**REGISTERING FOR A MASTER'S DEGREE AT
UNIVERSIDAD REY JUAN CARLOS**

2016/2017

New students who want to register for a master's degree at Universidad Rey Juan Carlos may do so online **only** during the month of July and only according to the **registration calendar** published on the URJC webpage.

If openings are still available in one or more of the master's degrees after the first pre-registration period in July, a second pre-registration period will open in September according to the registration calendar.

Students **will have to register for all of the classes that they want to take during the academic year**.

Students registering for the second year of their master's degree or for classes that they did not pass in their first year must register during the first registration period in July according to the registration calendar.

In order to register, students must be aware of the Rules Concerning Registration and Permanence for the master's degrees at Universidad Rey Juan Carlos as well as of Universidad Rey Juan Carlos' current Rules and Regulations concerning its master's degrees.

How and when to self-register

In order to self-register, students need to go to the URJC Online Application site during the registration period.

In order to access their self-registration application, **new students who do not have a URJC account** will need to enter the provisional username and password that were assigned to them during the pre-registration process on the identification screen. The **provisional username** is the student's **ID number** (DNI, NIE, passport, etc.) and their **provisional password** is their **date of birth** (**ddmmyyyy**) preceded by the letter "f." For example, the provisional password for a student born on the 6th of June, 1980, would be f01061980.

Once students have completed the self-registration process, a new **username and password** will be sent to them **within 72 hours.** These new usernames and passwords will enable students to create a **definitive URJC account** which they can then use to access the University's online services and in their daily life at the University. These new usernames and passwords will substitute students' provisional usernames and passwords.

Students registering for the **second year** of their master's degree, students registering for **classes that they have not completed**, and students who have already created a **definitive URJC account** must complete their self-registration application **using their definitive URJC account information**.

Students will need to **choose the classes** they are going to take **when filling out their self-registration application** taking into account the Rules Concerning Registration and Permanence for the master's degrees at Universidad Rey Juan Carlos. Once students have **completed** their **self-registration application**, **a receipt will be generated** that **lists the classes** that they have registered for. Students must print this receipt in order to pay their registration fees.

If, when the first self-registration period begins, the Decree on Authorized Fees which sets the fees for official university instruction and master's degrees has not yet been passed, students will make a payment on account. Once the Authorized Fees have been set, Universidad Rey Juan Carlos will calculate the registration fees for each student and any difference will be settled between the parties. When registering, therefore, students are encouraged to choose the pay in installments option so that, if a settlement were necessary, it could be included in future installments.

Students enrolled in **master's degrees that are being phased out** must **register** for any pending classes by completing a request form (*Expone/Solicita*) at the **URJC Registration Office** (*Registro*) during the first registration period in July. Once their request is examined, and if it is approved, students may then continue the registration process through the School of Master's Degrees.

How and when to pay registration fees

Students who, after having validated their self-registration application, were not able to print their receipt or who have lost their receipt may request a new one through Web Services (http://miportal.urjc.es) – **REGISTRATION – MY RECEIPTS** using their **definitive URJC account.** *Students interested in requesting an invoice need to follow the procedures outlined in the corresponding information on invoices. Students who request an invoice may not directly debit their registration fees through their bank.*

Students must keep their proof-of-payment slips for the entire academic year. Both the classes that students have registered for as well as the fees that they have paid, according to the authorized fees schedule when registration was made, will appear on their proof-of-payment slip.

When completing their self-registration application, **students may choose to either make a one-time payment or pay their fees in installments**. For the 2016/2017 academic year, students who choose to pay their fees in installments may make **up to eight (8) payments**: The first payment will be for 30% of the student's total registration fees and the other seven (7) payments will be for 10% each.

Students who register during **the second registration period in September** and choose to pay their fees in installments will only be able to make **seven (7) payments** because the first and second payments will have to be paid at the same time.

Students who choose to **make a one-time payment** will need to **pay their registration fees at any branch of Bankia or Banco Santander within ten (10) business days after completing the registration process**. This information will also be printed on their receipt.

Students who choose to **pay their registration fees in installments will need to make their first payment at any branch of Bankia or Banco Santander within ten (10) business days after having completed the registration process**. Students will need to **direct-debit** the remaining installments and should therefore have their bank details at hand when completing their self-registration application.

Students who choose to **pay their registration fees in installments** will need to provide their **full bank account number including the IBAN prefix**.

When these students print their receipt to make their first payment, they will need to print another document (called a **"MANDATO"**) which is an order to **direct-debit the remaining installments**. This order will need to be **signed by the account holder** and then submitted to the School of Master's Degrees or sent by registered mail to the URCJ Registration Office (*Registro General*) or to one of the registration offices located on each campus **within ten (10) days** so that the remaining installments can be properly charged to this account, pursuant to current SEPA regulations.

Students who have **submitted a direct-debit order** to the Office of Postgraduate Studies **in prior years** do not have to submit a new order unless their bank account information has changed.

Students who have chosen to pay their registration fees in installments should check that payments are being made from their accounts between the 1st and the 5th day of the month from October to April. If payments are not being made, students should contact the Office of Postgraduate Studies.

Additional documents will only be required for **students eligible for a <u>tuition waiver</u>**. These students will need to submit certified photocopies of the documents which make them eligible for the tuition waiver (e.g. certificates accrediting the following: large-family (*familia numerosa*), disability, victim of terrorism, or any other legally established exemption) **before October 15, 2016**. These certified photocopies may also be sent by registered mail to the URJC Registration Office (*Registro General*).

Students who wish to apply for a ministerial grant must be aware of the requirements of this year's conditions as determined by <u>Spain's Ministry of Education, Culture and Sports</u>.

Students who do not make payment of their first installment before the registration deadline will automatically lose their right to register for <u>not having completed the registration process</u>. The University is not required to provide students with a warning.

Students who do not make payments for each of the installments on time will have their <u>registration revoked for failure to pay</u>.

Students who have applied for a grant from Spain's Ministry of Education, Culture and Sports but were rejected must pay their registration fees before the deadline specified on their rejection notification. These students may not choose to pay their registration fees in installments, regardless of whether or not they choose to appeal the Ministry's resolution.

Requesting an invoice

Students may request an invoice in order to pay their registration fees in their name or to charge them to a company or institution. Invoices must be requested by completing a form (see below) before the deadline printed on students' registration receipt. The form to request an invoice can be downloaded from the University's webpage by clicking on this link: <u>REQUEST AN INVOICE</u>.

Once the form is complete, students must submit it at the URJC Registration Office (*Registro General*) on the Móstoles campus, at any of the other registration offices on URJC campuses, or by registered mail to: Registro General; Universidad Rey Juan Carlos; C/Tulipán s/n; 28933 Móstoles – Madrid (att.: Oficina de Postgrado).

By requesting an invoice, students will NOT be able to use their registration receipt to pay their registration fees.

An invoice cannot be issued if students have already paid their registration fees. If this is the case, students will instead be issued a receipt of payment.

Period to modify registration information

Once students have completed their registration, they may **make one request per period to modify** their registration information. Students will need to justify the reason(s) why they would like to modify their registration information in the corresponding form which can be downloaded from the University's Web Services page.

This request to modify students' registration information can be submitted once their registration has been accepted and approved and within the periods listed below:

- **Until October 15, 2016**: Students may make one request to modify their registration information concerning the classes that they have selected for the first and second semesters.
- **From February 1–15, 2017**: Students may make one request to modify their registration information concerning the classes that they have selected for the second semester.

Requests to modify registration information made after the abovementioned deadlines will be denied for this reason.

Students who have applied for a grant from the Spanish Ministry of Education, Culture and Sports must be aware that they may not modify the number of credits that they initially registered for.

Validation of credits/classes

Students who want to validate their credits/classes do NOT have to re-register for these credits/classes.

To request a validation of their credits/classes, students must complete a **validation request form** which is available on the URJC Online Application site. To access this form, students will need to use their URJC account to enter Web Services and then click on the link. Validation request forms will be accepted from the end of the registration period **until October 15, 2016**.

When students submit their request to validate their credits/classes on the URJC Online Application site, they must also submit scanned versions of the required documents. If so required, students may also have to submit the original documents or certified photocopies of these documents either in person or by mail to the URJC Registration Office (*Registro General*) or at any of the other registration offices on URJC campuses.

Students will be required to pay the fee set by the Decree on Authorized Prices to process their request to validate their credits/classes.

Once a decision on their request as been made, students will be given time to either modify their registration information or to expand their registration. All modifications can be made through the modifications application.

Adaptation

Students who have a number of classes to take in order to complete their degree in master's degree programs that have been modified or which are being phased out and who want to adapt their degree, in accordance with the adaptation chart approved in the Verification Report, may submit or send an ADAPTATION REQUEST by registered mail

to the URJC Registration Office (*Registro General*) or to any of the other registration offices on URJC campuses.

Student card

New students or students who do not have a student card must request one at a student card hotspot or at any of the on-campus branches of Banco Santander. Student cards are printed on the spot.

Students who are not able to request a card at these locations can get one online through Web Services by clicking on the following link: REQUEST A STUDENT CARD.

NOTE FOR NEW STUDENTS: Provisional URJC accounts (username = ID no., password = fddmmyyyy) are only valid to complete the self-registration process. To access other online services, students will need to use their definitive URJC account information which will be sent to them within 72 hours of completing the self-registration process.

It is the students' responsibility to provide Universidad Rey Juan Carlos with truthful and accurate information. Students release the University from all responsibility and guarantee that their information is exact, up-to-date, and reliable.