SELF-ENROLLMENT GUIDE
FOR CONTINUING Ph.D. STUDENTS

ACADEMIC YEAR 2016-2017
**BEFORE STARTING**

All Ph.D. students at Universidad Carlos III de Madrid must re-enroll at the beginning of each academic year in the doctoral program of their choice. From 2015-16 on, students may perform this procedure themselves through our SELF-ENROLLMENT online application.

**Enrollment period for continuing students:** October 1st – 30th

**Contact:**
- E-mail: informacion@doctorado.uc3m.es
- In person: At the postgraduate information office in your campus.

**How to access uc3m’s intranet**

To access the self-enrollment application, enter your uc3m student username and the password you normally use to access our online student services (Global Campus, Global Classroom, Virtual Classroom...). We remind you that your username is the same as the name of your uc3m e-mail account (for instance, if your e-mail address is 1000XXXXX@uc3m.es, then your username will be 1000XXXXX).

To retrieve a lost or forgotten password, you must send an e-mail to ayuda@alumnos.uc3m.es with a scanned copy of your passport/ID attached, indicating your username. If you have also forgotten this, you may retrieve both your e-mail address and username by clicking [here](#).

**Course selection and fees payment**

Since the enrollment process is done on an annual basis, you must select the “Ph.D. Monitoring” course according to your doctoral year (1st, 2nd, 3rd...) and fulfill the administrative and registrar’s fees payment.

**PLEASE NOTE:** If you are a scholarship recipient but our application shows otherwise during your enrollment process, please get in touch with the postgraduate office in your campus or send us an e-mail to informacion@doctorado.uc3m.es
PAYMENT OPTIONS

You can fulfill your fees payment through any of the following options:

• **Bank deposit**: You can make your payment in any of Bankia or Banco de Santander’s branch offices in Spain by presenting your tuition fees invoice (*abonaré*) within ten days of re-enrollment (*Further instructions on how to print your invoice on page 21 of this guide*).

• **Direct billing**: You must enter the bank account details where the payment will be charged, as well as the personal details of the account holder. This option requires the account to be set up in one of the countries within the **Single Euro Payments Area (SEPA)** and have an IBAN code. Likewise, your main or term address must be within the SEPA zone, and must be the same address you registered with us upon enrolling (in the Personal data section).

• **Virtual POS (credit / debit card)**: If you do not have an account that meets the above requirements or just prefer to use your credit / debit card, you can pay via online card billing. The funds available in your card or its credit limit must equal at least the sum of your tuition fees. Otherwise, you can modify your payment option or cancel the enrollment procedure altogether by clicking on the *Disconnect* button.
1. Self-enrollment

Enter uc3m's online enrollment application.

Enter your **username** (the main part of your uc3m e-mail address):

100XXXXXX@alumnos.uc3m.es

(NIA)

NIA= Student Identification Number

The **password** must be the same four-digit code provided by our system that you normally use to access uc3m’s online student services (Global Campus, Global Classroom, Virtual Classroom...) 

To retrieve your lost or forgotten password, send an e-mail to ayud@alumnos.uc3m.es with a scanned copy of your passport/ID attached, indicating your username or NIA.
Click on “Enrollment and academic management”

2. Personal data

Click on Tuition (upper line on the left), then select Tuition again in the drop down menu.
Please review your personal data available in our student database before proceeding any further. Enter or modify any info if necessary.
Enter your personal e-mail address here.
Once all fields are completed, click **Next**.
3. Course selection

Here you must select the course according to the official studies regulation plan of your Ph.D. program:

- **If your doctoral training is based on a 1998, 2005 or 2007 regulated Ph.D. program**, the course 5000 “Tutela académica” (Academic monitoring) will appear selected on your screen by default. Just click on **Next** to continue the process.
• **If your Ph.D. program is under a 2011 regulation**, select the Ph.D. Monitoring course of your doctoral training year (1st, 2nd, 3rd ...) by clicking on the + icon next to the subject list on the **Plan** tab.

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**COURSES TO ENROLL**

<table>
<thead>
<tr>
<th>Specialty</th>
<th>0 - Not updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanency Regime</td>
<td>0 - Full-time basis</td>
</tr>
</tbody>
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**Select a course to begin**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Center</th>
<th>Plan</th>
<th>Class</th>
<th>Credits</th>
<th>Cycle</th>
<th>Course Module</th>
<th>Period</th>
<th>Group</th>
<th>State</th>
<th>Observations</th>
<th>Language</th>
<th>Tests missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>16045 - Ph.D. Monitoring Stat</td>
<td>Academic year</td>
<td>27 - Escuela de Doctores</td>
<td>281 - Ph.D. in Law (SE-99/2011)</td>
<td>Research</td>
<td>1.0</td>
<td>3</td>
<td>XX</td>
<td>XX</td>
<td>Annual</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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**OPTIONS**

- Back
- Next
The menu should now look like this:

![Menu Diagram]

After completing and reviewing the courses to enroll, press the Payment Information button to continue.

COURSES TO ENROLL

4. Payment information

In this section you must select a payment method for your tuition fees. Here’s a reminder of the three different options available:

- **Bank deposit**: You can make your payment in any of Bankia or Banco de Santander’s branch offices in Spain by presenting your tuition fees invoice (abonaré) within ten days of enrollment (Further instructions on how to print your invoice on page 21 of this guide).

- **Direct Billing**: You must enter the bank account details where you wish the payment to be charged, as well as the personal details of the account holder. This option requires the account to be set up in a state member of the Single European Payments Area (SEPA) and have an IBAN code. Likewise, your current or term-time address must be within the SEPA zone, and be the same address you registered with us upon enrolling (in the “personal data” section).

- **Virtual POS (credit / debit card)**: If you do not have an account that meets the above requirements or just prefer to use your credit / debit card, you can pay via online card billing. The funds available in your card or its credit limit must equal at least the sum of your tuition fees. Otherwise, you can modify your payment option or cancel the enrollment procedure altogether by clicking on the Disconnect button.
INFORMACIÓN DEL PAGO

<table>
<thead>
<tr>
<th>Aplicación descuento</th>
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<tbody>
<tr>
<td>Becaario</td>
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</table>

<table>
<thead>
<tr>
<th>Forma de pago</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Entidad Financiera</td>
<td></td>
</tr>
<tr>
<td>Pago Electrónico (TPV)</td>
<td></td>
</tr>
<tr>
<td>Devolución Bancaria</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Número de cuenta bancaria (IBAN)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ES</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Código BIC (SWIFT)</th>
<th></th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Titular de la cuenta</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nombre</td>
<td></td>
</tr>
<tr>
<td>Primer apellido</td>
<td></td>
</tr>
<tr>
<td>Segundo apellido</td>
<td></td>
</tr>
</tbody>
</table>

Otros Importes

<table>
<thead>
<tr>
<th></th>
<th>Descripción</th>
<th>Importe</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuición Académica Dador</td>
<td>200,00 EUR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pendente Salarial 0,7</td>
<td>0,00 EUR</td>
<td></td>
</tr>
</tbody>
</table>

El código BIC sólo será obligatorio si la cuenta (IBAN) pertenece a una entidad extranjera. Si se informa la longitud obligatoria es de 11 caracteres. Si se dispone de una versión del BIC de solo 8 caracteres, se debe completar por la derecha con 3 espacios mayúsculas 'XXX'.
Part-time enrollment:

The “Discount” checkbox will be checked by default if you qualify for reduced tuition fees through a part-time enrollment).

**PLEASE NOTE:** If you applied for a part-time enrollment and our system shows otherwise, please contact the postgraduate office in your campus or send an e-mail to informacion@doctorado.uc3m.es
Scholarships:

Likewise, for students with scholarship or financial aid program benefits, their “Scholar” and “Type of Scholarship” fields will appear checked and filled out by default.

**PLEASE NOTE:** We remind you that, prior to enrollment, you must inform uc3m’s administration office of any scholarship or pre-doctoral financial aid you may have applied for. If the information in our database regarding scholarships or fee discounts is not correct, please contact the postgraduate office in your campus or send an e-mail to informacion@doctorado.uc3m.es
Please check all information carefully before choosing your preferred payment option: Bank deposit, direct billing, or virtual POS (credit / debit card).

Here is a detailed reminder of how to proceed with each of these methods:

4.1. Bank deposit

If you wish to make your payment in person, please select the “By Bank” option and click Next. Our application will subsequently generate an invoice (abonard) that you must present at any of Bankia or Banco Santander’s branch offices in Spain within ten days of enrollment.
4.2. Direct billing

To make your payment online with no credit/debit cards involved, select the “Direct billing” option. Enter the details of the bank account where you wish your tuition fees to be charged, including the 24-digit (plus IBAN) code and holder’s name.

![Diagram of payment process]

After completing and reviewing the Payment Information, press the Confirmation button to continue enrollment.

To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list.

**PAYMENT INFORMATION**

Discount
Scholar

Payment Method
By Bank
Electronic Payment (TPV)
By direct debit

Bank Account Number (IBAN)

BIC Code (SWIFT)

Account holder
Name
Surname
Second surname

Other Fees

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuela Acadêmica</td>
<td>200.00 EUR</td>
</tr>
<tr>
<td></td>
<td>Ponto Solicitado S.T</td>
<td>6.00 EUR</td>
</tr>
<tr>
<td></td>
<td>Apertura Exp. Acadêmica Doctor</td>
<td>27.94 EUR</td>
</tr>
<tr>
<td></td>
<td>Expedit Tarjeta Identidad Doctor</td>
<td>6.11 EUR</td>
</tr>
</tbody>
</table>
4.3. Virtual POS (credit / debit card)

If you chose to pay online by credit / debit card, a prompt message will first remind you to check that the funds available in your card or its credit limit equal at least the sum of your tuition fees. This is strongly suggested in order to prevent any issues that may affect your enrollment process.

Click on Accept.

Select the Electronic payment (TPV) option and click Next.
4.4. Confirm your enrollment details

All information regarding the selected courses and total tuition fees will be summed up in your Provisional enrollment application. Please check this carefully before confirming your enrollment at uc3m. For detailed information on tuition fees for academic year 2015-2016, click here.

![Solicitud Provisional de Matrícula](image)

**Total amount due. Please check that the funds available in your card or its credit limit equal at least this amount**

**Payment method**
5. Fulfill your payment

5.1. Bank deposit
Once your enrollment process is completed, our system will generate an invoice required to fulfill the payment in person at any Bankia or Banco Santander branch offices in Spain within ten days of re-enrollment.

5.2. Direct billing
uc3m will automatically charge your tuition fees to the provided bank account. No further procedure is needed.

5.3. Virtual POS (credit / debit card)
The application will show all details of the amount due.
You will be redirected to a secure payment gateway (virtual POS). Enter the details of your card.

- **Credit / debit card (16-digit code)**
- **Expiration date (month/year)**
- **CVV (Security code)**

Click on **Accept** to confirm the payment
Our system will show a payment confirmation message. Click on **Continue**.

**PLEASE NOTE:** If the payment procedure has not been successfully completed, you must enter the application again and click on “Trámite de pago TPV” (Virtual POS payment) on the left menu.

Select the academic year, then click **Search**.

Select the pending payment you wish to pay by credit/debit card.

The payment gateway will show again. Re-enter the details of your card and click **Accept**.
6. Enrollment receipt and information on your Ph.D. studies

Once your enrollment is confirmed, our application allows you to view, print, download, or send your enrollment receipt via e-mail. According to your preferred payment method, you must proceed as follows:

6.1. If you selected bank deposit payment:

Download and print your invoice to fulfill the payment in person at any Bankia or Banco Santander’s offices in Spain within ten days of re-enrollment.
6.2. If you selected direct billing payment:

uc3m will automatically charge your tuition fees on the provided bank account. No further procedure is needed. To finish, click Continue.

6.3. If you selected virtual POS (credit/debit card) payment

uc3m will automatically charge your tuition fees on the provided credit/debit card. No further procedure is needed. To finish, click Continue.