



OFFICIAL MASTERS PROGRAMS: GUIDE FOR PLACE RESERVATION PAYMENT

School of Graduate Studies

UNIVERSIDAD CARLOS III DE MADRID

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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.

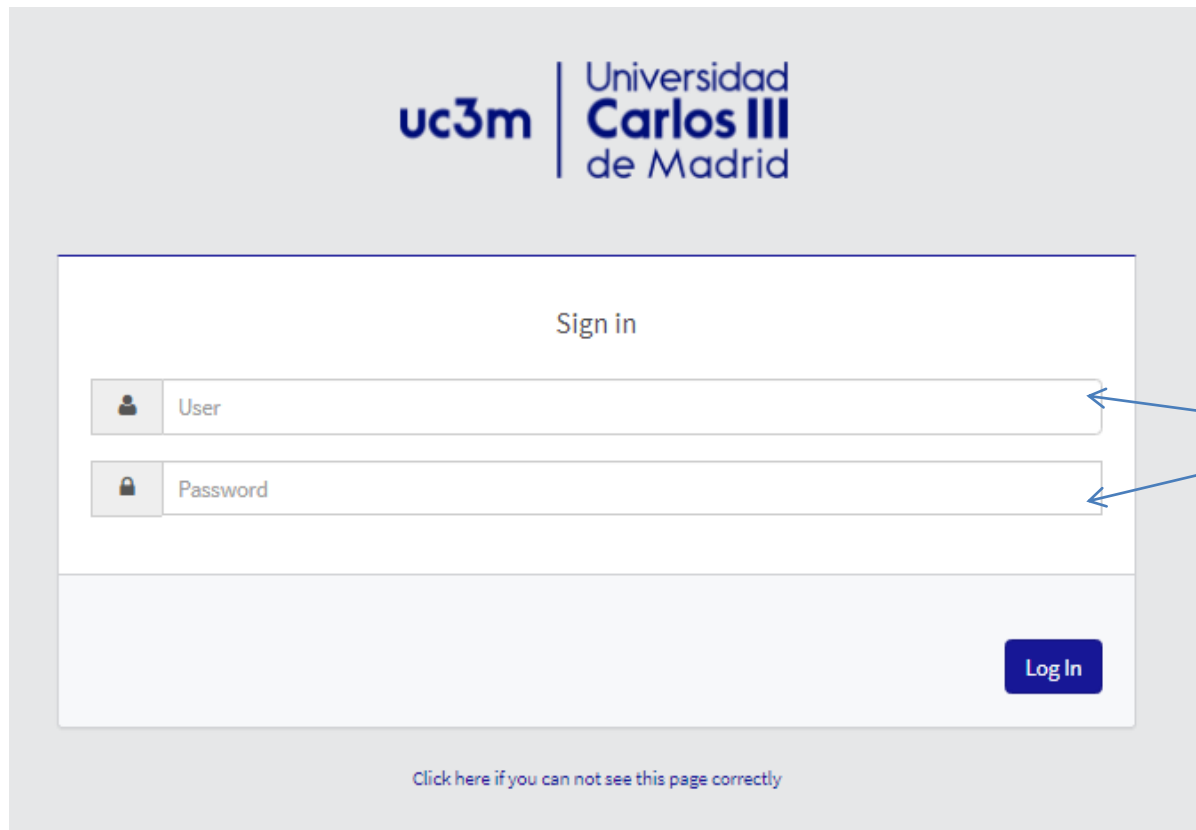
ONLY IN THE CASE OF HAVING THE CONDITION OF LARGE FAMILY OF SPECIAL CATEGORY, DISABILITY, OR VICTIM OF TERRORISM OR DEATH ON ACTIVE DUTY, WILL BE EXEMPTED FROM PAYING THE RESERVATION FEE, PRIOR JUSTIFICATION.

YOU MUST FOLLOW THE INSTRUCTIONS ON THE [WEBSITE](#) IF YOU MEET ANY OF THE ABOVE REQUIREMENTS.

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.
- in the event that the student is unable to take the Master's programme **due to the current situation caused by the COVID-19 pandemic**. [\[+\] information](#)

If you have forgotten your username or password, click on the following [link](#)



The image shows a screenshot of the UC3M login page. At the top left, the logo 'uc3m' is displayed next to the text 'Universidad Carlos III de Madrid'. Below the logo, the text 'Sign in' is centered. There are two input fields: the first is labeled 'User' with a person icon, and the second is labeled 'Password' with a lock icon. A blue 'Log In' button is located at the bottom right of the form. At the bottom of the page, there is a small link that says '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

Application form

Fees

CLICK HERE

Home

Gestión de Movimientos

Trámite de Pago TPV

Prepago reserva de plazas

Reserva de Plazas

Payment Deposit Pending

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

Student Identifier Number [REDACTED]
Name [REDACTED]
Identity card / Passport [REDACTED]

Deposit payment

Academic Year 2021/22-0

Select the academic year

Continue

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 > Prepago 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 €

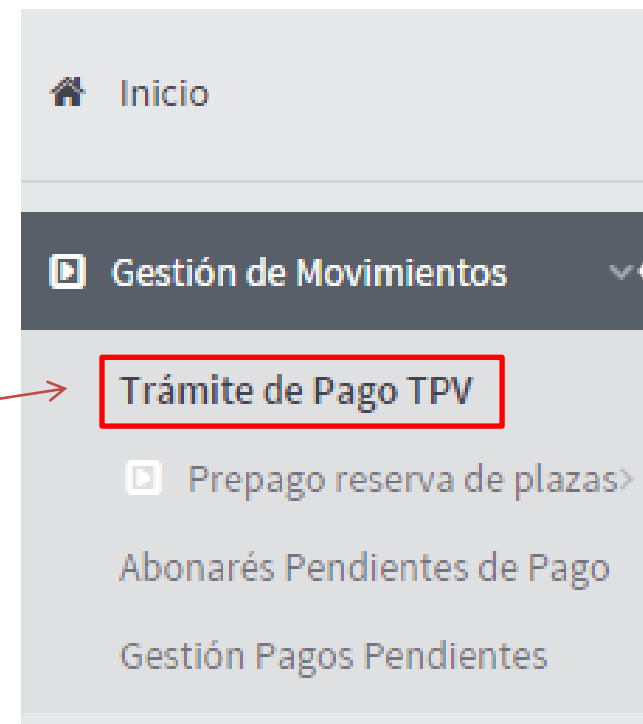
 Your payment will be processed by credit card or debit card.

 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

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

The screenshot shows a payment form with the following fields and elements:

- Detalles del pago** (Protected by...)
- Número de tarjeta**: Input field for the 16-digit card number.
- Caducidad (mm/aa)**: Input fields for month (MM) and year (AA).
- Código de seguridad (CVV)**: Input field for the 3-digit security code.
- Nombre del titular de la tarjeta**: Input field for the cardholder's name.
- Pagar ahora**: A prominent red button to complete the payment.
- Logos for **Santander**, **Elavon**, and **powered by realox payments**.
- Text at the bottom: **SANTANDER ELAVON MERCHANT SERVICES**.



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. [REDACTED] ha realizado un pago de 600 EUR en concepto de Reserva Plaza para el curso académico 20[REDACTED][REDACTED].

Los datos identificativos del pago son los siguientes:

Identificación del pago: [REDACTED]
Código de autorización: [REDACTED]
Fecha y hora: [REDACTED]

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