



ONLINE APPLICATION GUIDE

ADMISSION TO OFFICIAL MASTER'S

PROGRAMS

UC3M ONLINE APPLICATION GUIDE

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**GUIDE TO COMPLETE THE APPLICATION FOR ADMISSION TO
OFFICIAL MASTER'S PROGRAMS****GETTING STARTED****IMPORTANT**

There are two different situations:

1. **You once had a UC3M user number, but you do not remember it, or you have already created your account.**

Step 1

Look for your password with your ID and your birth date, by clicking [here](#). If you already know your password, go to the next step.

Step 2

You may [access the application](#), by introducing your ID number and your password.



2. **If you have never had any liaison with Universidad Carlos III, and you do not have a user number:**

Step 1

Please register now through any of these two links: [Spanish](#) or [English](#).

Step 2

Once you have completed your registration, you may [access the application](#).

STEP 1


On our website you will find the steps to complete your application: [Application for Admission Masters Programs](#)

PROGRAMS	ADMISSION	ENROLLMENT	AID	GENERAL INFORMATION	CONTACT
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STEP 1: PASSWORD

Masters> Application for Admission Masters Programs> Step 1: Password

- > **STEP 1: PASSWORD**
- > STEP 2: APPLICATION
- > STEP 3: RESERVATION
- > STEP 4: ENROLLMENT




PROGRAMS	ADMISSION	ENROLLMENT	AID	INTERNATIONAL STUDENT	GENERAL INFORMATION	CONTACT
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STEP 2: APPLICATION

Masters / Application for Admission Masters Programs / Step 2: Application

- > STEP 1: PASSWORD
- > **STEP 2: APPLICATION**
- > STEP 3: RESERVATION
- > STEP 4: ENROLLMENT



LINKS OF INTEREST

- > Masters programs
- > Password
- > Personal password
- > Enrollment
- > Financial aid/scholarships
- > 1 year visa extension
- > Prevention against COVID

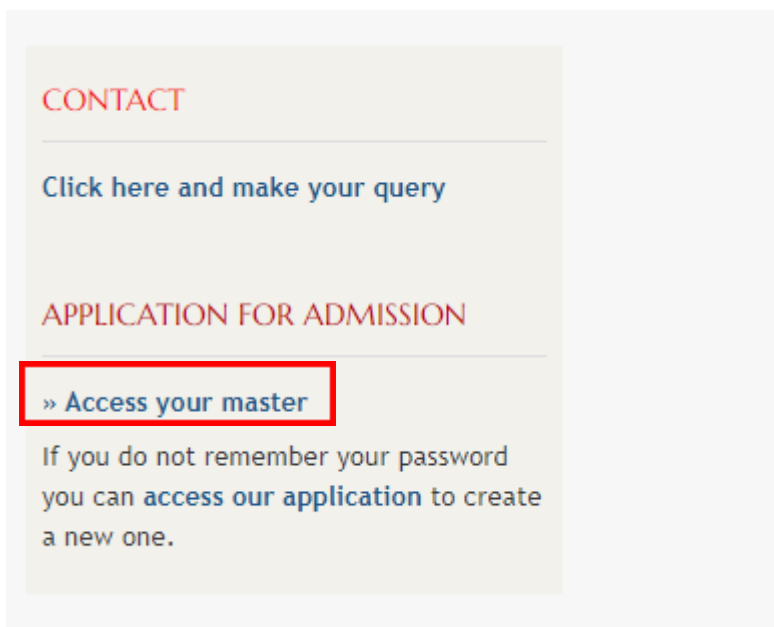
In **STEP 2: APPLICATION FOR ADMISSION** you will find the link that will allow you to access the application directly.

STEP 2: APPLICATION FOR ADMISSION

Use your DNI/PASSPORT and the password you got in your registration:

Application to the Masters program at Carlos III de Madrid

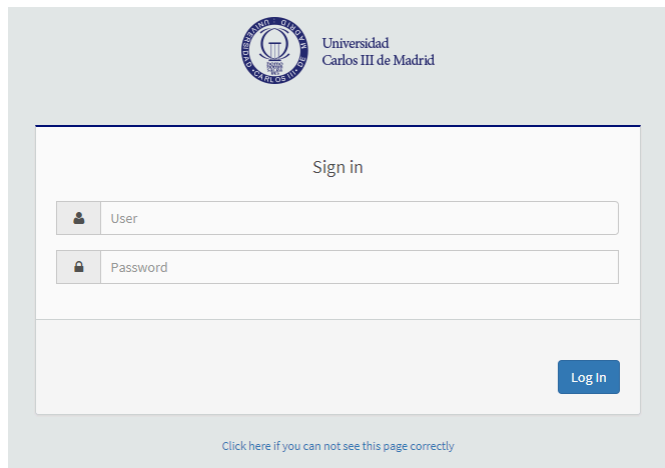
You may also find it on the web of each master, in the upper right corner.



Or through the following link:

 [Application for admission](#)

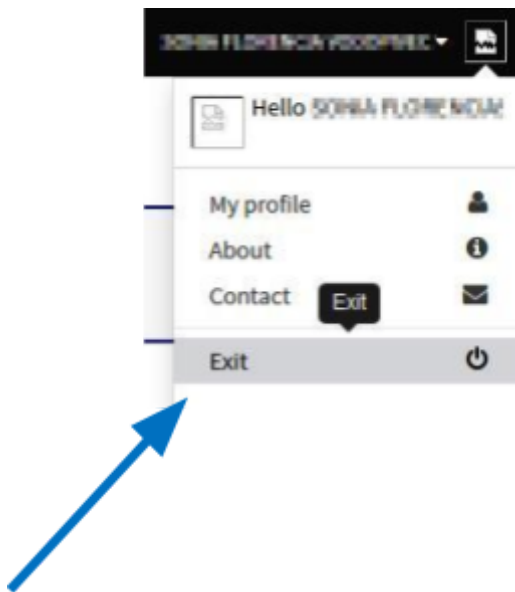
To connect and access the online application, enter the **user number** (DNI or Passport) and your **password**.



The image shows a sign-in form for Universidad Carlos III de Madrid. At the top, there is the university's logo and name. Below this, the text "Sign in" is centered. There are two input fields: one labeled "User" with a person icon and another labeled "Password" with a lock icon. A blue "Log In" button is located at the bottom right of the form. At the very bottom, there is a small link that says "Click here if you can not see this page correctly".

IMPORTANT

- ? If you wish to log out press the **Exit** button.
- ? You will be automatically logged off after a 30 minutes period of inactivity.



STEP 2

Once you have successfully logged in you have to select "**Application Form**" and click the "**New application**" button. Then you can use the drop-down boxes to indicate the title of the master's program you are applying to.

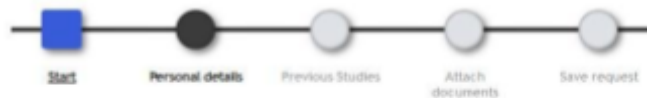
Home

Applications

Application form

Fees

Use the drop-down boxes to indicate the program or programs you wish to apply for.



Study Option

Select the programme you want to apply for

Actual and Financial Sciences
 Advanced Studies in Human Rights
 Advertising Communication
 Aeronautical Engineering
 Applied Research in Media

You may apply for more than one program. If that is the case, you will have to complete another application following the same steps as when creating your first application.

When you have successfully completed the second application and saved it in the system, you must access it again clicking on the **edit icon** and establishing and saving your priority.



For that purpose, enter your choices in **Order of preference** by selecting and dragging within the table your requests in the desired order of preference:

Center / Curriculum

Order of preference	Center / Curriculum
1	4 - School of Graduate Studies / 318 - Master in Economics

Order of preference

You've requested more than one option for this academic year, prioritize your applications.

Order of preference	Opción
1	51 - Economics
2	17 - Finance
3	26 - Human Resources Management

After that, save your changes in the "Save request" tab



IMPORTANT: Once the applications have been **validated** by the Administration, you will not be able to change the order of preference.

In case the Master's program has any **speciality or itinerary**, you will have to establish your choice. You can select the option you want and drag it to place it in the desired order.

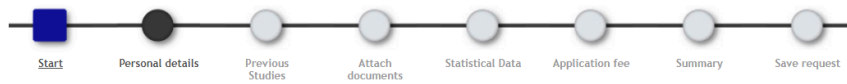
Speciality

Speciality
Madrid (1 año - 60 ECTS)
Madrid + Lund (2 años - 120 ECTS)

Students with Disabilities

Students with disabilities equal or higher than 33% are eligible to apply for tuition waiver. You must provide proof from the corresponding Spanish Autonomous Community or the IMSERSO.

At this stage, when completing your application, remember to click on the box shown below:



1 Select the programme you want to apply for

Study Option

Legal Practice - 12 Edition. March 2022 ▾

1 ☒ I have been informed and I understand that: at the end of the process, any letter that is generated and sent to me by email, I will also have available for download from the 'Print vouchers' screen of the registration.

CENTER / CURRICULUM

Center / Curriculum

4 - School of Graduate Studies / 348 - Master's Degree in Access to practice of Law

Check if you apply for the disability quota

☒

STUDENT'S COMMENTS

(1970 / 1970)

Remember that if you are finally admitted, you will have to submit the above-mentioned proof when completing your enrolment through [this form](#).

Do not forget to click on the **Data Protection** box and then **Next**

He leído el texto sobre Protección de Datos y acepto

☒ I have read and accept the Data protection notice

IMPORTANT: Select you have read and accept the Data protection notice and click Next button.

Next

STEP 3**PERSONAL DATA**

Complete your **Personal details**. If you are a current or former UC3M student, or if you have already created your account, the table will display your information in the UC3M database.

Personal details

ID number (ID, passport, etc.)	<input type="text"/>	Document type	Passport
First Name	<input type="text"/>	Surname	<input type="text"/>
Second Surname	<input type="text"/>	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
Nationality	<input type="text"/>		
E-mail address	<input type="text"/> uc3m.es	Personal E-mail address	<input type="text"/>

Address

Country	<input type="text"/>
Postcode/Zip Code	<input type="text"/>
City / Town	<input type="text"/>
Province / State	<input type="text"/>
Address (street, n°)	<input type="text"/>
Phone (including country and area code)	<input type="text"/> (Do not include any spaces or special characters, for example -.)
Mobile (Cellular) Telephone (including country code)	<input type="text"/> (Do not include any spaces or special characters, for example -.)
Address disclosure	<input type="radio"/> Yes <input checked="" type="radio"/> No

Birth details

Date of birth	<input type="text"/> (dd/mm/yyyy)
Country	<input type="text"/>
Postcode/Zip Code	<input type="text"/>
City / Town	<input type="text"/>
Province / State	<input type="text"/>

[Go back](#) [Next](#)

Once you have entered your personal data, please click **Next**.

STEP 4**PREVIOUS STUDIES**

Please give details about your home university.

1.- HOME UNIVERSITY**A. CURRENT OR FORMER UC3M STUDENT**

You can load your previous studies:

Load previous pre-registration studies

Do you want to upload the previous studies reported in your last pre-registration?

Yes No

Load previous records studies

i If you want to load data from your previous studies, select the appropriate record. If you want to enter new studies click on new record

New record

	Center	Plan	Studies	Type of studies	Specialty	Status / Reason
	1	175 - Dual Bachelor in Law and Political Science	null	Undergraduate	None	
	4	281 - Master in Access to practice of Law	null		None	

Click on the link to select your previous studies

Go back

B. IF YOUR HOME UNIVERSITY IS NOT UC3M

HOME UNIVERSITY

☒ Home University

Faculty

☐ If your University is not included in the previous list add its name here

Spanish University ☐ SI ☐ No

Department (Field Not Mandatory)

HOME UNIVERSITY

Search of t

Country

Description²

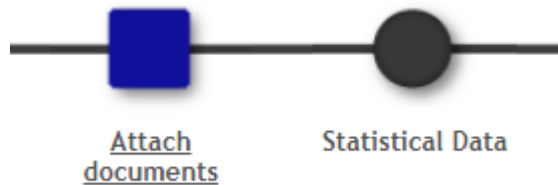
(?) search with mask *

If you don't find your University write directly the name in this space by selecting this option, and specify if it is a Spanish university or not.

If your home university is not UC3M, please use the link to search for your institution.

STEP 5

ATTACH DOCUMENTS



STEP 6

STATISTICAL DATA

Do not forget to fill in the **Statistical Data** and click **Next**.



Statistical Data

STATISTICAL DATA

¿Cómo nos has conocido?

- ☐ A través de un conocido
- ☐ Internet, Buscadores (Google, Yahoo, Bing, etc)
- ☐ He visto un anuncio (Banner)
- ☐ En una Feria de Estudios
- ☐ Redes Sociales (Facebook, Twitter, Instagram, etc)
- ☐ Recruitment agency. Indicate which:
- ☐ Otros medios

¿Cómo nos has conocido?

- ☐ Utilizaré financiación propia y/o de familiares
- ☐ Solicitaré la Beca MECD para estudiantes españoles
- ☐ Utilizaré financiación procedente de préstamos educativos
- ☐ Solicitaré alguna Beca gubernamental de mi país
- ☐ Solicitaré alguna de las Ayudas para Máster de la UC3M

[Go back](#)[Next](#)

STEP 7

APPLICATION FEE




In this section you will have to complete the payment of the **Application fee** either with Credit or Debit Card. The fee will be included in your enrolment as "*Entry fee*", and will be deducted from the payment when you complete your enrolment, if you are finally admitted.


Select a payment method

Payment method: Electronic Payment (TPV)

Selected payment information

▶ Center	4 - School of Graduate Studies
▶ Academic activity	ACC - Acceso
▶ Type of study	6 - Máster Universitario
▶ Application fee	27,54 €

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

 Back Accept

IMPORTANT: Once you complete your payment, please make sure you go to the following sections "**Summary**" and "**Save request**" to complete your application. Otherwise your payment might not be successfully completed.




STEP 8**RECOMMENDATION LETTERS / PRINT**

Only if you applied to any of the following master's programs you will have to follow the instructions described below. Otherwise, please go to [Saving your Application](#):

Master in Applied Artificial Intelligence
 Master in Biomechanical Engineering and Medical Devices
 Master in Business and Finance
 Master in Computational and Applied Mathematics
 Master in Computational Social Science
 Master in Computer Science and Technology
 Master in Contemporary Spanish Language and Literature
 Master in Economic Analysis
 Master in Economics
 Master in Informatics Engineering (and its Double Master's programs)
 Master in Microelectronic Design Engineering
 Master in Renewable Energy in Thermal Systems
 Master in Statistics of Data Science
 Master in Sustainable Development and Global Governance
 Master in User Experience Design and Digital Analytics

If you applied to any of the above-listed master's programs, you will have to ask your referees to send their recommendation letters through our online application system, as described in this section.

At this point you will see the following screen:



The progress bar shows the following steps: Start, Personal details, Previous Studies, Attach documents, Statistical Data, Application fee, Summary, and Recommendation letters / Print. The last step is highlighted with a red box.

i Your request has been registered.

Recommendation letters

i You have to request the recommendation letter through this module. You need to provide 2 recommendation letter.

Recommendation letters				
	State	E-mail address	Date of request	Date of reception
Request recommendation letters				

Click on **“Request recommendation letters”**

Complete the form you will see right after requesting the recommendation letter and click on “Accept”:

Start Personal details Previous Studies Attach documents Statistical Data Application fee Summary **Recommendation letters**

1 Your request has been registered.

Recommendation letters

1 You have to request the recommendation letter through this module. You need to provide 2 recommendation letters.

Print

1 Print all vouchers with the print button.
2 Remember that if the payment has already been made, the p
3 Remember that to log out, you have to click on the "discuss

1 I hereby declare the truthfulness of the information recorded and the action, and the University, in accordance with the regulations currently in to determine the veracity of the same.

For an optimized and secure management of the recommendation letters, you must indicate the e-mail address of your referee. He/she will receive an e-mail indicating that you have added him/her to endorse you. Only institutional addresses will be accepted (no yahoo, gmail, hotmail...)

Details of your referee:

E-mail address:
Name:
Charge/Position:
University/Institution/Company:
Telephone:

☒ I declare that I have obtained the consent of the person I want to recommend me or have obtained his/her contact from a public directory to enter the data in the application and allow the UC3M to ask for a letter of recommendation.

Date of request:
Date of reception:

mentioned not being verified, the student shall assume the legal consequences that could derive from this statement nor its effects. Furthermore, the University can, at any time, request presentation of the original documents

Your referee will receive the following email:

Carta de Recomendación ➤ Recibidos x

admission@postgrado.uc3m.es 12:25 (hace 1 minuto) ☆ ↶ ⋮

1 Your request has been registered.

Recommendation letters

1 You have to request the recommendation letter through this module. You need to provide 2 recommendation letters.

Recommendation letters				
	State	E-mail address	Date of request	Date of reception
	Sent	admission@postgrado.uc3m.es	23/11/2022 12:25:35	

At this point, the state of your recommendation letters will be the following:

Once your referee uploads the recommendation letter, the state of your recommendation letter will change from “Sent” to “Attached”.

Your application is now ready to be reviewed. We will contact you if there is any information missing.

SAVING YOUR APPLICATION

1 Your request has been registered.





Recommendation letters

1 You have to request the recommendation letter

Summary **Save request**

Date of request	Date of reception
23/11/2022 12:25:35	23/11/2022 12:53:54

In the last step, “**Save request**”, you will have to either save or print all the documents corresponding to your application by clicking on the print icon.

Documents	
 	Application Document
 	Proof of payment

INCOMPLETE PAYMENTS

Inicio

Accesos Tasas

Modificar solicitud

Año 2020/21 anual

El estado de la solicitud es provisional, se

Datos Estadísticos Pago preinscripción Resumen

SELECCIONE UNA FORMA DE PAGO

Forma de pago Pago Electrónico (TPV)

IMPORTANT NOTE

If you have made your application and have not paid the **Application fee**, you must complete the following steps:

1. Enter the application again and click on the "**Access**" box. DO NOT ACCESS "FEES", AS THIS PENDING PAYMENT WILL NOT APPEAR THERE.
2. Once inside you have to go to "**Modify request**" to access your request.
3. In your application go to the option "**Pre-registration payment**"
4. And finally, you must make the payment choosing the "**Electronic Payment (TPV)**". You will only have to click on "Accept" and the payment process will begin.

VERY IMPORTANT

Applications **will not be validated** without attaching:

- Bachelor's Degree certificate or, failing that, [Affidavit of previous studies and conditional enrolment](#) (duly completed and signed)
- Official Transcript (including grade-point average) of your Bachelor's degree.

If you are finally admitted, you will have to submit the original of both documents scanned, legalized and translated into English or Spanish, if

- you had not finished your studies when you first made your application for admission or
- if you should have uploaded them legalized and/or translated and you did not when you first submitted your application.

Note: Certificates in English language will also be admitted by this University.

CHECK THE STATUS OF THE APPLICATION - MODIFY THE APPLICATION

CHECK YOUR APPLICATION STATUS OR MODIFY YOUR APPLICATION

To **check** the status of your application or **modify** your application, you have to access the application again and click “Application form” ([click here](#)).

Home

Applications

Application form







Fees

Sign in

Once you sign in you will see your applications and their status. You may also edit any of your applications.

i You have already submitted an application. You can print your application or apply for more than one programme by creating a new online application

New application

	Year	Study Option	State	Additional information
  	2018/19 whole academic year	51-Economics	Pending documents	
  	2018/19 whole academic year	01-Economic Development and Growth - MEDEG	Requested by the applicant	

i The request's state is provisional, it'll be final once you receive the notification letter from the University

You may **print, modify and / or check** the content of the application.

You can check the **status of the application**.

IMPORTANT: You may modify your application only if the status is ***“Requested by the applicant”*** or ***“Pending documents”***.

APPLICATION STATUS					
REQUESTED BY THE APPLICANT	PENDING DOCUMENTS	VALIDATED	ADMITTED	ALLOWED TO ENROL	NOT ADMITTED
The application is being reviewed.	Once your application has been reviewed, if there is any mandatory document missing, you will be requested to submit the missing documents within the next 10 days.	The application is ready to be assessed by the Admission Committee for its admission or refusal.	<p>You have been admitted. Your admission will be notified by email together with your admission letter.</p> <p>If your previous studies have not been completed you will be offered a conditional admission. Once you receive your admission letter, you will have 10 days to complete the payment of the reservation fee.</p>	You may register within the established deadlines. The deadlines will be published on our website. If you were granted a conditional admission, your registration will also be conditional until you meet the entry requirements or until the deadline established to meet the entry requirements.	The Admission Committee decided not to admit your application. The refusal letter will be sent by email.