



Self-enrollment Manual

University Masters



Through this brief Manual we will guide you in the process of self-enrollment for a Master's Degree. Once you start your registration through the application, you must finish the process and validate your registration so that it is loaded into the system.

ACCESS TO SELF-ENROLLMENT:

If you are a new student (you have not previously had a single domain account @alumnos.urjc.es) and your account has never been registered with Microsoft, in the URJC SSO centralized authentication system, select Credentials and enter the data of access (personal email or your mobile phone number) that you have provided in the pre-registration process. The SSO will send you a token to your personal email or to your mobile phone, after entering it you will be able to access the self-registration application. If you have any access problems, you can send us a query through the Buzón de consultas. If you already have a single domain user @alumnos.urjc.es you can access directly with your username and password.



Credenciales



SSO URJC

Once your registration is finalized and validated, you will only be able to make modifications through the Registration Modifications Platform within the deadlines published on the website. On this platform you can request changes to subjects and groups, provide documentation, modify payment methods or request the cancellation of your registration.

COMENZAR LA MATRÍCULA



Selection of subjects

On this screen you can select the subjects you want to enrol in, checking the box that you will find next to each subject. By marking the subject you will be able to check the semester and the provisional schedule in which it is taught and select, if applicable, the group you prefer.

You will be able to view the schedule (remember that the schedule is provisional and indicative, it may be subject to modifications) of the subjects you select. You must pay attention to the compatibility of schedules between subjects. To view your class schedule, modify the view type, selecting “Daily”, “Weekly” or “Monthly”.

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

On the “RESUMEN DE ASIGNATURAS” screen you can view, with indication of the semester and group, the subjects that you have selected for the academic year. On this screen you can

“Volver” to make the modifications you want in the selected subjects.

If the Master's Degree in which you are going to enrol has several training Itineraries, review them to verify the subjects in which you must enrol according to the itinerary/specialty that you wish to take, you can do so on its website at www.urjc.es/estudios/master

The screenshot shows a user interface for selecting subjects. At the top, it displays '60 Créditos' and 'Asignaturas seleccionadas 9'. Below this, a table lists selected subjects. The first subject is 'ASESORAMIENTO Y LITIGACIÓN ADMINISTRATIVA [000636506]' with 6 credits and is mandatory. A red arrow points to a red checkmark box next to it. Below the subject name, it shows 'Grupo GRUPO A', 'SEGUNDO SEMESTRE', and 'Castellano'. There is a '+ horarios' link. To the right, a calendar view is visible, showing a dropdown menu for 'Mensual' (Monthly) with options for 'Diario' (Daily), 'Semanal' (Weekly), and 'Mensual'. The calendar shows dates for 'Martes' (Tuesday) on the 27th, 4th, and 5th.



FULL-TIME AND PART-TIME DEDICATION:

- The students will be considered Full-Time Students or Part-Time Students.
- Full-time students will be those who enroll in 60 credits in their first year of enrollment, without computing the credits of the subjects that constitute the training complements
- Part-time students will be those who enroll for between 24 and less than 60 credits, in their first year of enrollment, without computing the credits of the subjects that constitute the training complements.

MINIMUM AND MAXIMUM CREDITS TO ENROL:

- The minimum number of credits in which you can enrol, if you are a new student, will be 24 credits. The maximum number of credits in which you can enrol if you are a new student will be 60 credits.
- Second year students or students with subjects not passed in previous years may register for a maximum of 78 credits.
- For all these calculations, the credits of the subjects that constitute the training complements are not computed.

60 Créditos | Asignaturas seleccionadas 9

Discounts and payment exemptions

If you find yourself in any of the situations listed on the Discounts screen, which imply total or partial exemption from paying your registration fee, you must indicate it on this screen, and DOCUMENTALLY ACCREDIT IT within a period of 10 business days from the completion of the payment. tuition. Otherwise, this discount will be automatically excluded from your registration.

Documentation accrediting registration exemptions may be submitted through the [Plataforma de Modificaciones de Matrícula](#).

If you select “Familia numerosa” Discount (General or Special), you can prove your condition electronically. To do this, you must authorize the sending of your personal data so that the self-registration application automatically verifies the “Familia numerosa” status (General or Special). If you do not accept the sending of your personal data, the discount cannot be applied. Later, you can request it through the [Plataforma de Modificaciones de Matrícula](#). Remember that the URJC will verify that you meet the conditions to obtain any discount and may require additional documentation from you to do .

It will not be necessary for you to justify that you have selected the “Becarios Ministerio” option; the URJC carry out the necessary checks directly with this organization.

Payment in instalments with credit or debit card

You can split the payment (as long as the amount is greater than €350) and select a **credit/debit card** as the payment method for Term 1, with the rest of the instalments remaining direct debit (7 instalments if you enrol in the ordinary enrolment period and 6 if you enrol in the extraordinary). Payment through bank, credit or debit card is made through the payment gateway (virtual POS) that will be enabled at the end of the self-registration process.

Remember that you will not have formalized your reistration until you pay Term 1 (see Formalization). Term 1 cannot be domiciled. Term 2 and following will be charged to the bank account that you indicate in the self-registration, between the 1st and the 5th of each month. To do this, it is mandatory that you submit, completed and signed by the account holder, the SEPA Direct Debit Mandate. Follow the instructions in the Deadlines and prices section. If the payment of Term 2 and following is not made effective, the registration will be cancelled due to Non-Payment, in application of current regulations.

Payment in installments with bank receipt

You can split the payment (as long as the amount is greater than €350) and select Bank Receipt as the payment method for Term 1. In this case, you will have to pay the receipt for Term 1 at CaixaBank or Banco Santander (by the established means for this by these entities) before the expiration date indicated on your registration payment receipt, with the rest of the installments being direct debited (7 installments if you enrol in the ordinary enrollment period and 6 if you enrol in the extraordinary one).

In case you do not pay the Receipt corresponding to Term 1 (Ver Formalización) before the due date of the receipt. Remember that you will not have formalized your registration until you pay Term 1. Term 1 cannot be domiciled

Term 2 and following will be charged to the bank account that you indicate in the self-registration, between the 1st and the 5th of each month. To do this, it is mandatory that you submit, completed and signed by the account holder, the SEPA Direct Debit Mandate. Follow the instructions in the Deadlines and prices section. If the payment of Term 2 and following is not made effective, the registration will be canceled due to Non-Payment, in application of current regulations.

Single payment with credit or debit card

You can make the payment through a bank, credit or debit card, through the payment gateway (virtual POS) that will be enabled at the end of the self-registration process. In case you have any problem when making the payment, you can contact us through the [Buzón de consultas](#)

Single payment with bank receipt

You can select Bank Receipt as a payment method. If you select this single payment method, you will have to pay your registration receipt at CaixaBank or Banco Santander (by the means established for this purpose by these entities) before the due date indicated on your registration payment receipt.

If you do not pay the bill before its due date, your registration may be canceled by *No Formalización*, in application of current regulations.

Payment for international students

If you are abroad at the time of paying your tuition bill, select the international students, Transfer, Card and online payment option, through which you will access the Flyware payment platform, which will give you access to the more advantageous payment conditions and bank rates.

Invoice request

You can request an invoice, in your name or in the name of a third party, through the procedure [Solicitud de emisión de Factura](#). The issuance of a registration invoice by the URJC involves selecting Bank receipt as the payment method and, subsequently, requesting the issuance of the invoice before the expiration date indicated on the receipt. The amount must be paid by bank transfer to the account indicated on the invoice itself, once you have downloaded your invoice through your [CARPETA CIUDADANA](#) of the URJC electronic office. If the tuition payment has been made before the invoice is requested or issued, an income certificate will be issued instead.

When registering for a Master's degree, the prices approved in the current Public Price Decree will be applied. On our website you can consult the [Precios públicos de tu matrícula de máster.os de tu matrícula de máster](#).

You will be able to defer the payment of your registration in eight (8) installments: a FIRST INSTALLMENT corresponding to 30% of the total amount and SEVEN (7) direct debit receipts for 10% of the total amount. If you enroll in the September call and choose installment payment, you will have SEVEN (7) installments: the FIRST TERM corresponding to 40% and six (6) corresponding to 10% of the total amount.

To do this, when you select Installment Payment you must check the box “I want this account to be used by default to make my direct debit payments” and enter a bank account IBAN number, that is, an account number belonging to the Single Payment Zone. in euros (SEPA). You do not need to be the owner or authorized account holder. The SWIFT code will appear automatically, it is not necessary to include it.

And remember that, if you choose the payment method in installments, it is mandatory that you also deliver, completed and signed by the account holder, the SEPA Direct Debit Direct Debit Order, which will be generated together with the Payment Letter, within the period 10 business days after completing the registration process.

The Economic Breakdowns screen will show you the price and breakdown of your tuition items.

If you are an international student but resident in Spain, you must have a valid resident NIE at the time of enrollment for the resident prices to apply (although your registration receipt will include the non-resident price) and prove your residence within a maximum period of 10 business days through the [Plataforma de Modificaciones de Matrícula](#).

Validate registration, print payment letter and SEPA order



Once you have reviewed the summary of subjects, credits and amounts, you will be able to validate your registration by selecting “**Confirmar y finalizar**”. It will be, at this moment, when you will have VALIDATED YOUR UNIVERSITY MASTER'S REGISTRATION. Upon confirmation, your license plate will be recorded. Once confirmed, you can consult, print or download your registration form. You will not be able to modify the registration once it has been validated.

If you have chosen a single payment by bank receipt, download your **CARTA DE PAGO**, in which the Summary of subjects for which you have finally been enrolled appears, as well as the breakdown and amount of all the concepts of your enrollment. If you have selected installment payment **download your CARTA DE PAGO and also the ORDEN DE DOMICILIACIÓN DE ADEUDO (ORDEN SEPA)** which is the authorization of the bank account holder SO THAT THE URJC can collect registration receipts by direct debit.

If you have chosen Direct Debit, it is essential that you deliver (completed and signed by the account holder), the Direct Debit Order (ORDEN SEPA), which will be generated together with the Payment Letter for your registration within 10 business days after completing the registration process. You can do it through the electronic office: [Entrega de la orden de domiciliación de adeudo \(SEPA\) Matrícula Máster Universitario](#).

Otherwise, the university will modify, ex officio, the type of payment of your registration to SINGLE PAYMENT by bank receipt.

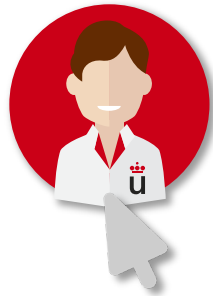
In the event that you had not been able to download the Direct Debit Order(ORDEN SEPA), You can access it from your Services Portal: <https://miportal.urjc.es> in section Datos personales - Cuentas bancarias del estudiante, after 48 hours.

You just have to formalize your registration, below we explain how:

To formalize your registration, you must make the payment of your registration, through one of the Payment Methods ([ver Formas de Pago](#)) that you have already seen. Otherwise, your registration may be cancelled, ex officio, by *No Formalización*.

Remember that if the registration payment letter does not include any amount to be paid (because an exemption or discount has been applied), to formalize your registration you will have to send us the documentation that justifies it through the [Plataforma de Modificaciones de Matrícula](#). Otherwise, your registration will be cancelled, ex officio, by *No Formalización*.

For any questions that may arise during your self-registration, you can contact the School of Official Masters through the [Buzón de consultas \(2.Máster\)](#) or via phone 91 665 50 60.



If you are a student of one of the URJC Master's Degrees, you can access the content of your subjects through the Virtual Classroom and other platforms that the URJC makes available to you so that you obtain maximum academic performance.






URJC



Escuela de Másteres
Oficiales