



ONLINE APPLICATION GUIDE

ADMISSION TO OFFICIAL MASTER'S

PROGRAMS

UC3M ONLINE APPLICATION GUIDE

GETTING STARTED	3
PERSONAL DATA	10
PREVIOUS STUDIES.....	11
ATTACH DOCUMENTS	14
STATISTICAL DATA	15
APPLICATION FEE	16
RECOMMENDATION LETTERS / PRINT.....	17
SAVING YOUR APPLICATION.....	19
INCOMPLETE PAYMENTS	20
CHECK YOUR APPLICATION STATUS OR MODIFY YOUR APPLICATION	21

**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
----------	------------------	------------	-----	---------------------	---------

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
----------	------------------	------------	-----	-----------------------	---------------------	---------

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

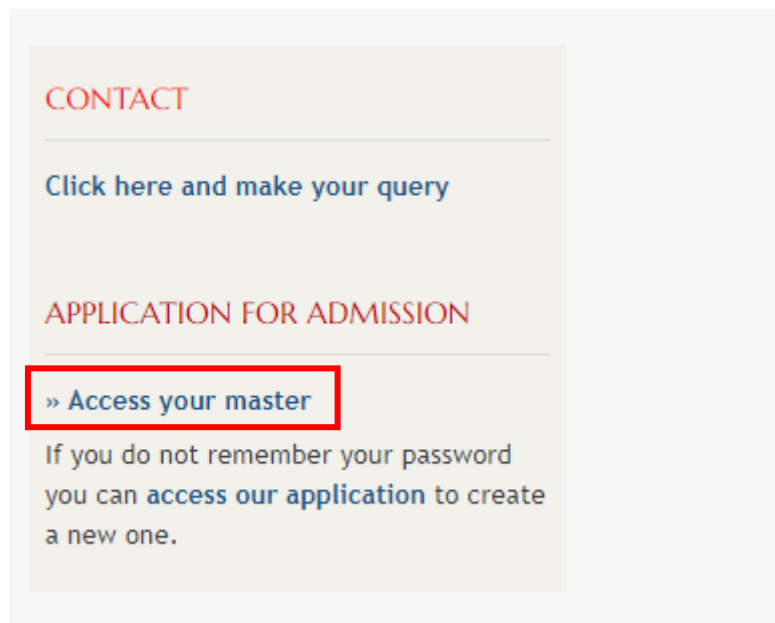
In **STEP 2: APPLICATION FOR ADMISSION** you will find the link that will allow you to access the application directly.

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](#)

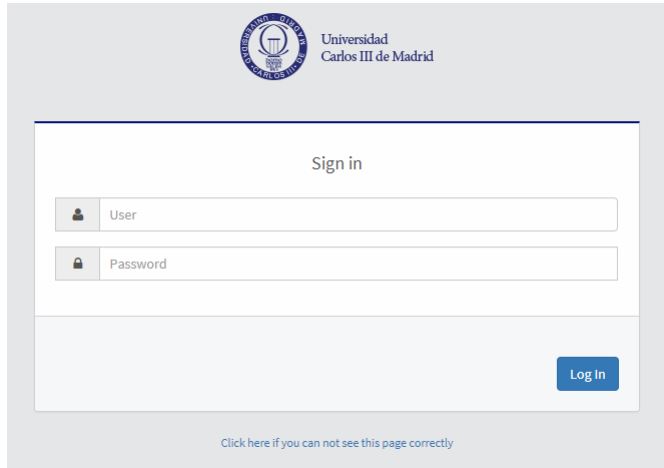
You may also find it on the web of each master, in the upper right corner.



Or through the following link:

➤ [Application for admission](#)

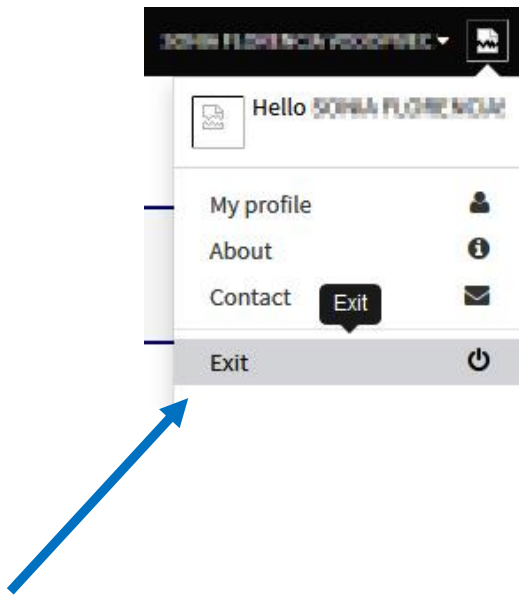
To connect and access the online application, enter the **user number** (DNI or Passport) and your **password**.



The image shows a sign-in form for Universidad Carlos III de Madrid. At the top left is the university's logo. To its right, the text "Universidad Carlos III de Madrid" is displayed. The form itself is titled "Sign in" and contains two input fields: "User" with a person icon and "Password" with a lock icon. A blue "Log In" button is positioned at the bottom right of the form. Below the form, 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.



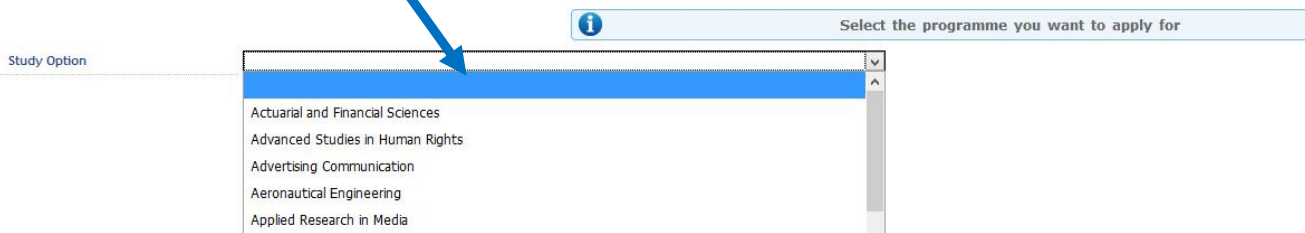
STEP 2

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



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



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

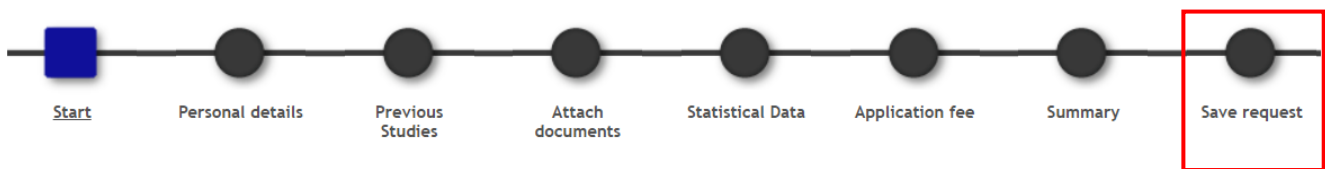
Order of preference	Center / Curriculum
1	4 - School of Graduate Studies / 318 - Master in Economics

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.

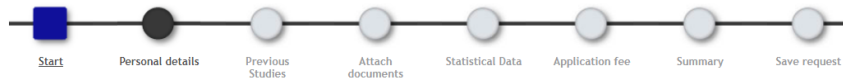
Speciality

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:



Select the programme you want to apply for

Study Option: Legal Practice - 12 Edition, March 2022

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 / 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

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.)	Document type
First Name	Surname
Second Surname	Gender
Nationality	<input type="radio"/> Male <input checked="" type="radio"/> Female
E-mail address	Personal E-mail address

Address	
Country	Postcode/Zip Code
City / Town	Province / State
Address (street, n°)	
Phone (including country and area code)	Mobile (Cellular) Telephone (including country code)
Address disclosure	

Birth details	
Date of birth	Country
Postcode/Zip Code	City / Town
Province / State	



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)

i 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.

You may look for your University by **choosing the corresponding country** in the drop-down box and clicking “Search”

You can also search for your institution (Spanish or international), **writing any word** that identifies your institution, preceded and followed by asterisks, in the free text box.


The box will show the list of Universities containing your keyword. Select your university.

2.- PREVIOUS STUDIES

In **Education and Training** you must indicate the full name of the Bachelor’s degree and the Diploma type in the drop-down field. Then complete the **State of studies** section and click **Next**.

If you have not finished your previous studies yet (Bachelor’s degree), you will have to select “Pending”, and fill out and sign the affidavit available below. Once you have it ready you will have to upload it on the “Copy of Official Degree” section (see Step 5): **Affidavit**

You may also download the affidavit from the following section, "Attach documents".



DOCUMENTS

Select a document
choose a file to attach

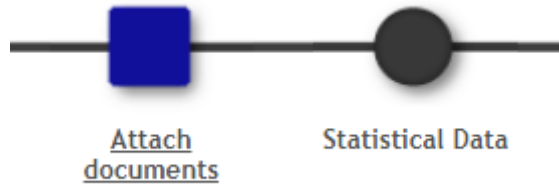
Seleccionar archivo Ninguno a...hivo selec.

i If you have not finished your Bachelor Degree, download the " Affidavit of previous studies and conditioned enrollment" here: <https://bit.ly/3nJelW0> You must upload the form duly completed and signed in the space reserved for the copy of your Bachelor Degree.

i Only the following formats are accepted: pdf, doc, jpg, gif, txt, rtf, odt

STEP 5

ATTACH DOCUMENTS



In the next step, you will be asked to upload the documents required in the program you are applying to (*In the drop-down box you will see the required documents. You can also check them in the ADMISSION tab of each master*).

DOCUMENTS

Select a document
choose a file to attach

! Only the following formats are accepted: pdf, doc, jpg, gif, txt, rtf, o...

! The maximum file size is 4 megabytes

IMPORTANT: Check the maximum size of the document and the required format.

To upload the documents, choose from the **drop-down box** the type of document you want to add.

Then click on the **“Seleccionar archivo”** button to select the document.

Seleccionar archivo Ningún archivo seleccionado

Add

	Attached documents	Mandatory	Upload date
X	Official Transcript (legalized and translated if required) only for not UC3M students. UC3M students. pdf copy of the student record	Yes	15/11/2021
X	Accreditation of level of English (TOEFL, IELTS, Cambridge ESOL Examinations, tests UC3M, etc.)	No	15/11/2021
X	Copy of Official Degree (legalized in case)/ Declaration responsible for overcoming studies in the academic year request.	Yes	15/11/2021
X	Copy of DNI (Spanish citizens) / Copy of Passport or Residence Permit (Rest)	Yes	15/11/2021

! I hereby declare the truthfulness of the information recorded and that the documents presented are faithful copies of the original. In the case of the aforementioned not being verified, the student shall assume the legal consequences that could derive from this action, and the University, in accordance with the regulations currently in vigor, shall not recognize as valid any of the accompanying documentation presented nor its effects. Furthermore, the University can, at any time, request presentation of the original documents to determine the veracity of the same.

Go back Next

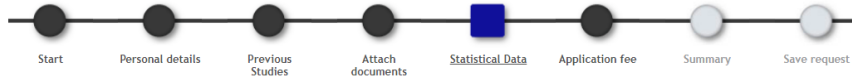
In the **“Attached documents”** section, you will see all the documents that you have uploaded.

When you have finished, click **Next**.

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, Twiter, Instagram, etc)
- Recruitment agency. Indicate which:
- Otros medios

¿Cómo nos has financiado?

- 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 Business and Finance
- Master in Computer Science and Technology
- Master in Contemporary Spanish Language and Literature
- Master in Economic Analysis
- Master in Economics
- Master in Industrial Economics and Markets
- Master in Informatics Engineering (and its Double Master’s programs)
- Master in Statistics of Data Science
- Master in Sustainable Development and Global Governance
- Master in Computational and Applied Mathematics

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:



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
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Request recommendation letters </div>				

Click on **“Request recommendation letters”**

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

The screenshot shows a progress bar at the top with steps: Start, Personal details, Previous Studies, Attach documents, Statistical Data, Application fee, Summary, and Recommendation letters / Print. The 'Recommendation letters / Print' step is highlighted in blue.

Below the progress bar, there is a message: "Your request has been registered." followed by a section titled "Recommendation letters" with the instruction: "You have to request the recommendation letter through this module. You need to provide 2 recommendation letter."

The main form area is divided into two columns. The left column contains a "Print" button and instructions: "Print all vouchers with the print button. Remember that if the payment has already been made, the print button will be disabled. Remember that to log out, you have to click on the 'disconnect' button." Below this is a declaration: "I hereby declare the truthfulness of the information recorded and the accuracy of the action, and the University, in accordance with the regulations currently in force, to determine the veracity of the same."

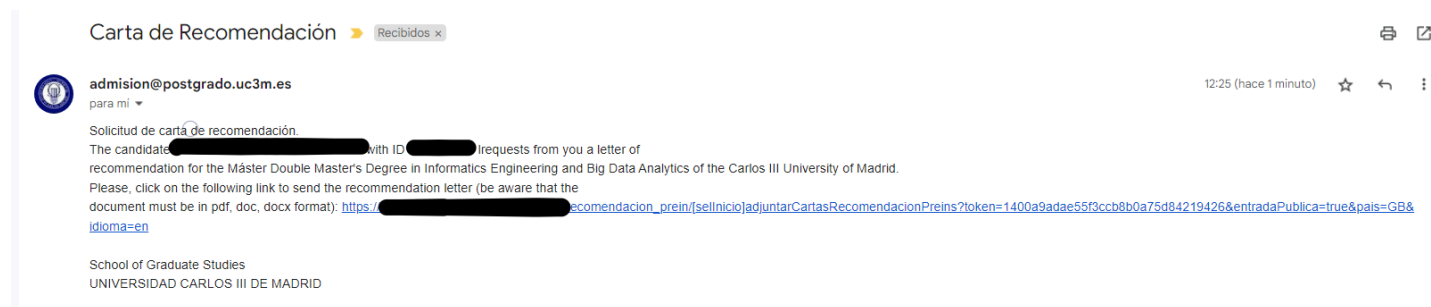
The right column contains a table with headers "Date of request" and "Date of reception". Below the table is a disclaimer: "If the information mentioned is not being verified, the student shall assume the legal consequences that could derive from this and not its effects. Furthermore, the University can, at any time, request presentation of the original documents".

In the center, there is a modal window titled "Details of your referee:" with the following fields:

- E-mail address: XXX@universityxxxx.com
- Name: Prof. XXX XXXX
- Charge/Position: e.g. Full Professor
- University/Institution/Company: University XXXX
- Telephone: 12345678

 A checkbox is checked: "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 UCIII to ask for a letter of recommendation". At the bottom of the modal are "Cancel" and "Accept" buttons, with "Accept" highlighted in a red box.

Your referee will receive the following email:



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

Message: "Your request has been registered."

Section: "Recommendation letters"

Message: "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
	Sent	admision@postgrado.uc3m.es	23/11/2022 12:25:35	

Button: "Request recommendation letters"

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

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
	Attached	admision@postgrado.uc3m.es	23/11/2022 12:25:35	23/11/2022 12:53:54

Request recommendation letters

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

The image shows a sequence of four screenshots from a university application portal, connected by red downward-pointing arrows. The first screenshot shows a menu with 'Accesos' circled in red. The second screenshot shows a table with '2020/21 anual' and a 'Modificar solicitud' button circled in red. The third screenshot shows a navigation bar with 'Pago preinscripción' circled in red. The fourth screenshot shows a dropdown menu for 'Forma de pago' with 'Pago Electrónico (TPV)' selected and circled in red.

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 YOUR APPLICATION STATUS OR MODIFY YOUR APPLICATION

CHECK THE STATUS OF THE APPLICATION - MODIFY THE 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.