



**URJC**



Escuela de Másteres  
Oficiales

**SELF-REGISTRATION MANUAL  
UNIVERSITY MASTER'S  
DEGREES**

**ACADEMIC YEAR 2023/24**

## BEFORE STARTING SELF-ENROLLMENT:

New students admitted to the pre-registration process will have to enrol through the [Automatricula](#) enabled on [fechas publicadas en la página web de la Universidad Rey Juan Carlos](#). All students must take into account the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#) when enrolling in university master's studies.

Keep in mind that, once you start it, you must finish the enrolment process without interruption, and finish and validate your enrolment for it to be loaded into the system. If the self-registration process is interrupted or abandoned without it being completed, you will not be enrolled. In addition, you will not be able to access it again, until after 24 hours.

In the event that the Master's Degree in which you are going to enrol has several training itineraries, review them on its website at [www.urjc.es/estudios/master](http://www.urjc.es/estudios/master) to verify the subjects in which you must enrol according to the itinerary/specialty you wish to study

Those students who in the 2022/23 academic year enrolled for the first time in the subject of External Practices and/or Final Master's Project and did not present it, will have to enrol again in these subjects, although they will not pay the corresponding academic prices to the second enrolment of that subject, but will only pay the public administrative prices.

Students who are studying a Master's Degree at the URJC in the 2022/23 academic year and **have to enrol in the second year and/or subjects not passed**, must wait for the term in which the qualification of the subjects taken is "Definitive" to carry out your Self-registration in the new academic year. They will be able to check their qualification in the Services Portal.

If you are going to choose the instalment payment method for your registration, remember that you need an **IBAN bank account number**. You must be the owner or authorized to use that account and you must follow the instructions in the **IMPRESIÓN DE ORDEN DE DOMICILACIÓN DE ADEUDO** section ([MANDATO SEPA](#)) to send it to the Rey Juan Carlos University.

Newly admitted foreign and resident students must have a valid NIE at the time of enrolment for the resident prices to apply. These students must complete and confirm their self-enrolment, despite the fact that their enrolment receipt will include the non-resident price, and prove their residence within a maximum period of 10 business days from the completion of the self-enrolment through the [Plataforma de Modificaciones de Matrícula](#) or through the means of delivery described in the [entrega de documentación](#) section.

**Tuition payment from abroad:** if you are abroad at the time of paying your tuition receipt, you can do so through an International Bank Transfer. In order to make the transfer, you must contact the School of Official Master's Degrees through the [Buzón de Consultas URJC, Máster-Pagos, ayudas, descuentos y exenciones de matrícula](#) section, indicating in the subject: "International Bank Transfer" (*The transfer costs and/or currency exchange, will be borne by the student*). If after that period the registration receipt has not been paid, the Rey Juan Carlos University will proceed, ex officio, to cancel the registration due to non-formalization, without the need for prior notice.

Once the registration has been finalized and validated, you will not be able to access it again to make changes, those modifications can only be made through the [Plataforma de Modificaciones de Matrícula](#) on [fechas publicadas en la página web de la Universidad Rey Juan Carlos](#). On this platform you can request changes to subjects and groups (if there are any), provide supporting documentation, modify payment methods, or request the total cancellation of your enrolment.

The student is responsible for the veracity of the data provided in their Self-registration, exonerating the Rey Juan Carlos Rey Juan Carlos University from any responsibility derived from them and responding to their veracity, authenticity, and validity.

For any questions that may arise during your self-enrolment, you can contact the **Escuela de Másteres Oficiales** through the inquiry mailbox <https://ayuda.urjc.es> Máster-Matriculación or by phone **91-665 50 60** .

#### DELIVERY OF DOCUMENTATION ASSOCIATED WITH THE REGISTRATION

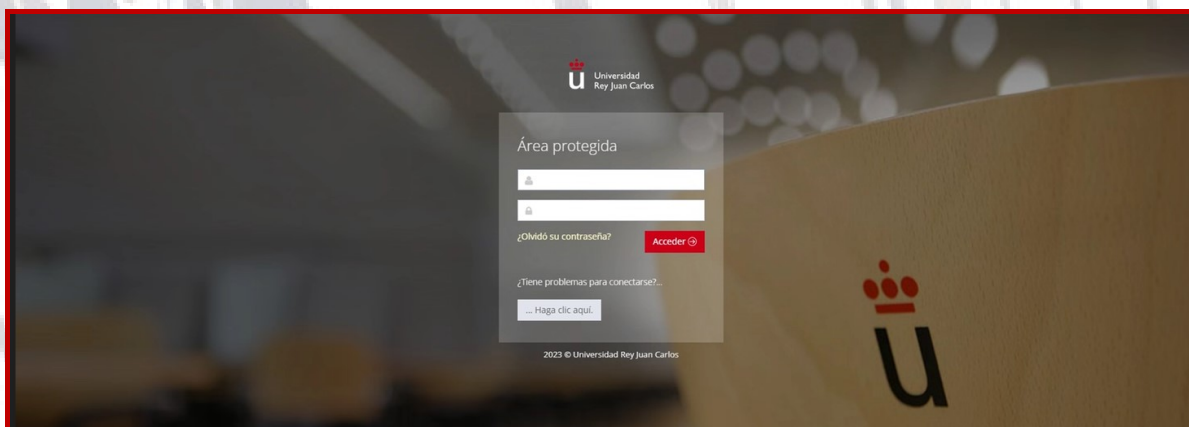
- **The direct debit order (SEPA mandate)** will be presented through the process enabled in the electronic office [Entrega de la orden de domiciliación de adeudo \(SEPA\) Matrícula Máster Universitario](#) or Enrollment Modification platform.
- Documentation accrediting **the registration exemptions and discounts** may be submitted through the [Plataforma de Modificaciones de Matrícula](#) . For the exemption for victims of gender violence or victims of gender violence's son/daughter, you can contact us through <https://ayuda.urjc.es> [Máster\\_Pagos, ayudas, descuentos y exenciones de matrícula](#).
- You can also do it in person at the Escuela de Másteres Oficiales ([Cita Previa](#)) or through any of the means contemplated in artículo 16.4 de la Ley 39/2015, de 1 de octubre, del Procedimiento Administrativo Común de las Administraciones Públicas.

**The Rey Juan Carlos Rey Juan Carlos University may require you to submit all documentation submitted digitally that does not have a digital certification at any time.**

## SELF-ENROLLMENT UNIVERSITY MASTER'S DEGREES

### WELCOME SCREEN

When accessing the application, you will find a Welcome screen to the Rey Juan Carlos self-registration system, in which you will have to identify yourself.



### IDENTIFICATION OF THE STUDENT

If you are a new student (without a URJC single domain account) you will have to enter the access data provided in the pre-registration process, which are:

- usuario:** Identity document (NIF, NIE, Passport, etc.)
- contraseña:** Date of birth preceded by an f (fddmmyyy)  
Example: Date of birth: 12/02/1972. password: f02121972

After completing the self-registration, if you are a new student, we will send you within a maximum period of 72 hours, to the email address that you have provided in your self-enrolment, the unique domain username URJC and the password that will allow you to access the different computer services of the Rey Juan Carlos University in your daily academic activity. When you receive them, we recommend that you access the Services Portal <https://miportal.urjc.es> to establish your own password.

**If you already have a URJC user, you will have to access with it and with your password to carry out your Self-registration.**

### MASTER DEGREE SELECTION

Access the Master's Degree in which you have been admitted to enrol, at all times, following the indications of the application.



The screenshot shows the student portal for Universidad Rey Juan Carlos. At the top, the university logo and name are displayed. Below this, a large heading reads "Hola ESTUDIANTE" with the subtext "Aquí tienes los estudios en los que te puedes matricular". A white box contains the following information: "MÁSTER UNIVERSITARIO EN ABOGACÍA Y PROCURA (PRESENCIAL)", "MÁSTER UNIVERSITARIO", and "Matrícula 2023-24 - Período de actividad de Matrícula de Másteres Universitarios". A red button labeled "COMENZAR LA MATRÍCULA" is positioned at the bottom of this box.

## CONFIRM YOUR PERSONAL DATA

Confirm that your personal data is correct or, if necessary, modify it:

Por favor, revisa tus datos y modifica aquellos que no sean correctos pulsando sobre ellos

Fecha de nacimiento \*  
02/12/1972

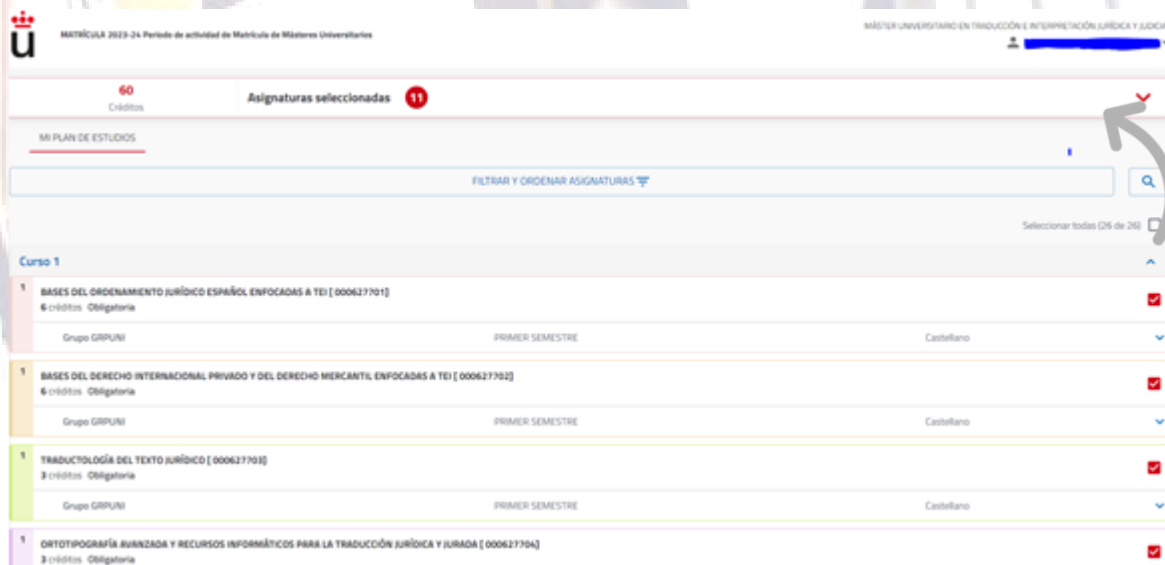
Correo electrónico \*  
mmmm@mmm.es


Teléfono móvil \*  
3333

Confirmo que mis datos personales son correctos

## SELECTION OF SUBJECTS AND DEDICATION REGIME

On this screen you must select the subjects you wish to enrol in, checking the box next to each subject. By marking the subject, you can select, where appropriate, the group you prefer.



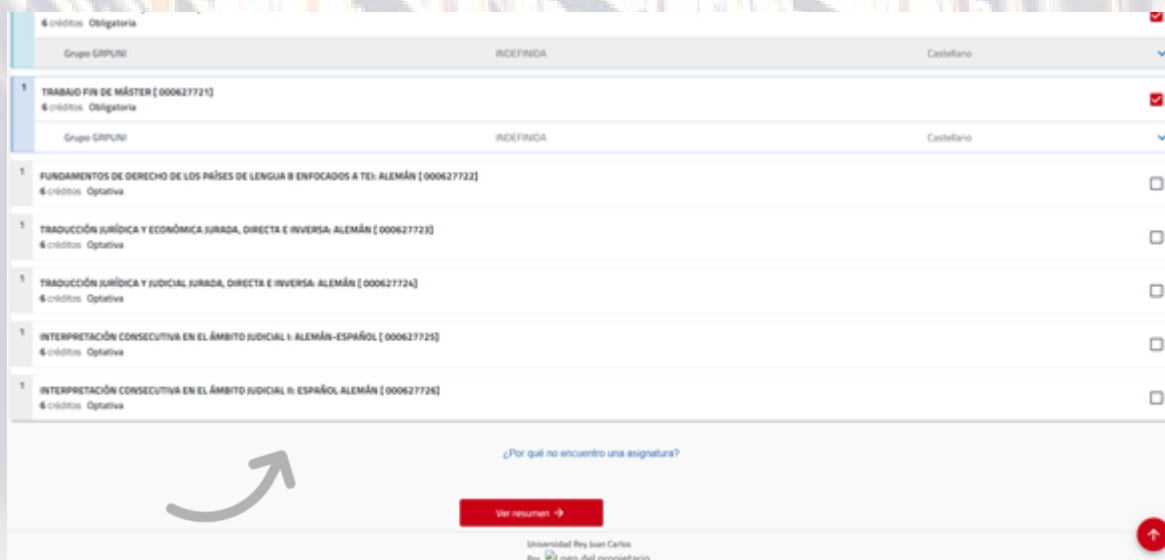
The use of tools  and “FILTRAR Y ORDENAR ASIGNATURAS”, It will make it easier for you to search for and select the compulsory and optional subjects you want to enrol in.

### CREDITS TO ENROLL

**The minimum number** of credits in which a new student can enrol **will be 24 credits** (without computing the credits of the subjects that constitute the training complements). **The maximum number** of credits in which a new student may enrol will be **60 credits** (without computing the credits of the subjects that constitute the training supplements).

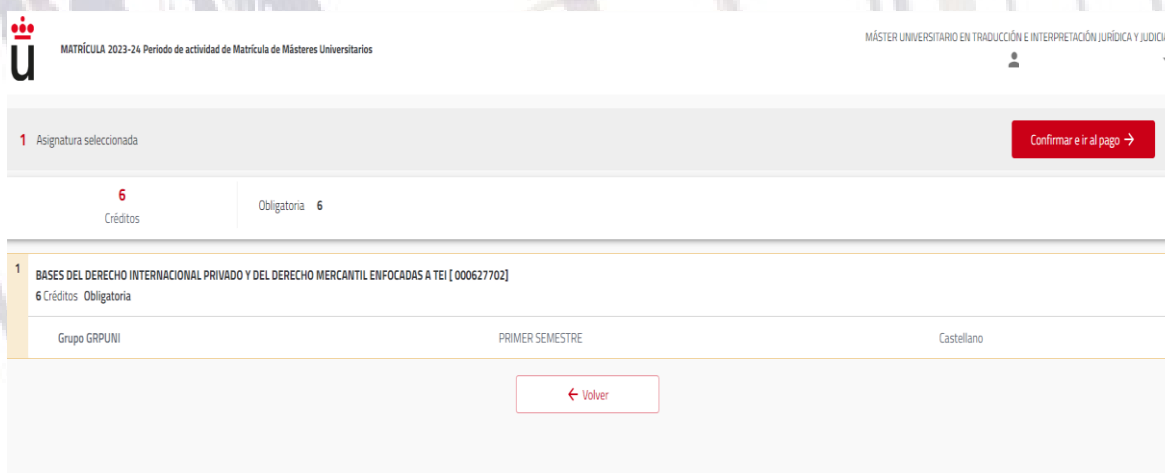
Second-year students or students with subjects not passed in previous courses may enrol for a maximum of 78 credits (without computing the credits of the subjects that constitute the training supplements).

Once the subjects to be enrolled have been selected, you can advance to “Ver resumen de asignaturas”.



## SUMMARY OF SUBJECTS

This screen shows the Summary of the subjects, indicating the semester and group, that you have selected for the academic year. You can “Volver” to make the changes you want in the selected subjects, or “Confirmar e ir al pago”.



MATRÍCULA 2023-24 Período de actividad de Matrícula de Másteres Universitarios

MÁSTER UNIVERSITARIO EN TRADUCCIÓN E INTERPRETACIÓN JURÍDICA Y JUDICIAL

1 Asignatura seleccionada Confirmar e ir al pago →

6 Créditos Obligatoria 6

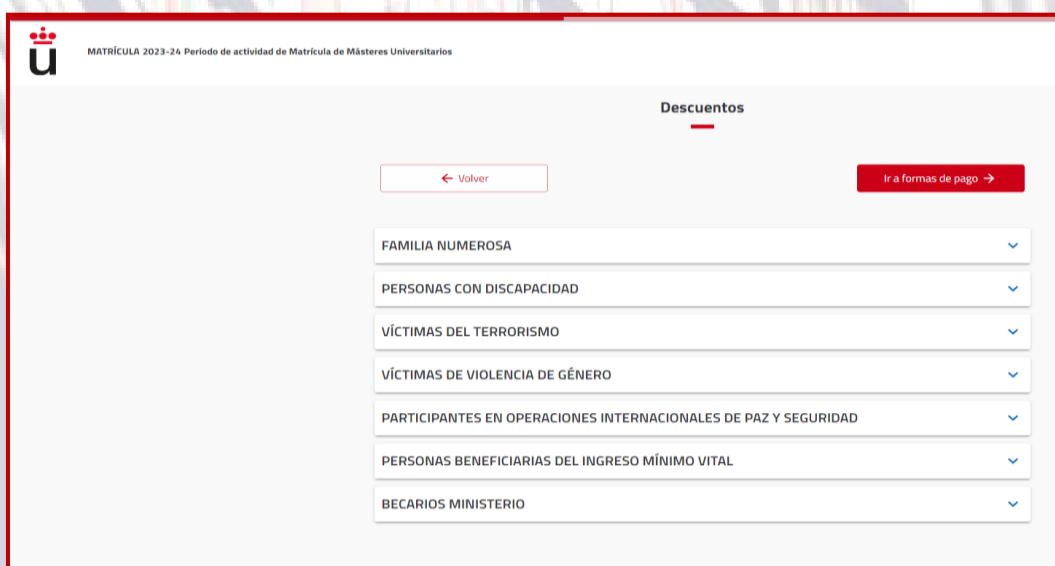
1 BASES DEL DERECHO INTERNACIONAL PRIVADO Y DEL DERECHO MERCANTIL ENFOCADAS A TEI [ 000627702 ]  
6 Créditos Obligatoria

Grupo GRPUNI PRIMER SEMESTRE Castellano

← Volver

## TUITION DISCOUNTS AND EXEMPTIONS

If you find yourself in any of the situations that are listed on the Discounts screen, which implies total or partial exemption from tuition payment, you will have to indicate it on this screen and later document it through the means described in the section [entrega de documentación](#), **within a period of 10 working days from the completion of the registration.**



MATRÍCULA 2023-24 Período de actividad de Matrícula de Másteres Universitarios

Descuentos

← Volver Ir a formas de pago →

FAMILIA NUMEROSA

PERSONAS CON DISCAPACIDAD

VÍCTIMAS DEL TERRORISMO

VÍCTIMAS DE VIOLENCIA DE GÉNERO

PARTICIPANTES EN OPERACIONES INTERNACIONALES DE PAZ Y SEGURIDAD

PERSONAS BENEFICIARIAS DEL INGRESO MÍNIMO VITAL

BECARIOS MINISTERIO

It will not be necessary for you to justify that you have selected the option “BECARIOS MINISTERIO”, since the Rey Juan Carlos University will carry out the appropriate verifications directly with this organization.

Remember that, if you have applied for a scholarship from the Ministry of Education and your scholarship application is denied, you will have to pay the amount of your registration in the period indicated (even when you file an appeal against the resolution of the Ministry of Education). **If you do not pay the corresponding amount on time, your registration will be cancelled due to non-payment.**

**Discount for Matrícula de Honor** obtained in the course immediately prior to the registration: in the event that it is not applied directly to the registration and corresponds to it, you can request it through [Plataforma de Modificaciones de Matrícula](#), providing the academic certificate that accredits it .

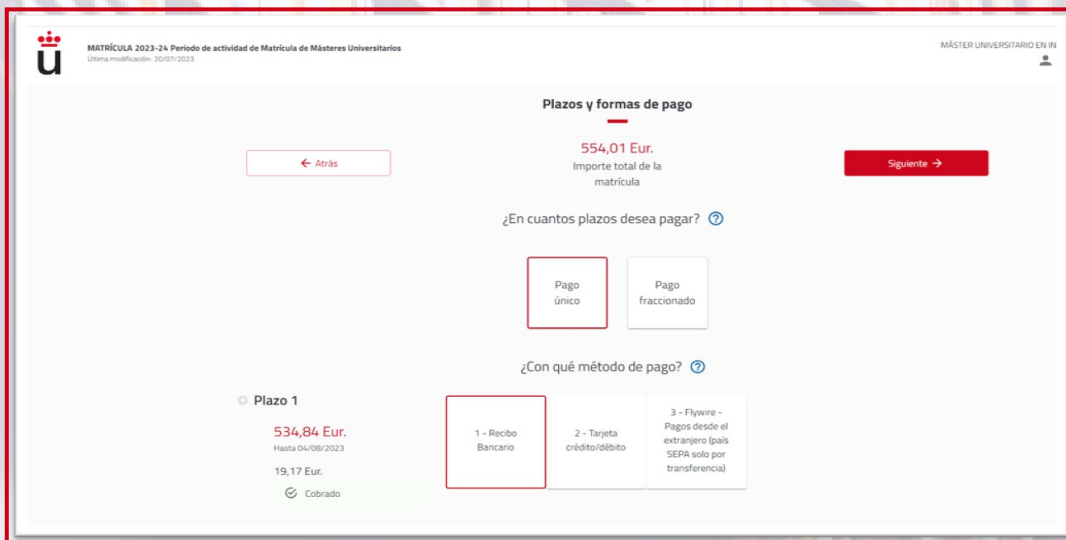
## DEADLINES AND PAYMENT METHOD

Select how you want to pay the amount of your registration. You can choose between **Single payment** (payment of the full amount of your registration) or **Payment in instalments** (payment of the amount of your registration in the various terms established by the Rey Juan Carlos University).

### SINGLE PAYMENT:

Payment in a single installment through the following payment methods to be selected in the self-registration:

1. Payment by **Bank Receipt**, in a 10 days term since the ending of your self-registration, through Banco Santander or CaixaBank at: ATMs cash machines, digital banking, or paying at bank's counter (ONLY BANCO SANTANDER); or by International Bank Transfer (only students who are abroad) before the expire date of your tuition payment receipt.
2. Payment via **credit or debit card**, through the payment gateway (virtual POS) that will be enabled<sup>1</sup> at the end of the self-registration process.
3. [Flywire](#): payment system from abroad<sup>2</sup> that will be enabled at the end of the self-registration process.



The screenshot shows the 'Plazos y formas de pago' (Terms and payment methods) section of the URJC registration portal. At the top, it displays 'MATRÍCULA 2023-24 Período de actividad de Matrícula de Másteres Universitarios' and 'Última modificación: 20/07/2023'. The total amount to be paid is 554,01 Eur. The user is asked '¿En cuantos plazos desea pagar?' (How many installments do you want to pay?). Two options are available: 'Pago único' (Single payment) and 'Pago fraccionado' (Installment payment). The 'Pago único' option is selected. Below this, the user is asked '¿Con qué método de pago?' (With which payment method?). Three options are shown: '1 - Recibo Bancario' (Bank receipt), '2 - Tarjeta crédito/débito' (Credit/debit card), and '3 - Flywire - Pagos desde el extranjero (país SEPA solo por transferencia)' (Flywire - Payments from abroad). The '1 - Recibo Bancario' option is selected. The total amount is 534,84 Eur. (Hasta 04/08/2023) and 19,17 Eur. (Cobrado).



1 Important!: Payment by card and payment through the Flywire system will only be enabled at the end of the self-registration process; If you abandon the process, you will not be able to renew it again, so you will have to request that the payment method be modified through the Enrollment Modification platform - Modify payment method - in the OBSERVATIONS inset.

2 In non-EU countries with a currency different to the euro, through the payment types available in each of the countries, and payments from the SEPA zone (with euro currency), the payment available with Flywire will be bank transfer.

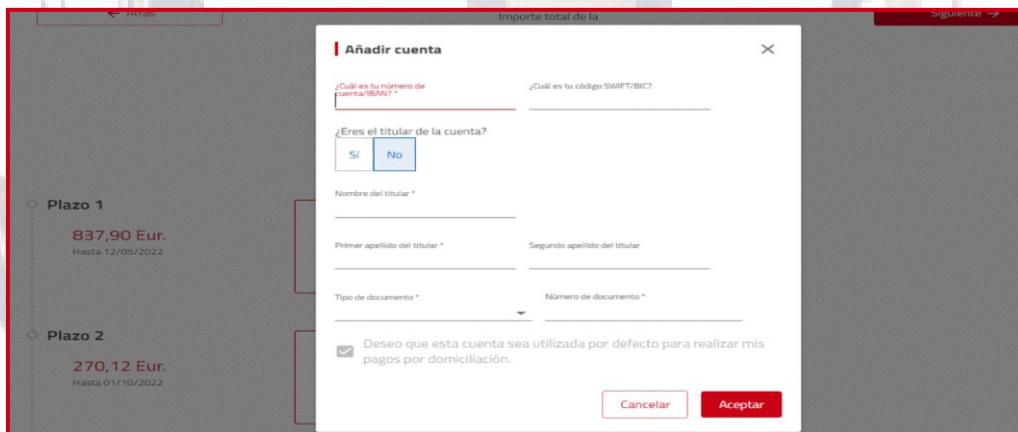
**INSTALLED PAYMENT:** For an **higher than €350 amount**.

You will have to select one of the types of payment detailed at the previous section (Bank receipt/Bank card/ Flywire-payment from abroad) as the payment method for Term 1, the rest of your enrollment installments will be automatically direct debited. Remember that for the payment of Term 1 there is no direct debit, being necessary that you proceed to the payment to formalize your registration in one of the indicated methods options.

| ENROLLMENT                          | TERMS             | QUOTA | DATES AND FORM OF PAYMENT  |
|-------------------------------------|-------------------|-------|--|
| <b>Ordinary:<br/>May and July</b>   | 1st. payment term | 30%   | - Bank receipt: 10 days<br>- Credit card<br>- Flywire - <b>payments from abroad</b>  |
|                                     | 7 terms           | 10%   | - Direct debit payments in a SEPA <sup>3</sup> space account: from October of the current year to April of the following year. |
| <b>Extraordinary:<br/>September</b> | 1st. payment term | 40%   | - Bank receipt: 10 days<br>- Credit card<br>- Flywire - <b>payments from abroad</b>  |
|                                     | 6 terms           | 10%   | - Direct debit payments in a SEPA <sup>3</sup> space account: from October of the current year to April of the following year. |

<sup>3</sup> It will be necessary to deliver the Mandate of Debit (SEPA) filled and signed by the account holder, through the Electronic Office or through the Enrollment Modification platform.

To registrate a installment payment, you will have to enter a **bank account IBAN number**, that is an account number belonging to the Single Euro Payments Area (SEPA), where the rest of the receipts will be charged. **The SWIFT code will appear automatically, it is not necessary to include it.**



**Añadir cuenta**

¿Cuál es tu número de cuenta/BIC? \*

¿Cuál es tu código SWIFT/BIC? \*

¿Eres el titular de la cuenta?

Nombre del titular \*

Primer apellido del titular \* Segundo apellido del titular \*

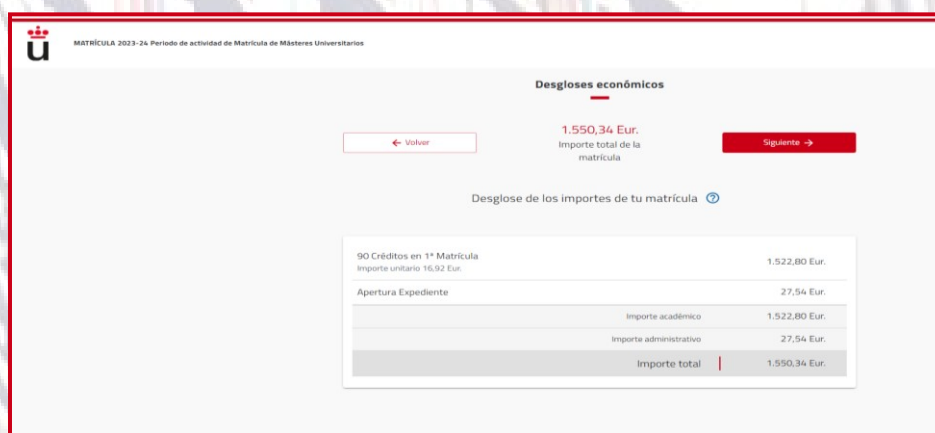
Tipo de documento \* Número de documento \*

Deseo que esta cuenta sea utilizada por defecto para realizar mis pagos por domiciliación.

Remember that, if you choose this payment method, you will need to deliver, completed and signed by the account holder, the **SEPA direct debit Mandate**, which will be generated together with your registration payment letter after completing the process registration ([ver apartado IMPRESIÓN DE ORDEN DE DOMICILIACIÓN DE ADEUDO \(MANDATO SEPA\)](#))

## ECONOMIC BREAKDOWNS

This screen shows the breakdown of the registration concepts. It is an informative screen, whose data will later appear in the *resulting payment letter*.



**Desgloses económicos**

1.550,34 Eur.  
Importe total de la matrícula

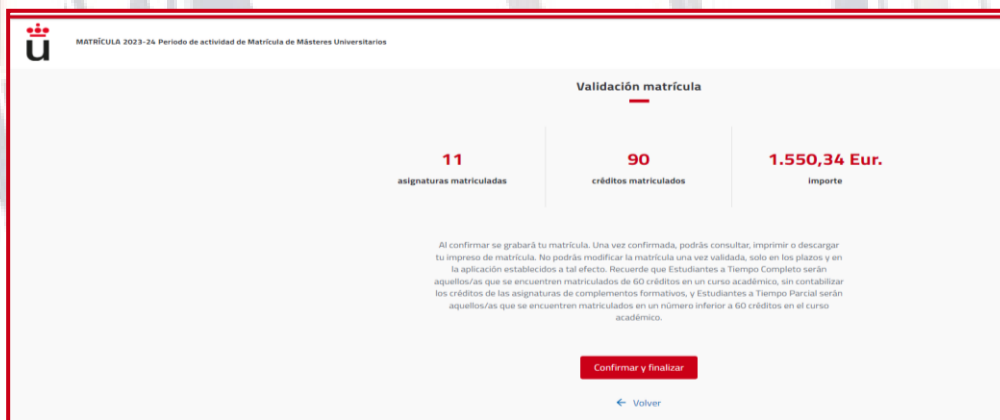
Desglose de los importes de tu matrícula

|  |                      |
|--|----------------------|
| 90 Créditos en 1ª Matrícula<br>Importe unitario 16,92 Eur. | 1.522,80 Eur.        |
| Apertura Expediente  | 27,54 Eur.           |
| Importe académico  | 1.522,80 Eur.        |
| Importe administrativo                                     | 27,54 Eur.           |
| <b>Importe total</b>                                       | <b>1.550,34 Eur.</b> |

If you want to change your registration, you can **Volver** to the different screens to do so. If you are satisfied with the information that appears on this screen, you will have to continue to **Siguiente** to finish it.

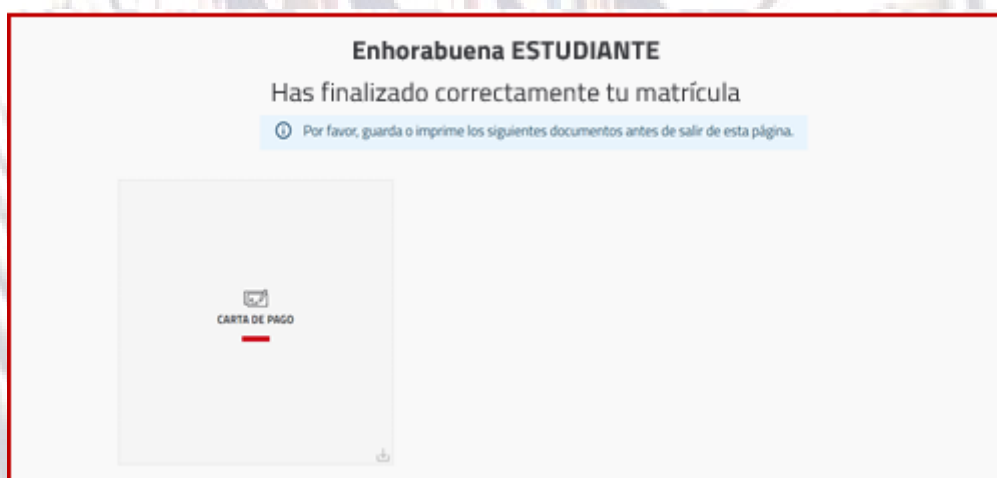
## COMPLETION OF SELF-ENROLLMENT

Once you have reviewed the summary of subjects, credits, and amounts, you can validate your enrolment by selecting **“Confirmar y finalizar”**. It will be, at this moment, when you have validated your university Master's degree enrolment.



## PRINTING OF THE PAYMENT LETTER

Once your self-registration is validated, we will confirm that everything is correct, and you will get your *payment letter*:



**Download your PAYMENT LETTER**, in which the Summary of the subjects for which you have been finally enrolled appears, as well as the breakdown and amount and all the concepts of your enrolment:

**Universidad Rey Juan Carlos** **UNIVERSIDAD REY JUAN CARLOS**  
(Copia para el banco)

Centro: Escuela de Másteres Oficiales  
Plan: MÁSTER UNIVERSITARIO EN ABOGACÍA Y PROCURA (PRESENCIAL)  
Núm. exp: 2057 Alumno/a: ESTUDIANTE  
Año acad: 2023-24 DIRECCIÓN DEL ESTUDIANTE  
N.I.F.: XXXXXXXXXX CÓDIGO POSTAL (POBLACIÓN)  
PROVINCIA

| DATOS DE MATRÍCULA |   |      |    |   |   |         |          |    |   |    |  |
|--------------------|---|------|----|---|---|---------|----------|----|---|----|--|
| Código             | Asignatura  | Plan | Cv | T | C | Gr      | Créditos | D  | V | Mt |  |
| 636501             | ASESORÍA Y RESOLUCIÓN EXTRAJUDICIAL DE CONFLICTOS: LA | 6365 | 1  | B | 1 | GRUPO A | 6        | 2S | V | 1  |  |
| 636502             | MEDIACIÓN Y EL ARBITRAJE                              | 6365 | 1  | B | 1 | GRUPO A | 15       | 1S | V | 1  |  |
| 636503             | ASESORAMIENTO Y LITIGACIÓN CIVIL Y MERCANTIL          | 6365 | 1  | B | 1 | GRUPO A | 3        | 2S | V | 1  |  |
| 636504             | LITIGACIÓN INTERNACIONAL                              | 6365 | 1  | B | 1 | GRUPO B | 9        | 1S | V | 1  |  |
| 636505             | ASESORAMIENTO Y LITIGACIÓN PENAL                      | 6365 | 1  | B | 1 | GRUPO A | 6        | 2S | V | 1  |  |
| 636506             | ASESORAMIENTO Y LITIGACIÓN LABORAL                    | 6365 | 1  | B | 1 | GRUPO A | 6        | 2S | V | 1  |  |
| 636507             | ASESORAMIENTO Y LITIGACIÓN ADMINISTRATIVA             | 6365 | 1  | B | 1 | GRUPO A | 6        | 2S | V | 1  |  |
| 636508             | MÓDULO PROFESIONAL                                    | 6365 | 1  | B | 1 | GRUPO A | 6        | 1S | V | 1  |  |
| 636509             | LITIGACIÓN CONSTITUCIONAL                             | 6365 | 1  | B | 1 | GRUPO A | 3        | 2S | V | 1  |  |
| 636509             | PRÁCTICAS EXTERNAS I                                  | 6365 | 1  | B | 1 | GRUPO A | 6        | 2S | V | 1  |  |


| CONCEPTOS                |       |          |                 |
|--------------------------|-------|----------|-----------------|
| Concepto                 | Cant. | Ip. unt. | Total           |
| CRÉDITOS EN 1ª MATRÍCULA | 60.00 | 16.92    | 1.015.20        |
| APERTURA EXPEDIENTE      | 1.00  | 27.54    | 27.54           |
| <b>Importe total</b>     |       |          | <b>1.042.74</b> |

| PAGO |               |         |          |             |                              |                        |
|------|---------------|---------|----------|-------------|------------------------------|------------------------|
| Pago | Referencia    | Importe | Emisión  | Vencimiento | Cobro                        | Cuenta bancaria alumno |
| 1    | 2022065187462 | 332.10  | 28-04-23 | 12-05-23    |                              |                        |
| 2    | 2022065187532 | 101.52  | 28-04-23 | 01-10-23    | ES93 2100 6428 26 1300046686 |                        |
| 3    | 2022065187631 | 101.52  | 28-04-23 | 01-11-23    | ES93 2100 6428 26 1300046686 |                        |
| 4    | 2022065187730 | 101.52  | 28-04-23 | 01-12-23    | ES93 2100 6428 26 1300046686 |                        |
| 5    | 2022065187829 | 101.52  | 28-04-23 | 01-01-24    | ES93 2100 6428 26 1300046686 |                        |
| 6    | 2022065187928 | 101.52  | 28-04-23 | 01-02-24    | ES93 2100 6428 26 1300046686 |                        |

## PRINTING A DIRECT DEBIT ORDER (SEPA MANDATE)


If you have selected the method of payment in instalments, it will also appear to print the direct debit order that constitutes **the authorization of the holder of the bank account to the Rey Juan Carlos Rey Juan Carlos University for the collection of the registration receipts** according to the SEPA regulations (Single zone payment in euros),


**Universidad Rey Juan Carlos**





**Enhorabuena ESTUDIANTE**  
Has finalizado correctamente tu matrícula

Por favor, guarda o imprime los siguientes documentos antes de salir de esta página.

  
**CARTA DE PAGO**

  
**ORDEN DOMICILIACIÓN (SEPA)**

  
Ver otros recibos de la matrícula

  
Guía primeros pasos Máster Universitario

It is essential that you deliver (completed and signed by the account holder) this document through [entrega de la orden de domiciliación de adeudo \(SEPA\) Matrícula Máster Universitario](#).

If you do not deliver that document within the established period, the Rey Juan Carlos University will change, ex officio, the type of payment of your registration to **SINGLE PAYMENT** by bank receipt.

If you could not download the Debit Mandate (Sepa Mandate), you can access it from your Services Portal: <https://miportal.urjc.es>, in section: [Datos personales - Cuentas bancarias del estudiante](#).

Those students of a Master's Degree who in previous years had already sent the domiciliation order to the School of Official Master's Degrees for university Master's Degree studies and have not changed their bank account, will not have to present it again.

**All you must do is formalize your registration.**  
**Below, we explain how:**

## FORMALIZATION OF YOUR REGISTRATION

To formalize your registration, you must make the payment of *the payment letter* resulting from your registration:

To do this, you can pay it by following the instructions that appear in the payment letter itself, before its expiration date, at Banco Santander, CaixaBank or by international transfer (only for students abroad).

Students who request [pago mediante factura](#) must wait for its issuance to be able to formalize their enrolment by transfer payment.

**The enrolment of those students who do not pay the corresponding bank receipt will be canceled due to non-formalization and without the need for prior notice.**

The enrolment of those students who do not pay the amount corresponding to each of the following instalments, on the dates established for it, will be cancelled due to **Non-payment**, applying current regulations.

Remember that if **the registration payment letter does not include any amount to be paid** (because some exemption or discount has been applied that exempts you from the total payment of your registration), **to formalize your registration you will have to remitir a la Escuela de Másteres Oficiales la documentación que lo justifique**. Otherwise, your enrolment will be cancelled due to **non-formalization**.

## PAYMENT BY INVOICE

You can request to make the payment by invoice, in your name or in the name of a third party, through the procedure of [Solicitud de emisión de Factura](#)

The issuance of a registration invoice by the Rey Juan Carlos University implies that you will not be able to pay the receipt of your registration, but you will have to pay the amount **by bank transfer** to the account indicated on the invoice itself, once you receive it, to the email indicated in the application form.

**In case of having already made the payment of the registration before requesting or being able to issue the invoice, only a certificate of admission can be issued and in no case that invoice.**

## AFTER FORMALIZING YOUR REGISTRATION

### REQUEST REGISTRATION MODIFICATIONS

Once the registration has been finalized and validated, the student will not be able to access it again to make changes. Those modifications can only be made through the [Plataforma de Modificaciones de Matrícula](#) in [las fechas publicadas en la página web de la Universidad Rey Juan Carlos](#). On this platform, students will be able to:



### REQUEST RECOGNITION OF ACADEMIC CREDITS

Students who are willing to request Recognition of Credits/Subjects will first have to be enrolled in the corresponding Master. In the event that the master's degree for which you are going to request recognition of credits is a virtual modality, we recommend that you enrol in the subjects for which you are going to request it, taking into account what is established in [Reglamento sobre reconocimiento de créditos/asignatura y adaptaciones en titulaciones de másteres universitarios](#).

After the resolution of your application for recognition, you will have a period to modify your registration if necessary. Those modifications can only be made through the [Plataforma de Modificaciones de Matrícula](#).