






SELF-REGISTRATION GUIDE:

STUDENTS ADMITTED BEFORE THE ACADEMIC YEAR 2023/2024

CENTRO DE POSTGRADO
UNIVERSIDAD CARLOS III DE MADRID

RELEVANT INFORMATION

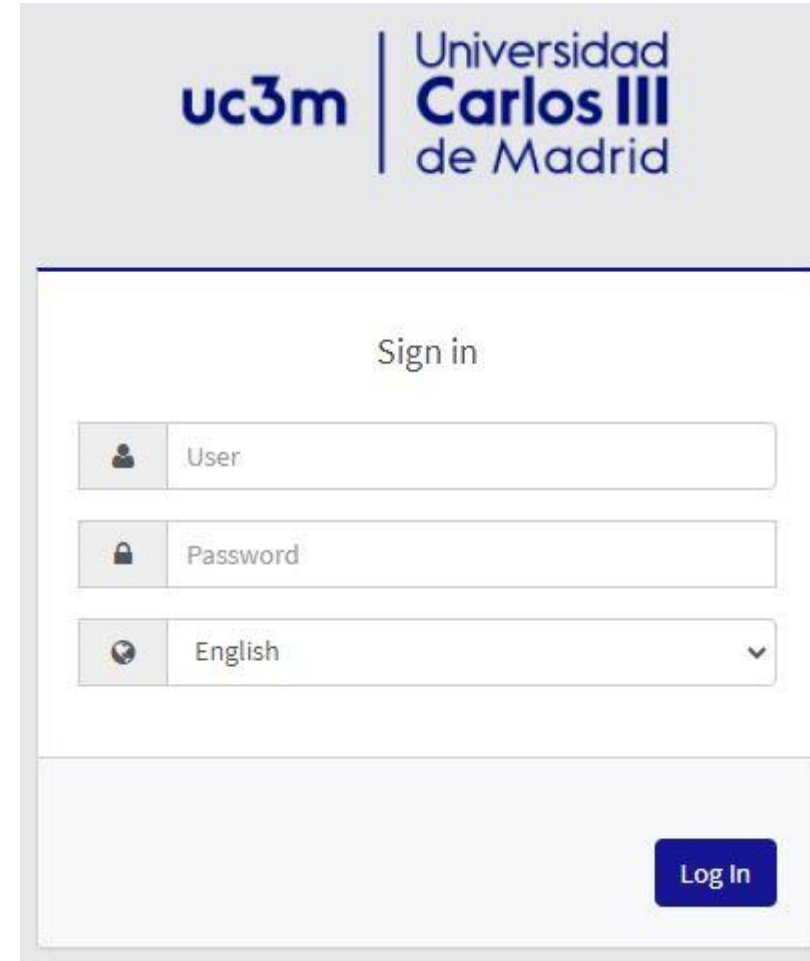
- In case need to interrupt the self-registration during the process , use the **EXIT ICON** ( Exit ) you can find at the top right side of the page by clicking your name, do not use the cross red icon (), because your record will be blocked and you won't be able to continue the process.
- In case you experience some issue with the self-registration process, please contact the administrative manager of your Master's program.
- In order to complete the self-registration process, is a mandatory requirement that all the exams minutes of the previous academic year are closed. In case you are not able to complete the self-registration process, please wait until the end of the period and if finished the period, you still have problems, please contact administrative manager of your Master's program so you can be assisted
- Check the Enrollment and permanence rules [here](#). More information about the enrollment: [enrollment](#)

1. Get into the application

Access the system:

Introduce the same user and password you use for accessing your student email account

In case you forgot your password you can recover it [here](#).



The screenshot shows the sign-in interface for the Universidad Carlos III de Madrid system. At the top, the logo 'uc3m' and the text 'Universidad Carlos III de Madrid' are displayed. Below this, the heading 'Sign in' is centered. The form consists of three input fields: a 'User' field with a person icon, a 'Password' field with a lock icon, and a language selection dropdown menu currently set to 'English'. A blue 'Log In' button is positioned at the bottom right of the form area.

1

Select the option la opción “Enrollment and academic management”

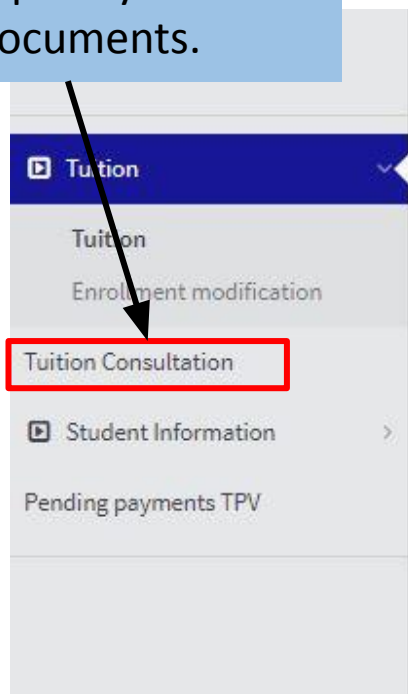
2

You can select **Tuition Consultation** once you have completed your self-registration in order to double-check o reprint your documents.



3

In case you can see different options, please select the one you are interested in.



Enrollment and Academic Management / Tuition > Tuition

Select degree

NIP: [redacted] National ID (DNI): [redacted] Name: [redacted]

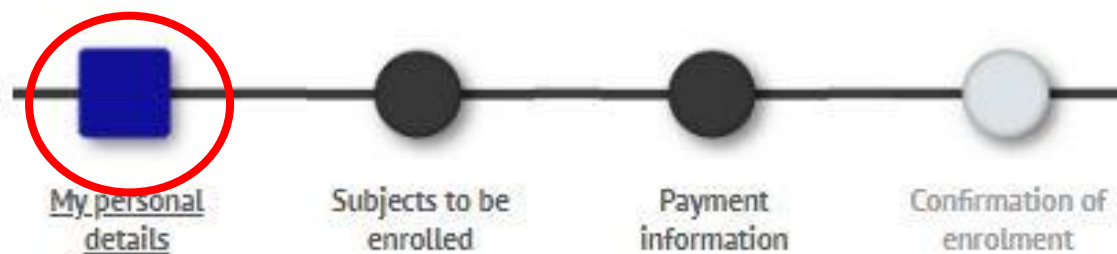
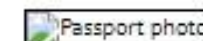
Centre	Plan	Studies	Course type	Specialisation	Status / Reason
2 - School of Engineering. (Leganés)	421 - Bachelor in Aerospace Engineering	251 - Bachelor in Aerospace Engineering	Bachelor Degree	ENG/Vehículos Aeroespaciales	
28 - School of Engineering - School of Graduate Studies	328 - Master in Aeronautical Engineering / Máster Universitario en Ingeniería Aeronáutica	296 - Master in Aeronautical Engineering	Master Degree		
4 - School of Graduate Studies	479 - Master in Space Engineering	360 - Master in Space Engineering	Master Degree		

Back

2. Complete the self-registration

A) My personal details:

Name and surname(s)	[REDACTED]	National ID (DNI)	[REDACTED]
Year	2023/24-0	NIA	[REDACTED]
Centre	4 - School of Graduate Studies	Programme Type	6 - Master Degree
Programme	335 - Master in Libraries, Archives and Digital Continuity	Specialisation	0 - Not specified
Curriculum	500 - Master in Libraries, Archives and Digital Continuity		



MY PERSONAL DETAILS

USUAL ADDRESS

Outside Spain

Country

Address

Zip / Postcode

Town/city

Province

Telephone number

1

In case you do not have an Spanish **“ADDRESS DURING THE YEAR”** yet, please type the information of your usual address: you can inform it later to your [Postgraduate Student Office](#)

ADDRESS DURING THE YEAR

Address

Zip / Postcode

Town/city

Province

Country

Telephone number

2

Please read and check the Basic Information About **Data Protection** box.

You can read the the Basic Information About **Data Protection in the link**

BASIC INFORMATION ABOUT DATA PROTECTION.

DATA CONTROLLER: Universidad Carlos III de Madrid: Data protection officer, see additional information.

CONSERVATION: Indefinite period according to LOU 4/2007.

PURPOSE: management of the academic record since access to the university until issuance of the degree, services to students and university life.

LEGITIMATION: LOU 4/2007, of April 12, which modifies LOU 4/2001, of December 21. Consent of the data subject.

RECIPIENTS: European Union Institutions, State and the Autonomous Regions administrations. Collaborating entities and companies in accordance with the purpose of the treatment.

RIGHTS ACTIONS: Access, rectification and erasure, restriction of processing, data portability and object to processing data. The right can be claimed writing to dpd@uc3m.es

ADDITIONAL INFORMATION: You can consult the detailed additional information on data protection on our website <https://www.uc3m.es/protecciondedatos>

Check to indicate that you have read it

3

Type your **MOBILE PHONE** and **PERSONAL E-MAIL**

Once you have finished click on the icon "Next"

CONTACT DETAILS

Mobile phone	<input type="text"/>	
Other mobile phone	<input type="text"/>	Optional
Email	<input type="text" value="@alumnos.uc3m.es"/>	
Other email	<input type="text"/>	Optional

Next

B) Subjects to be enrolled



Please note that:

1) Check the [Curriculum](#) of your Master's program in order to know what subjects you can enroll in.
 2) The system will show you all the second academic year subjects of your Master's (1st and 2nd term) and the pending subjects (only in the case you have failed subjects from the 1st academic year) and you must choose one of the following **Continuous enrolment requirements:**

a) **Full-time basis:**

This is the only available modality in some of the Master's programs. It applies when you select more than 30 ECTS per academic year (including 1st and 2nd term)

b) **Part-Time:**

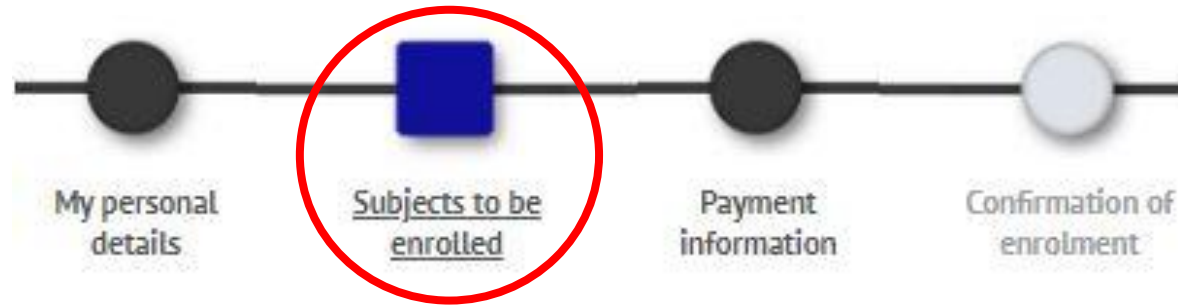
It applies when you select between 18 and 30 ECTS per academic year.

3) Regarding the **Master Thesis** registration, please ask for more information to your Postgraduate Student Office or Master's Academic Direction the specific rules that could affect the registration of this subject. For some programs you must enroll it together with the rest of the subjects, and for the rest of them could exist specific periods for the enrollment, always before of the delivery and oral presentation of the Thesis*.

4) In case your are planning to apply for [BECA MECD](#) or you are already granted, please check the requirements of the scholarship for the corresponding call:

- [Spanish Ministry of Education scholarships](#)

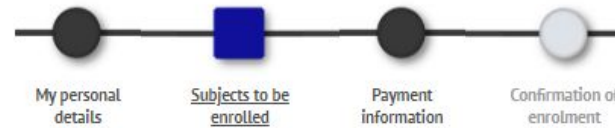
* Note that in case the Master Thesis is the only subject pending and you decide to wait until the delivery and oral presentation to complete the self-registration, you will not be officially student at UC3M since you won't have a valid enrollment and the University won't be able to issue any official document or documentary proof.



- Home
- Tuition**
 - Tuition
 - Enrollment modification
- Tuition Consultation
- Student Information
- Pending payments TPV

Enrollment and Academic Management / Tuition > Tuition

Name and surname(s)	[Redacted]	National ID (DNI)	[Redacted]	My enrolment SUBJECTS Credits 0 0
Year	2023/24-0	NIA	[Redacted]	
Centre	4 - School of Graduate Studies	Programme Type	6 - Master Degree	
Programme	335 - Master in Libraries, Archives and Digital Continuity	Specialisation	0 - Not specified	
Curriculum	500 - Master in Libraries, Archives and Digital Continuity			
Regime	0 - Full-time basis			



After filling in and reviewing the Subjects for enrolment, click on the Payment Information button to continue

SUBJECTS TO BE ENROLLED

Specialisation: 0 - Not specified

Continuous enrolment requirement: 0 - Full-time basis

This counter shows the SUBJECTS and CREDITS enrolled.

Choose the Continuous enrolment requirement

0 - Full-time basis


0 - Full-time basis

1 - Part-Time

Outside the Plan: It is allowed for some Master's programs to choose subjects from other UC3M Master's programs in order to complete the total amount of electives subjects required in your program. (However, after the completion of the self-enrollment, the Direction of the program must formalise the authorization for taking this type of subjects).

Showing 25 records per page

+	Subject	Class	Credits	Course	Period
+	19168 - Integrative Workshop II	Compulsory	6.0	2nd	1st Four-month
+	19169 - Urban Sustainability	Electives	3.0	2nd	1st Four-month
+	19170 - Climate change and market regulation	Electives	3.0	2nd	1st Four-month
+	19171 - Labor markets and sustainable work	Electives	3.0	2nd	
+	19172 - Education and Health	Electives	3.0	2nd	

Select the subjects you want to enroll by using the icon 

It could be 3 different taps:

- **Plan:** Subjects to enroll for the 1st time.
- **Pending:** The subjects you failed in the 1st academic year
- **Recognised:** Recognised subjects that haven't been enrolled yet

4. How do I pay?

1. You can choose any situation exemption (you must previously prove it **at the Postgraduate Student Office** or in [THIS ONLINE FORM](#) so that these options are available.

2. If you fill the requirements, you will be able to select the scholarship assigned or the one you are going to apply for:

- **BECA MECD** from Spanish Education Ministry.
 - ✓ Access Grade average: check the requirements [here](#).
 - ✓ You **MUST** select "BY DIRECT DEBIT" in your BANK ACCOUNT and **DO NOT** select Payment in instalments
- **Other grants:** Only available if you are grant holder, they will appear by default, otherwise, [please contact US](#).

Select: granted

PAYMENT INFORMATION

Apply discount

Type of discount Available Selected

Scholarship holder

Scholarship type Available Selected
Beca M.E.C.D.

Payment in instalments **Choose to deferred payment**

Payment method of the first instalment
 By Bank
 By direct debit
 Electronic Payment (TPV)

Deferred payment method By direct debit

BANK ACCOUNT

Bank account number (IBAN) ES 0049 4341 27 2210020122 [Do you need to provide a foreign acc...](#)

BIC Code (SWIFT)

Account holder Name First surname Second surname

Only to be filled with "By direct debit" payment method chosen

3. DEFERRED PAYMENT:

- Select it **on any payment method** you choose in order to pay your Tuition fee in five different installments.
- The deferred payment dates are established in this [Direct Debit Calendar](#)

5. Payment Methods

- 1. - By Bank: Payment in person at any Spanish office of Banco Santander or Bankia.
- 2. - By direct debit: ONLY FOR SPANISH BANK ACCOUNTS AND [SEPA ZONE](#). **Mandatory** in case of applying for *MECD scholarship*. You must type the bank account information for the Tuition Fee charges in this order:
Entity – Bank Branch – Check Digit– Account number □ (24 digits including the IBAN), name and account holder.
Only if the bank account is not Spanish and it is from the [SEPA ZONE](#), you will need to include the BIC (SWIFT) code.
- 3. - Electronic payment (TPV): By credit/debit card

In case you are not able to complete the Tuition fee payment through any of the previous payment method [please contact us](#)

EVERY PAYMENT METHOD ALLOWS THE DEFERRED PAYMENT.

CREDITS PRICES:

- For Non EU students, the price per credit will be automatically calculated according to your nationality (see the credits prices in your Master´s program website)
- Having Spanish Legal Residence entitles to the European students prices in your Tuition Fee. It must be previously proved at your [Postgraduate Student Office](#)


6. Optional Solidarity taxes

Check the box 0.7 Solidarity Fund in order to support the UC3M's [Development Cooperation Projects](#)

Check the box [Solidarity Scholarship UC3M Program](#) in order to support the new UC3M students

OTHER AMOUNTS

	Description	Amount
<input checked="" type="checkbox"/>	0.7 Solidarity Fund	6,00 EUR
<input checked="" type="checkbox"/>	Solidarity Scholarship Uc3m Program	24,00 EUR

 Confirm

Click on Next, double-checked the academic information , taxes and Tuition Fee total and select the icon “Confirm”

7. Enrolment documentation

Enrollment and Academic Management / Tuition > Tuition

Enrolment documentation

i The registration has been confirmed properly. This screen is available on the registration forms. It also has at its disposal the relevant payment documents depending on the form of payment. Additionally other relevant documents may have been generated. Remember to print, download, or e-mailed these documents for future reference.

Document	Options
Enrolment form	Search, Print, Download, Email
Enrolment fee payment slips	Search, Print, Download, Email

Continue

This document will only appears in case you have selected as your payment method :“By Bank”

Instructions to complete the payment with this payment method in the next slide

You can print, download and send by email your **enrolment** documentation

8.By Bank - Promissory Note

You must save the document.

After that and always in the established deadline, show it in any Spanish bank office of Banco Santander or Bankia in order to pay your Tuition Fee

- Tuition
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Enrolment documentation

Enrolment form

The registration has been confirmed properly. This screen is available on the registration forms. It also has at its disposal the relevant payment documents depending on the form of payment. Additionally other relevant documents may have been generated. Remember to print, download, or e-mailed these documents for future reference.

Document | **Options**

Save and Print

descargar 1 / 1 75%

ABONARE 28/09/2023 2023/24-0 First Instalment

El abono de las tasas puede efectuarlo en cualquier oficina del Banco de Santander

Emi: 02818029-001 Ref: 3111000048225 Id: 038900 Imp: EUR***1396,23

Centro: 4 School of Graduate Studies
Plan: 389 Master in Taxation

Don/ña RODRIGO ASENSIO ROBLEDO con DNI/PASAPORTE 51764475P adeuda la cantidad de 1396,23 EUR correspondientes a las tasas de matriculación de la Universidad Carlos III de Madrid en las disposiciones legales vigentes.

Getafe, a Septiembre de 2023

EMISORA	02818029-001
REFERENCIA	3111000048225
IDENTIFICACIÓN	038900
PERIODO	
IMPORTE	
NIP	
FORMA DE PAGO	Payment by financial institution - Payment slip

Emi: 02818029-001 Ref: 3111000048225 Id: 038900 Imp: EUR***1396,23

ABONARE 28/09/2023 2023/24-0 First Instalment

Centro: 4 School of Graduate Studies
Plan: 389 Master in Taxation

Select "Accept" in order to finish with the STATISTICAL QUESTIONNAIRE

i Your enrolment has been processed correctly.
Now will display a form in order to collect statistical data.

✓ Accept

Fill the Questionnaire and select "Record" to finish your self-registration

STATISTICAL QUESTIONNAIRE

These data will be used for statistical purposes

STATISTICAL DATA

Does the student have another higher education qualification? If they have more than one, please indicate the highest level

0 No other higher education qualifications

Student's paid work during the previous academic year

0 No paid work or activity

Nature of the institution where they completed studies giving them access

4 Other centres

Country of final year of study giving access

724 Spain

LEVEL OF STUDIES OF FATHER/MOTHER/GUARDIAN/LEGAL GUARDIAN

Father/Mother/Guardian/Legal Guardian

9 Not indicated

Father/Mother/Guardian/Legal Guardian

9 Not indicated

WORK OF FATHER/MOTHER/GUARDIAN/LEGAL GUARDIAN

Father/Mother/Guardian/Legal Guardian

99 Not indicated

Father/Mother/Guardian/Legal Guardian

99 Not indicated

Student

99 Not indicated

FOR ALL STUDENTS

Assess your level of proficiency in using the operating system, text editing, spreadsheets, web browsing and any other aspects of a typical computer user

Record

9. Electronic Payment (TPV)

If you have chosen as payment methods “Electronic Payment (TPV)” the next steps to complete the self-enrolment are:

Select if you decide to pay in different installments.

This option allows to pay by a debit/credit card

IMPORTANT: Please take into account your card limit in order to avoid reimbursements and issues with the payments

Select the payment method “**Electronic payment (TPV)**”. You can choose the option **payment in instalments**

PAYMENT INFORMATION

Apply discount

Scholarship holder

Payment in instalments

Payment method of the first instalment

Selected payment method

By Bank

By direct debit

Electronic Payment (TPV) by direct debit

BANK ACCOUNT

Bank account number (IBAN) ES [Do you need to provide a Spanish account?](#)

BIC Code (SWIFT)

Account holder

Account holder tax ID

Account holder address

Outside Spain

Country

Town/city

Postcode

Province

Information: If this is provided, the required length is 11 characters. If you have a version of the BIC with only 8 characters, you must finish it with 3 capital letters 'XXX' to the right.

Name First surname Second surname

Only fill it if the payment method you have is By direct debit.

Erollment confirmation

Double-check the academic and Tuition Fee data and select "Confirm"



After that, you will see the following message, select "Accept"



ACADEMIC DATA

Code	Description	Group	Language	Period	Class	Course	Module	Credit	Exam periods expired	Recog.	Code P.I.
18643	Cybersecurity Systems	1	Span.	1	Compulsory	1	XX	6.0	0	No	0
18644	High Performance Computing	1	Span.	1	Compulsory	1	XX	6.0	0	No	0
18645	Project Management in Informatics Engineering	1	Span.	1	Compulsory	1	XX	6.0	0	No	0
18646	Massive and Linked Data	1	Span.	1	Compulsory	1	XX	3.0	0	No	0
18647	Legal and Ethical Aspects of Informatics Engineering	1	Span.	1	Compulsory	1	XX	3.0	0	No	0
18648	Computer Networks Design and Management	1	Span.	1	Compulsory	1	XX	6.0	0	No	0
18649	Intelligent Data Analysis	1	Span.	2	Compulsory	1	XX	3.0	0	No	0
18650	Software Quality	1	Span.	2	Compulsory	1	XX	6.0	0	No	0
18651	Artificial Intelligence Advanced Applications	1	Span.	2	Compulsory	1	XX	6.0	0	No	0
18652	Interactive and Immersive Systems	1	Span.	2	Compulsory	1	XX	6.0	0	No	0
18653	Information Systems Strategic Planning	1	Span.	2	Compulsory	1	XX	3.0	0	No	0
18654	Software for Internet of the Things	1	Span.	2	Compulsory	1	XX	6.0	0	No	0

Cred. Enr: Compulsory: 60.0

TOTAL ENROLMENT AMOUNT

The student FREDDY RICARDO AQUINO ALIAGA with National ID No. 118004269 must pay

8.844,11 €

Total enrolment amount 9.294,11 €

Payment period	1st payment	Deferred amount
29/09/2023	2.342,51 €	1.857,60€
29/09/2023 to the 14/10/2023	1.393,20€	1.393,20€
29/09/2023 to the 14/10/2023	1.393,20€	1.857,60€
14/01/2024 to the 17/01/2024		
24/02/2024 to the 29/02/2024		

It is **mandatory** completing the payment in the moment you have finished the self-registration process. The system will redirect the connection with the bank system.

Your payment must be processed by credit or debit card.

10. Bank system connection

Authorized cards: VISA and MASTERCARD

Card Verification Value*



Type the 16 numbers

Type the card's expiration month and year

Type your CVV (Card Verification Value)*

In case you experience some technical difficulties or you cannot complete the payment, you need to get into the application again through [this link](#) and following the instructions you can find in the next slide:

Universidad Carlos III de Ma

- Home
- Tuition
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- Pending payments TPV**

1º. - Select "Pending payments TPV".
 2º. - Select the corresponding academic course and click on "Search".

Student NIP
 Given name
 National ID Number (DNI)

Search for outstanding payments

Year/Semester: 2024/25-0

Search

3º. - Select the pending installments and The system will redirect the connection with the bank system.

Action	Year/Semester	Centre	Curriculum	Academic activity	Type of Study	Amount	Type of transaction
↗	2023/24-0	28 - School of Engineering - School of Graduate Studies	449 - Master in Computer Engineering	MAT - Registration	6 - Master Degree	2342.51	One-off/First Payment
↗	2023/24-0	28 - School of Engineering - School of Graduate Studies	449 - Master in Computer Engineering	MAT - Registration	6 - Master Degree	1857.6	Second Payment
↗	2023/24-0	28 - School of Engineering - School of Graduate Studies	449 - Master in Computer Engineering	MAT - Registration	6 - Master Degree	1393.2	Third Payment
↗	2023/24-0	28 - School of Engineering - School of Graduate Studies	449 - Master in Computer Engineering	MAT - Registration	6 - Master Degree	1393.2	Fourth Payment
↗	2023/24-0	28 - School of Engineering - School of Graduate Studies	449 - Master in Computer Engineering	MAT - Registration	6 - Master Degree	1857.6	Fifth Payment