



Universidad
Carlos III de Madrid

UC3M REGISTRATION GUIDE

CREATE YOUR ACCOUNT FOR ADMISSION TO Ph.D. STUDIES

HOW TO GET YOUR USER NUMBER AND PASSWORD

STEP 1: ENTER PERSONAL DATA

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Student registration form for PhD

New Registration

Student registration form New student data validation Summary of the registration form

PLEASE NOTE the required fields:

ID Number:

Spanish students: DNI (Full number plus letter). Complete with zeros on the left if necessary. No dashes or spaces.

International students: Passport (preferably) or Spanish Residence Card number. No dashes or spaces.

- If you have none of these documents, you must request a provisional number by clicking "No". Once your application for UC3M is officially approved, you will have to change this number during the enrollment process.

Personal details

All fields are compulsory except the second family name.

Name Surname Second Surname Date of Birth Gender

Contact details

Please enter your contact details. All e-mails concerning your online application will be sent to this address.

Personal e-mail Confirm your personal e-mail Contact Telephone Number

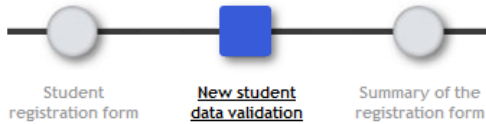
Continue

Privacy and Legal Information for UCIII

STEP 2: DATA VALIDATION

New student data validation for PhD

New Registration



Information

i Please, verify that your personal data are correct.

Country of origin	Andorrana
Document number	123456789
Type of Document	Passport
Name	JOHN
Surname	SMITH
Second Surname	
Date of Birth	25/12/1999 (dd/mm/yyyy)
Gender	Male
Personal e-mail	correo@jmail.com
Contact Telephone Number	666666666

Once your data is verified, read and check the legal disclaimer and data verification boxes.

Legal and Privacy Information

i Please, read carefully the Privacy and legal information of personal data.: [Privacy and Legal Information for UCIII](#)

I verify that my personal details are correct

I understand and accept the legal conditions established in the section Privacy and Legal Information

Register

i If the information submitted is correct, please continue with the registration process by clicking on "Register"; if you wish to make any changes, please click on "Back" to access the previous screen and change any of your data.

[Privacy and Legal Information for UCIII](#)

Click on **Register** to confirm the information submitted is correct. Otherwise, you may click on **Back** to modify your data.

STEP 3: GET YOUR USER NUMBER AND PASSWORD

Write down the username supplied by our system. A message with your password will be sent to your e-mail. **If you cannot find this message in your regular e-mail inbox, please check all of them, including spam.**

The screenshot shows a registration summary page with a progress bar at the top. The progress bar has three steps: 'Student registration form' (grey), 'New student data validation' (grey), and 'Summary of the registration form' (blue). Below the progress bar, there are two main sections: 'Information' and 'Remarks'. The 'Information' section contains a message: 'You should take note of the indicated user code or print the page'. It lists 'Your user code (DNI) is: 987654321' and 'Reference number (this is not a password): 90078888'. Below this is a table of personal data: Name and surnames: JOHN SMITH; Document number: 987654321; Date of Birth: 25/12/1999 (dd/mm/yyyy); Personal e-mail: correo@gmail.com; Type of Document: Passport; Gender: Male; Contact Telephone Number: 666666666. The 'Remarks' section contains a message: 'You will receive your password by email shortly'. It also includes a link: 'Once successfully registered and username and password provided, please go to the inscription of Official PhDs: Here' and a note: 'If there has been any problem during your registration process or you do not receive an e-mail with your password within 24 hours, please contact the secretary's office of Official PhDs personally or go to: informacion@postgrado.uc3m.es'. At the bottom of the page, there are two buttons: 'Print' and 'Continue'. Two callout boxes with arrows point to these buttons. The left callout box says: 'You may print the username and password supplied by our system as well as the application reference number by clicking here.' The right callout box says: 'Write down the user number and check your email inbox (including spam) to get your password. Write down the password as well and click on Continue.'

The e-mail sent must look like this (sender: info.postgrado@uc3m.es)

You may access the application straight from your e-mail account by clicking on the link received.

The screenshot shows an email notification with the following content: '----- Mensaje original -----', 'Asunto: Notification of the registered user H', 'Fecha: Thu, 21 Apr 2011 20:28:42 +0200 (CEST)', 'De: info.postgrado@ceaes.uc3m.es', 'Responder a: info.postgrado@ceaes.uc3m.es', 'Para: [redacted]'. Below the header, it says: 'Your password is 1372', 'If you want to access your services contact', and a blue link: 'this link'. An arrow points from the 'this link' text to the 'this link' text in the callout box below.

YOU HAVE NOW CREATED YOUR ACCOUNT AND MAY PROCEED TO THE ADMISSION PROCESS. Feel free to contact información@doctorado.uc3m.es for inquiries