





# **SELF-REGISTRATION GUIDE:** **NEW STUDENTS**

POSTGRADUATE CENTER  
UNIVERSIDAD CARLOS III DE MADRID

# IMPORTANT INFORMATION

- Remember that it is a mandatory requirement, in order to complete the self-registration process, to previously have completed the reservation fee payment.
- In case need to interrupt the self-registration during the process , use the **EXIT ICON** (  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 us through our [online contact form](#)
- Check the Enrollment and permanence rules [here](#). More information about the enrollment: [enrollment](#)

# 1. Get into the application

## Access the system

Use the username (ID/Passport) and password you registered with.

If you do not remember your password you can create a new one [here](#)



The screenshot shows the login page for the Universidad Carlos III de Madrid system. At the top right, the university logo is displayed. Below it, there is a language selection dropdown menu currently set to 'English'. The main login area is titled 'Log in' and contains two input fields: 'USER' with a person icon and a text field containing 'xxxxxxxx', and 'Password' with a lock icon and a text field containing '.....'. A link for 'Forgot your Password?' is located below the password field. A blue 'Enter' button is positioned at the bottom right of the login form.

Select the option la opción “Enrollment and academic management”

Applications

In case you are accepted in several programs, choose the one you are going to get enrolled into.

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

Enrollment

Select degree

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

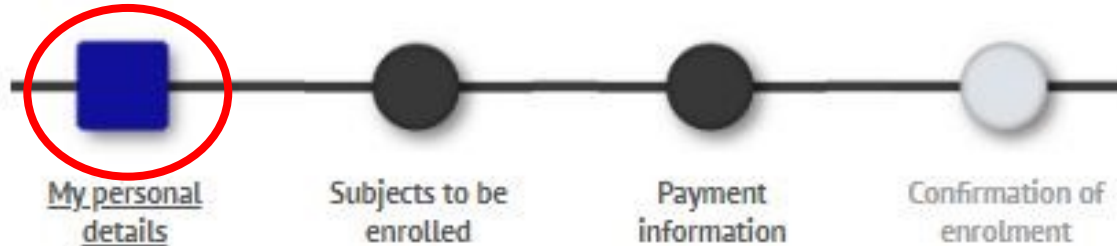
Centre	Plan	Studies	Course type	Specialisation	Status / Reason
2 - School of Engineering. (Leganés)	421 - Bachelor in Aerospace Engineering	251 - Bachelor in Aerospace Engineering	Bachelor Degree	ENG/Vehículos Aeroespaciales	
28 - School of Engineering - School of Graduate Studies	328 - Master in Aeronautical 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		

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## 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: Spain  
 Address: [REDACTED]  
 Zip / Postcode: 14840  
 Town/city: Castro del Río  
 Province: Córdoba  
 Telephone number: [REDACTED]

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: [REDACTED]  
 Zip / Postcode: 14840  
 Town/city: Castro del Río  
 Province: Córdoba  
 Country: Spain  
 Telephone number: [REDACTED]

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 by writing to [dpd@uc3m.es](mailto: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"

Mobile phone

Other mobile phone

Email

Other email

[Redacted]

[Redacted]

[Redacted]@alumnos.uc3m.es

[Redacted]

Optional

Optional

CONTACT DETAILS

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) Choose one option between the following:
    - a) Full-time basis: This is the only available modality in some of the Master's programs. It applies when you select **every subject from the first academic year**.
    - b) Part-Time: Depends on the Curriculum of the program you must select, in your first enrollment, **30 ECTS from the 1st academic year / 18 ECTS in the second academic year**.
  - 3) In case you are planning to apply for [BECA MECD](#) you must select 60 ECTS. Nevertheless, it could be processed as PART-TIME SCHOLARSHIP\* (which will only entitle you to receive enrollment grant and the minimum variable income) if you enroll between 30 and 59 credits, which you must entirely pass.
- (\* ) Except for those Master's that, according to their Curriculum, must get enrolled into 54 credits in the first academic year.
- 4) 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.

### 5) Complementary Courses:

In case you have been admitted and you need to take the Complementary Courses, you will see them included in the subjects to choose, **being mandatory** and you will see them classified as “Additional training”:

+	Subject	Class
✕	<input type="text"/>	<input type="text"/>
+	17248 - Master Thesis	Master Final Project
+	17282 - Information Services Management	Compulsory
+	17283 - Information visualization	Compulsory
+	17284 - Security of Digital Documents	Compulsory
+	17285 - Digitalization And Preservation	Compulsory
+	17286 - Mark-Up Technologies For Digital Texts	Compulsory
+	17287 - Vocabularies and Semantic Schemes for the Web	Compulsory
+	17288 - Quality Management Systems	Electives
+	17289 - Knowledge Management	Electives
+	17291 - Digital legal environment	Electives
+	17292 - Informetrics	Electives
+	17293 - Digital Reference Services	Electives
+	17294 - Technological Resources In Digital Libraries	Electives
+	17295 - Social Web	Electives
+	19605 - Treatment and management of information in libraries and archives	Additional training



Tuition

Tuition  
Enrollment modification

Tuition Consultation

Student Information

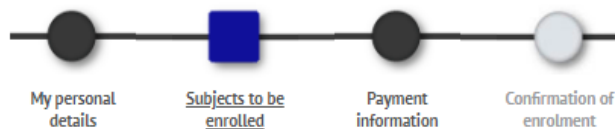
Pending payments TPV

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		
Regime	0 - Full-time basis		

**My enrolment**

SUBJECTS	Credits
0	0

This counter shows the SUBJECTS and CREDITS enrolled.



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

Choose the Continuous enrolment requirement

**SUBJECTS TO BE ENROLLED**

Specialisation: 0 - Not specified

Continuous enrolment requirement: 0 - Full-time basis (selected), 1 - Part-Time

0 - Full-time basis

0 - Full-time basis

1 - Part-Time

Plan

Showing 25 records per page

Subject	Class	Credits	Course	Period	Group
+					
+	17248 - Master Thesis	Master Final Project	6.0	1st	2nd Four-month
+	17282 - Information Services Management	Compulsory	6.0	1st	1st Four-month
+	17283 - Information visualization	Compulsory	3.0	1st	1st Four-month

Select the subjects you want to enroll by using the icon +

## 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

### 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](#)

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

BANK ACCOUNT

Bank account number (IBAN) 0049 [redacted] 27 [redacted] [do you need to provide a foreign acc](#)

BIC Code (SWIFT) [redacted]

Account holder Name [redacted] First surname [redacted] Second surname [redacted]

**i** If this is provided, the required length is 11 characters. If you provide a version of the characters, you must finish it with 3 capital letters 'XXX' to the right.

## 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 appear 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
- Tuition
- Enrollment modification
- Tuition Consultation
- Student Information
- Pending payments TPV

### Enrolment documentation

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: Enrolment form

Options: [Search] [Print] [Download] [Email]

Save and Print

Enrolment fee payment slips

descargar 1 / 1 75%

9050702818029001911100004822503890000001396230

uc3m | Universidad Carlos III de Madrid

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

Emi : [Redacted] Imp: EUR\*\*\*1396,23

**ABONARÉ**

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

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

Don/ña [Redacted] adeuda la cantidad de 1396,23 EUR correspondientes al precio público/tasa por Registration de conformidad con las disposiciones legales vigentes.  
Getafe, a September 28, 2023

EMISORA	[Redacted]
REFERENCIA IDENTIFICACIÓN	[Redacted]
PERIODO	15 days
IMPORTE	EUR***1396,23
NIP	[Redacted]
FORMA DE PAGO	Payment by financial institution - Payment slip

Emi : [Redacted] Imp: EUR\*\*\*1396,23

**ABONARÉ**

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

Centro: 4 School of Graduate Studies

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  
Student's paid work during the previous academic year  
Nature of the institution where they completed studies giving them access  
Country of final year of study giving access

0 No other higher education qualifications  
0 No paid work or activity  
4 Other centres  
724 Spain

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

Father/Mother/Guardian/Legal Guardian  
Father/Mother/Guardian/Legal Guardian

9 Not indicated  
9 Not indicated

WORK OF FATHER/MOTHER/GUARDIAN/LEGAL GUARDIAN

Father/Mother/Guardian/Legal Guardian  
Father/Mother/Guardian/Legal Guardian  
Student

99 Not indicated  
99 Not indicated  
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

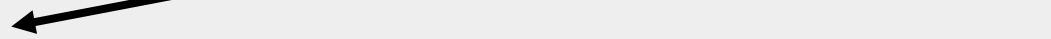
Deferred payment method

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) [ ] *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.*

Account holder Name [ ] First surname [ ] Second surname [ ]

Account holder tax ID [ ]

Account holder address [ ]

Outside Spain

Country [ ]

Town/city [ ]

Postcode [ ]

Province [ ]

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



## Enrollment 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
29/09/2023	2.342,51 €
29/09/2023 to the 14/10/2023	Deferred amount 1.857,60€
29/09/2023 to the 14/10/2023	Deferred amount 1.393,20€
14/01/2024 to the 17/01/2024	Deferred amount 1.393,20€
24/02/2024 to the 29/02/2024	Deferred amount 1.857,60€

**i** Your payment must be processed by credit or debit card.

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.

## 10. Bank system connection



Matrícula y Gestión Universitaria / Trámite pago TPV

Información de

- Centro
- Actividad académica
- Tipo de estudio
- Importe a pagar

**Datos de la operación**

Importe:	1.930,20 €
Comercio:	UC3M - Adm. Electrónica P
Terminal:	47792932-1
Pedido:	27136
Fecha:	20/05/2016 13:50

**Pagar con Tarjeta**

Nº Tarjeta:

Caducidad:  mm  aa

Cód. Seguridad:

Authorized cards: VISA and MASTERCARD

Card Verification Value\*

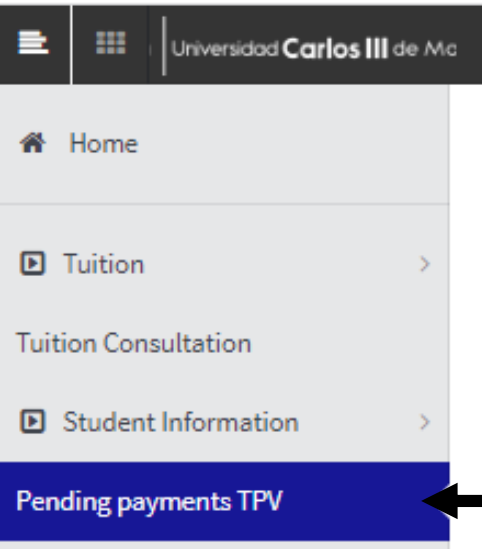


Type the 16 numbers

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:



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

**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

Once you have finished, do not forget to activate your [email account](#) in order to access the Aula global services and get information about your [student card](#)