“ON-LINE APPLICATION”

Financial aid/scholarships

OFFICIAL MASTERS PROGRAMS
ACADEMIC YEAR 2018/2019
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:
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:
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:

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”.

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

- 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.
Third step: Financial Aid Application

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.
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

- Degree held:
- Receipt or proof of having applied for admission to the relevant master or have performed the enrolment:
  - Examur: No se ha seleccionado ningún archivo.
  - NIA (last 6 digits: 109xxxxx)

Optional postgraduate studies: Indicate the center and whether or not they are finalized:

Quedan 2000 caracteres (máximo 2000)

Statement of the candidate

If the grant is awarded, the undersigned, pursuant to the call for grants to study a university Master's program during the 2016-2017 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 met the conditions of the call

LOPD acceptance

The personal data collected will be included and processed in the file SUBSIDIES AND GRANTS FOR STUDENTS, whose aim is to manage and organize academic and extramural programs of the University. The file is registered at the National Register of Data Protection of the Spanish Agency for Data Protection. Personal data may be assigned to other bodies and institutions. The file is managed by the University Management. If the interested party wishes to exercise his rights of access, rectification, cancellation and opposition to the file, or his personal data, please contact: UGAC, 122-28403 Getafe. All information is given in compliance with article 8 of Organic Law 15/1999, dated 13th of December, regarding the Protection of Personal Data.

- I read the text about LOPD and accept
Once finished, click on “Save/Send”, and the next message will appear:

Application processed correctly. You can download the evidence of the application clicking the button “Proof”.

By clicking this option, you will be able to see and download the receipt of the application.

**uc3m**

Application Proof

Copia de Convocatoria Ayuda AM-01/17-18

**Fase: Application**

**Application date:** 20/11/2017 12:03:05

**Identifier number:** 5017

**Application Data**

CALL: Scholarship AM-01,17-18
MASTER: Master in Finance
Vacancy: Scholarship Master in Finance

**Personal Data**

Second surname: [REMOVED]  
Surname: [REMOVED]  
Name: DANIEL

Tax ID number/passport number/resident identification number: [REMOVED]

If the applicant has the right to a reduction in tuition, indicate which type (discount for large family, disability?): [REMOVED]

E-mail: [REMOVED]@gmail.com

**Applicant’s academic data**

Degree held: **Grado en Ingeniería Informática**
Kept or proof of having applied for admission to the relevant master or have performed the enrollment: JUSTIFICANTE_ADMISION.pdf
Not (last 6 digits: [REMOVED])

If applicable, Other postgraduate studies, indicate the center and whether or not they are finalized.

**Statement of the candidate**

Acceptance compulsory field: [I declare that I meet the conditions of the call]

**LOPD acceptance**

LOPD: [I read the text about LOPD and accept]