRID
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 (Exit). Do not use the “x” (Close) 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

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

Access the system and enter your user (DNI/Passport) and 4-digit password.

If you do not have the password click here.
Use the button to access the "Tuition" dropdown menu and select: "Tuition".

You can use the "Tuition Consultation" once you have finished (to print documents, review, etc.).

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 do not have it or do not remember it, you should go to a “Social Security Office” where you can get it presenting your ID card. If you have digital certificate, you can also get the social security number through the web page section “Affiliation and Registration”, or you can get a copy in “Duplicate Affiliation Document”.

This field must be completed by all Spanish students under 28 years old and all foreigners with permanent residence in Spain. If you do not have it at the time of enrollment you can communicate it later.
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”
B) My courses to enroll

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.
2. You must choose one of the following enrollment requirements:
   a) 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.
   b) Part time enrollment. If you choose to study part time, depending on your study plan, you must register for a minimum of 30 ECTS credits 1st course / 18 ECTS credits 2nd course.

   If you are requesting a BECA MECD (Scholarship) you must be enrolled in at least 60 ECTS credits. However, it can be processed as a partial scholarship* (which will only entitle the student to a scholarship and the minimum variable amount) by enrolling between 30 and 59 ECTS credits, which must be approved in full.

   (*) Except those Master’s Program which, according to their syllabus, enroll 54 ECTS credits the first academic year.

3. 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.
Choose your enrollment requirement status:

This counter will show the number of subjects and credits you have enrolled in.

Choose the subjects one by one, pushing the “+” (Add) button:
3. Data Protection

You have to accept our data protection, first you click on “I declare that I know and accept information of data protection”. Then a new page will appear, you can read terms and scroll down for accepting them. If you reject them you will not be able to continue.

I declare that I know and accept information of data protection

For accepting data protection click on the previous link

1. Basic information of data protection
   RESPONSIBLE: Universidad Carlos III de Madrid. Delegate of Data Protection, see additional information. CONSERVATION: Indefinitely according to LOU 4/2007. PURPOSE: paperwork of academic record from access until you get your degree, service to students and life on campus. LEGITIMIZATION: Organic Law 4/2007 of 12 April by modifying Organic Law 6/2001, of 21 December of Universities. Consent of the interested part 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.
4. Payment information

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)

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](#).

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 20 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)

**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

**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: [http://www.uc3m.es/cooperacion](http://www.uc3m.es/cooperacion)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.7 Solidarity Fund</td>
<td>6,00  EUR</td>
</tr>
<tr>
<td>Student ID</td>
<td>6,11  EUR</td>
</tr>
<tr>
<td></td>
<td>12,00 EUR</td>
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</tbody>
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The box University ID Card issuance (Exped. Tarjeta Identidad Master) cannot be unmarked as they are automatically charged. 0.7 Solidarity

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

Before finishing fulfil the “Statistical Data” and click on “Continue”

This kind of document appears only if you have selected “by bank” in payment method.

You can see, print, download or send by mail the different documents of the enrolment.
If you **DID** choose **BY BANK**, the following payment form will appear. This is what you will need to present at the bank.
9. Electronic payment (TPV)

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

You have 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.

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.

Tuition has been processed correctly. Do you want to pay by TPV right now? Select “yes” for doing the payment now and “No” for doing it in other moment.

It is mandatory to make the payment at the moment of the registration. The connection to the bank system will start now.
The last step is PAYING with your bank credit card. Please, have a look at the following screen.

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

Enter the 16 digit bank card number in this box.

Enter the 3-digit validation code* of your credit card.

Click here to pay and finish.

Valid cards:
- VISA
- MASTERCARD

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:
1º Click on “Pending payments TPV”

2º Select your academic year and search

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

Once you have finished, do not forget to inform yourself about the university card and activate your email account in order to be able to access AULA GLOBAL 2 services.