



INSTRUCTIONS FOR STUDENTS

SELF-REGISTRATION
UNIVERSITY MASTERS

ACADEMIC YEAR 2025/2026

1. GENERAL REQUIREMENTS FOR ACCESS TO THE MASTER'S DEGREE

The access requirements for University Master's Degrees are, according to article 18 of Royal Decree 822/2021, of September 28, the following:

1. "Possession of an official **Spanish university degree of Graduate or equivalent** is a condition for accessing a University Master's Degree, or, where appropriate, having **another University Master's Degree, or degrees of the same level as the Spanish bachelor's or Master's Degree issued by universities and higher education institutions of a country of the EHEA** that allows access to Master's studies in said country."
2. "Similarly, persons holding **qualifications from educational systems that are not part of the EHEA and that are equivalent to a Bachelor's degree** may access a Master's degree from the Spanish university system, without the need for the qualification to be recognised, but with verification by the university of the level of training involved, provided that in the country where the qualification was issued it allows access to university postgraduate studies. In no case will access via this route imply the recognition of the previous qualification held by the interested party or its recognition for any purpose other than undertaking Master's studies."

Conditional registration:

Students who have not yet completed their undergraduate studies may apply for **Conditional Admission to the Master's Degrees** at the Rey Juan Carlos University, when at the time of pre-registration they have not completed a maximum of the Final Degree Project plus 9 ECTS (according to Royal Decree 822/2021, of September 28).

In the case of certain Master's degrees, it is not possible to apply for pre-registration without having completed the previous studies (see the Master's degree website) since they do not allow conditional admission.

According to Royal Decree 822/2021, of September 28, it is indicated that priority will be guaranteed in the registration of students who have the official university degree of Graduate. Therefore, this circumstance must be considered when making admissions and must be reflected in the evaluation of the students and, therefore, in the grade given to each student.

Each Master's degree may have **its own specific access requirements**, which are included in the information that appears on the Master's website – (Access and Enrolment).

Admission to Master's Degrees will be carried out through a selection process. In some cases, this process may involve a selection test. The Master's Management will inform interested parties of what the **selection test** will consist of, as well as the exact date and place

of its realization through this application and through a notice through the consultation mailbox.

At least 5% of the places offered will be reserved for students who have a disability of 33% or more. These students must prove their degree of disability by means of a certificate issued by IMSERSO or by a competent body in each Autonomous Community and will be exempt from the corresponding fees.

1. SELF-REGISTRATION DEADLINES

Self-registration for the Master's Degrees at the Rey Juan Carlos University will be carried out within the deadlines published on the website: Calendario de [Autopreinscripción y automatrícula 2025/2026](https://gestion3.urjc.es/gestionsolicitudes) via the Internet through the following application: <https://gestion3.urjc.es/gestionsolicitudes>

Applicants will be able to find out if they have been admitted by accessing their application on the date indicated in each period indicated.

2. REGISTRATION DEADLINES

Enrolment in the Master's Degrees at the Rey Juan Carlos University will take place within the established deadlines.

Only students with their application in status VALIDADA - CONCEDIDO may self-register during the period indicated in the deadline calendar.

Applications in status VALIDADA-LISTA DE ESPERA will be processed once the self-registration period has ended, if there are vacant places.

3. DOCUMENTATION TO BE PRESENTED FOR PRE-REGISTRATION

Applicants must submit all **scanned documentation**, in the permitted formats, through the online self-registration application **when applying for admission to the University Master's Degrees**. All documentation must be provided for each of the University Master's Degrees for which admission is requested (**maximum 3**).

At any time, both the Directorate of the Master's Degree and the School of Official Master's Degrees may request the original documentation, which must be submitted to the General Registry, Auxiliary Registers, addressed to the Academic Management Service for Master's Degree Students, or in the places and ways indicated in art. 16.4 of Law 39/2015 on Common Administrative Procedure, or electronically, through the Electronic Registry.

Detailed information on the documentation to be submitted can be found on the University's website. (<https://www.urjc.es/estudiar-en-la-urjc/admision/274-master#documentacion-a-presentar>).

At least 5% of the places offered will be reserved for **students** who have a **disability** of 33% or more. These students **must prove their degree of disability by means of a certificate issued by IMSERSO or by a competent body in each Autonomous Community** and will be exempt from the corresponding fees.

4. INSTRUCTIONS FOR SELF-REGISTRATION

Before starting your self-registration, IT IS IMPORTANT to collect the following documents and have them scanned on the device with which you will pre-register:

- Spanish DNI/NIE or passport (in force)
- Title that certifies access to postgraduate studies
- **SIGNED** Declaration of Truth
- Master's specific documentation

Applicants will have to access the self-registration application, through the link <https://gestion3.urjc.es/gestionsolicitudes/> selecting the option "**Másteres Universitarios**". You will have to choose between **Usuarios con cuenta en la URJC** If you are connected to the Rey Juan Carlos University, and you already have a single domain account , or **Usuarios nuevos sin cuenta en la URJC** if, on the other hand, you have never been linked to this University.



5.1- PERSONAL DATA

Please fill in **all** the required personal information.

Once you have completed the fields, check carefully that all the information you have entered is correct. What you enter will be the information that appears in your file and the only way we can contact you.

- **Users with an account at the URJC:** if you are already linked to the Rey Juan Carlos University, your details will appear on the screen as recorded in our database. *(If you wish to modify the details, you can make this change in the subsequent self-enrolment if the applicant is finally admitted to the Master's Degree, or by requesting it through [Sede Electrónica](#), through instancia general).*

If you do not remember your username and password, you can recover your username and generate a new password at <https://gestion2.urjc.es/cambioclave/home>

- **New users without an account at URJC:** Fill in all the personal details detailed on the following screen:



It is IMPORTANT that the “Tipo de documento” with the document number, and the documentation you provide must match the document you indicate on this screen and must be valid.

Note: If you applied for admission to University Studies through the Single District of Public Universities of Madrid, the system will detect your Identity Document and you will be asked to confirm your DATE OF BIRTH, format dd/mm/yyyy, or it will tell you to include the USERNAME (ID without letter) and PASSWORD (f followed by your date of birth ddmmyyy)

For students who do not have an account at the university, their access user will be their ID number without a letter and as a password an **f followed by their date of birth**. An example of a user name and password:

ESTUDIANTE: Pepe Pérez Martín
DNI 046606498-C
Fecha de nacimiento: 04-05-1987

USUARIO: 046606498
CONTRASEÑA: f04051987

5.2- ACCESS TYPE



Next, the applicant must detail the university studies that give him/her access to Master's studies (Graduate, Bachelor's, Diploma, Engineer, etc.), type of university: Spanish or foreign, access university and access qualification.:

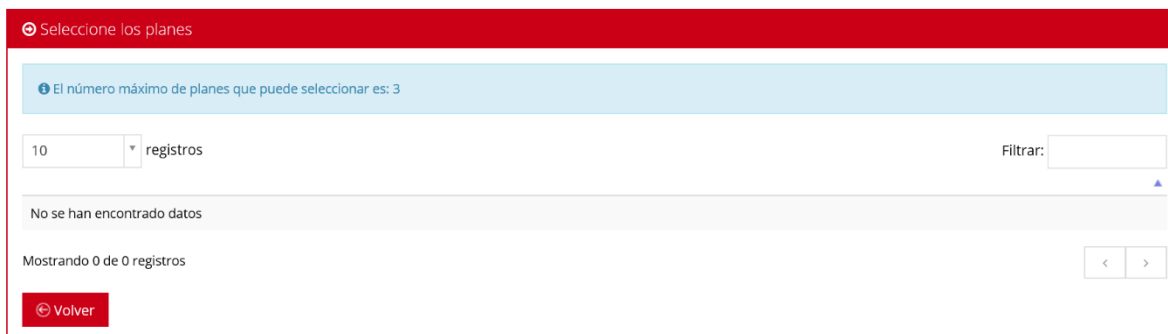
- If you **have not completed your studies** at the time of pre-registration and you **must complete at most the Final Degree Project plus 9 ECTS** (according to Royal Decree 822/2021, of September 28).: ACCESO CONDICIONADO
- If the studies are from a Spanish University, you must select: ARQUITECTO, ARQUITECTO TÉCNICO, DIPLOMADO, GRADUADO, INGENIERO, INGENIERO TÉCNICO, LICENCIADO
- If the **studies are from a foreign University**, you must select: TITULO EXTRANJERO NO PERTENECIENTE AL EEES o TITULO EXTRANJERO PERTENECIENTE AL EEES.

5.3- STUDIES PLAN

Finally, you must indicate the Master's Degree you wish to be admitted to by accessing the link **Planes Ofertados**, checking the box **Seleccionar** of the Master's degree you wish to apply for admission to, and clicking on **Aceptar**.

The applicant may request admission to a maximum of three (3) University Master's Degrees, each of the applications must be made independently and it is necessary to attach all the required documentation to each one.

Those students who wish to simultaneously study two university master's degrees in the 2025/2026 academic year will apply for admission to the university master's degrees they wish to study according to the [procedimiento de solicitud de libre simultaneidad de estudios de másteres universitarios en la URJC](#)

5.4- ACCEPT THE APPLICATION

To complete their Self-Registration Application, Users without an Account at the URJC, as a security measure, will have to enter **the text that will appear in the image** in the corresponding box, by clicking on the letters on the keyboard that will appear. Once the text has been entered, click Accept to confirm the admission application.

Once the process is complete, **new users without an account at the URJC** will receive a message in the email account provided during their self-registration with **the username and provisional password** with which they will have to access the online self-registration application again to attach documentation, modify the application or check its status, among other options. This username and provisional password will also have to be used in the **self-registration** if they are admitted.

At the bottom of the screen, you will see the option to **PRINT** your application receipt and at the top, the option to **Disconnect** to exit the application.


5.5- ATTACH DOCUMENTATION

As indicated above, all applicants **must attach the required documentation in scanned form**. To do so, you must use the icon **Añadir Documentos** for each Master's Degree requested.

MÁSTER UNIV EN AUDITORÍA Y CONTABILIDAD SUPERIOR ON LINE	Pendiente	Añadir Documentos	Sin calificar	Eliminar
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New users without an account at the URJC: These applicants, once they have completed the registration steps above, will receive a registration email with their access data. They must exit the application and log in again with the access data provided, so they can add the documentation.

On the next screen, you can select the files on your computer and attach the documentation to your application for admission. Remember that the documentation must be attached for each of the Master's Degrees requested.



Universidad
Rey Juan Carlos

GESTIÓN DE SOLICITUDES TELEMÁTICAS

Salir
 Preguntas frecuentes

MÁSTER

Información:

El número máximo de ficheros a adjuntar es 10. El tamaño total de los ficheros adjuntos no puede superar los 10MB. Adjunte formatos conocidos de archivo como pdf, rtf, doc, xls, txt, o archivos de imágenes como jpg, gif o bmp. Por favor, absténgase de adjuntar ficheros producidos por software específico.

En caso de subir imágenes escaneadas, utilice una resolución baja para que los ficheros no ocupen demasiado espacio.

ADJUNTAR FICHERO

Tipo de Documento

Especifique el tipo de documento que va a adjuntar

Documento

Seleccionar archivo
 Ningún archivo seleccionado
 Adjuntar
 Cancelar

0,0 de 10240,0 KB ocupados (Máximo: 10,0 MB)

The applicant must attach a scanned copy of the mandatory documentation for each of the Master's Degrees requested, or his/her application will remain in Pending Documentation Status and cannot be assessed.

The applicant may attach the pending documentation during the CORRECTION period. If after the **deadline** has elapsed, the required documentation has not been uploaded, the application will be moved to **DENEGADA**.

In those master's degrees that also require specific documentation, the same procedure will be followed as in the previous case. **It is mandatory to attach the required documentation when making the prescription, to carry out the application evaluation process. It is necessary that it is evaluated by the School of Official Master's Degrees and by the management of the master's degree.**

PASO 1: Seleccione su plan				
NOMBRE	ESTADO	DOCUMENTACIÓN	NOTA ACCESO	ACCIONES
MÁSTER UNIVERSITARIO EN ALTA DIRECCIÓN (ON-LINE)	Pendiente Documentación	➔ Añadir Documentos	Sin calificar	Eliminar
Planes ofertados...				

5.6- APPLICATION STATUS

Any changes made to your Application Status(es) will be notified to you via email to the address you indicated in the self-registration.

The status of your Self-Pre-Registration Application may be as follows:

- **PENDIENTE:** The application and the documentation submitted are being reviewed to assess whether it meets the access requirements.
- **PENDIENTE DOCUMENTACIÓN:** The student has not included all the documentation in his/her application, and it cannot be assessed. The applicant will receive an email with the missing documentation so that he/she can upload it within the correction period. If after the indicated period for corrections has elapsed the applicant does not provide the required documentation, the application will be passed on to the DENEGADA.
- **DENEGADO:** Your application has been definitively rejected. You will be informed of the reason for the rejection:
 - **DENEGADO POR FALTA DE DOCUMENTACIÓN:** The student has not included all the required documentation in his/her application once the deadline for its submission has passed.
 - **DENEGADO PORQUE NO CUMPLE REQUISITOS DE ACCESO.** Denied because it does not meet access requirements.
- **VALIDADA:** Your application has been accepted for entry into the selection process.
- **VALIDADA CONDICIONADA:** For students applying for **Conditional Admission**, your application has been accepted for entry into the selection process.

Once your application has reached the VALIDADA or VALIDADA CONDICIONADA status, the applicants will be selected according to the specific criteria of the Master's degree.

If a Specific Selection Test is carried out (in person or similar), the Master's Management will inform you, via email, what it will consist of, the exact date and the place where said test will be carried out.

Once the Selection is made, the Directorate of the University Master's Degree will issue the corresponding scale and the final status of the application may be as follows:

VALIDADA - CONCEDIDO: The student will receive the admission letter and can enrol during the established period.

VALIDADA - LISTA DE ESPERA: The student is on the waiting list.

Only applicants with **VALIDADA - CONCEDIDA status** will be able to SELF-ENROLL on the established dates.

You can check the **qualification** obtained in the **selection process** by accessing your application at the [aplicación de autopreinscripción](#).

If there are vacant places, in the last pre-registration period of the selected master's degree, the waiting list will be managed, notifying the students in order of score, until the offer of places is completed.

5.7- DELETE APPLICATION

ONLY if your request is still in **Pendiente** status and you wish to withdraw it, you can delete the request by selecting the ELIMINAR icon in the **Acciones** column.

MÁSTER UNIV EN AUDITORÍA Y CONTABILIDAD SUPERIOR ON LINE	Pendiente	➔ Añadir Documentos	Sin calificar	
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PRE-REGISTRATION DIAGRAM 2025/26

