



Universidad
Rey Juan Carlos



STUDENT MANUAL

REGISTRATION FOR MASTER'S DEGREES

UNIVERSIDAD REY JUAN CARLOS

1. NEW STUDENTS. FIRST YEAR

New students whose pre-registration applications have been accepted and who have received a score of 5.00 or above will now need to complete the self-registration process through the University's webpage (www.urjc.es) **before the end of the first self-registration period (July 6-15, 2016).**

Students may access the webpage using the provisional **usernames and passwords** that they received in an e-mail during the pre-registration process or by using their definitive URJC account if they have already been given one.

If openings are still available in one or more of the master's degrees being offered after the admissions and registration period in July has ended, a second admissions period will open from September 7-14, 2016, and a second registration period will open from September 23-30, 2016.

2. SECOND-YEAR STUDENTS AND REPEATING STUDENTS

Students who began a master's degree last year and who need to register for the **second year of their degree**, students who need to **repeat certain classes**, and students who have incomplete classes must register before the end of the first registration period from July 6-15, 2016. These students do not need to pre-register.

Students who registered to present their Master's Thesis in the 2015-16 academic year but did not will have to re-register for the 2016-2017 academic year, if their permanence has not expired. According to current legislation, students do not have to pay registration fees to re-register their Master's Thesis. Students must, however, be aware of the Master's Thesis Guidelines and the Rules Concerning Registration and Permanence for the master's degrees at Universidad Rey Juan Carlos.

Students registered in master's degrees that are being phased out will need to register by completing a request form (*Expone/Solicita*) at any URJC Registration Office (*Registro*) to the attention of the School of Master's Degrees.

3. VALIDATION OF CREDITS

Students who want to validate their credits will first have to self-register for the corresponding master's degree. These students do not have to register for the classes that they are requesting be validated. If students' credits are ultimately not validated, they may request that the classes in question be added to their registration.

However, students registered in online master's degrees who want to have access to the University's Virtual Campus to monitor the class(es) that they are requesting be validated in case their request was denied may register for these classes.

In order to request a **validation** of their credits, students must access the online validation application through the link on Web Services using their definitive account information. Students may submit their validation request **from the end of the registration period until October 15, 2016**.

Students must also submit scanned versions of the required documents together with their online request to validate their credits. Universidad Rey Juan Carlos may ask students to verify the documents that they have submitted. If this is the case, students will be required 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 has 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 on the Web Services page.

4. SELF-REGISTRATION INSTRUCTIONS

4.1 – STUDENT IDENTIFICATION

New students must identify themselves using the username and password sent to them by e-mail when they submitted their pre-registration application.

Students who have already created a definitive URJC account must use their definitive URJC account information to identify themselves.

4.2 – WELCOME SCREEN

The Welcome Screen welcomes users to the Universidad Rey Juan Carlos self-registration system for master's degrees.

Students will find their information at the top of the page. To navigate through the application, students may click on either **Next** or **Back**. The circles on each screen indicate the steps students need to complete in order to register for the master's degree they have chosen.




Students may cancel the self-registration process at any time by clicking on CANCEL.

Students' self-registration applications can only be saved when students have navigated through all of the screens, completed all of the required information, and finally clicked on CONFIRM. If students do not complete each of these steps, their registration will not be valid.

4.3 – SELECTING A MASTER'S DEGREE

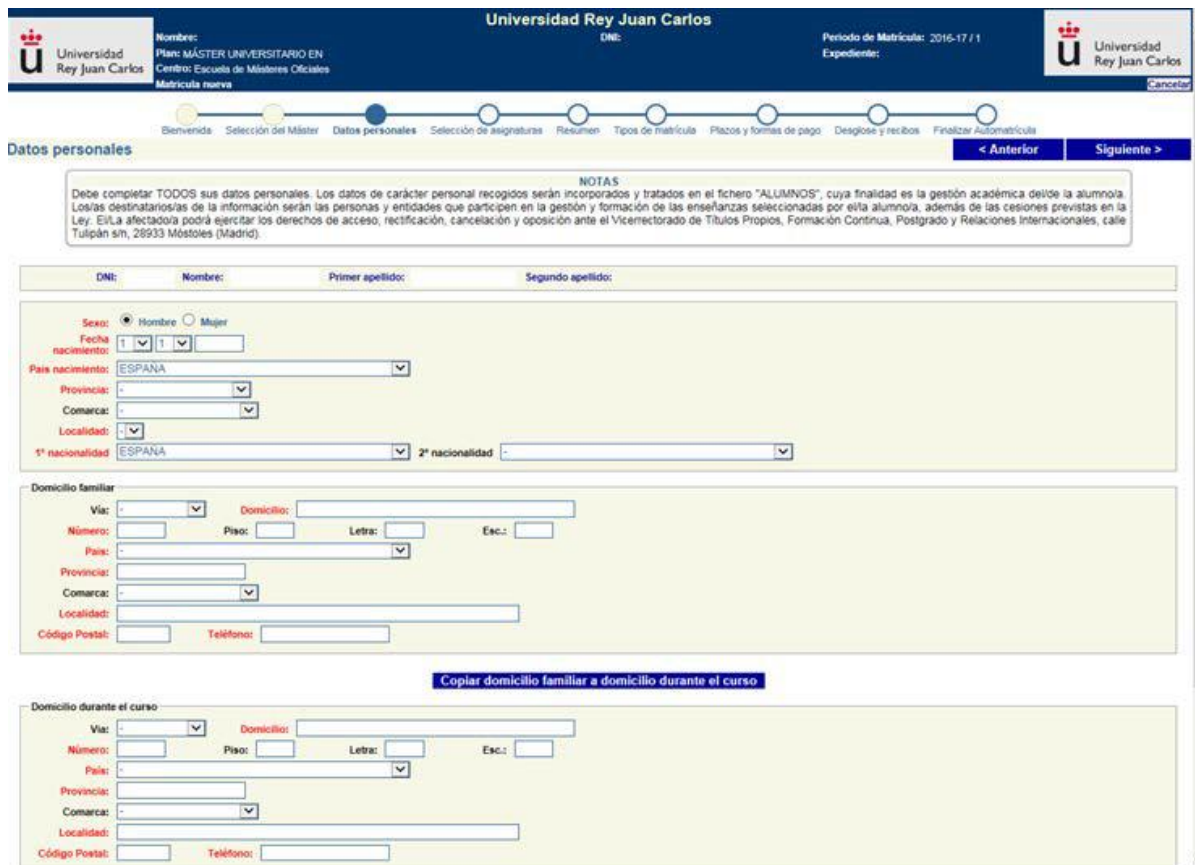
This screen lists the master's degrees that are available to students. Students must select the master's degree they want to register for.

Once students select the master's degree they want to register for, they must then choose between FULL TIME, for students registering for between 48-60 credits in a single academic year, or PART TIME, for students registering for fewer than 47 credits in a single academic year.



4.4 – PERSONAL INFORMATION

This screen is for the students' personal information. Students must complete **ALL** of their personal information. Students may not go on to the next screen if the required fields (marked in red) are not completed.



The screenshot shows the 'Datos personales' (Personal Data) section of the registration process. At the top, there is a header with the university logo and name, and a navigation bar with steps: Bienvenida, Selección del Máster, Datos personales (current), Selección de asignaturas, Resumen, Tipos de matrícula, Plazos y formas de pago, Desglose y recibos, and Finalizar Automáticamente. Below the header, there is a 'NOTAS' (Notes) section with a warning that all personal data must be completed. The form itself is divided into several sections: 'Datos personales' (Name, DNI, Sex, Date of birth, Country of birth, Province, Comarca, Locality, 1st and 2nd Nationality), 'Domicilio familiar' (Family Address), and 'Domicilio durante el curso' (Address during the course). Each section contains various input fields, some of which are highlighted in red to indicate they are required. A button 'Copiar domicilio familiar a domicilio durante el curso' is located between the two address sections.

4.5 – SELECTING CLASSES

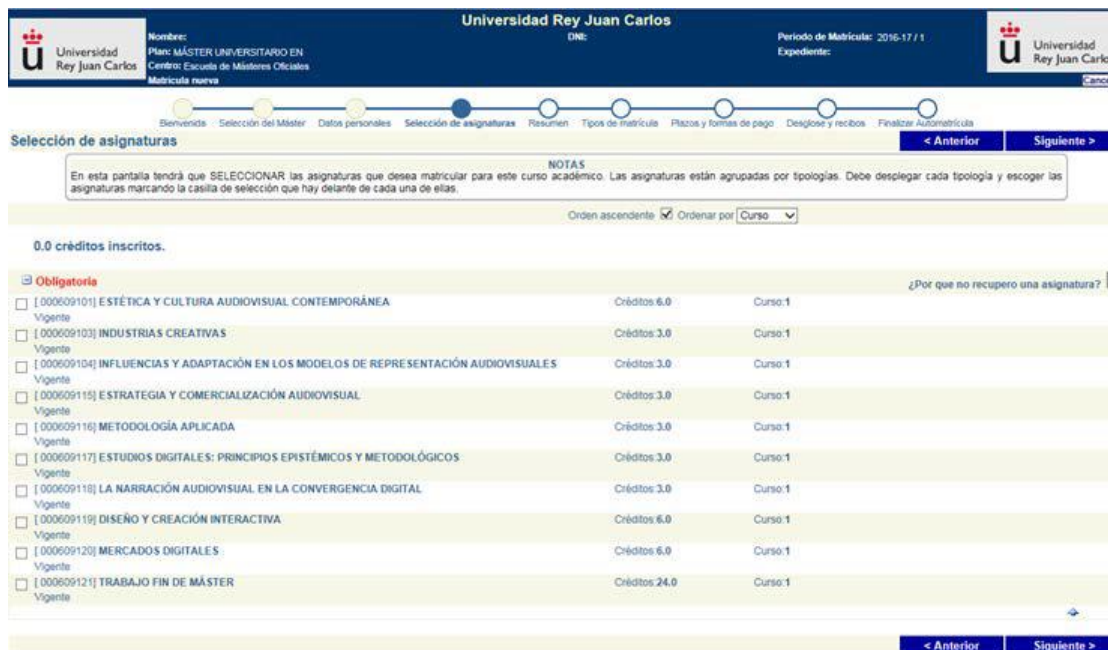
At this step, students must select the classes from the onscreen list that they want to register for this academic year.

Classes are grouped by type. Students need to open the list and then **SELECT** the classes that they want to register for.

Since there is only one registration period per academic year, students must register for all of the classes that they want to take for the entire year. New students will need to register for at least 6 credits from among the classes being offered.

If students select a one-year master's degree and they want to take all of the classes (Full Time), they will need to register for 60 credits. If the master's degree is a two-

year degree (120 credits), students who want to take all of the classes in two years must register for 60 credits the first year and 60 credits the second year. If the master's degree is a two-year degree (90 credits) and students want to register as Full-Time students, they will have to register for 60 credits the first year and 30 credits the second year.



Universidad Rey Juan Carlos

Nombre: **Plan: MÁSTER UNIVERSITARIO EN Centros Escuela de Másteres Oficiales**

Período de Matrícula: 2016-17 / 1

Expediente:

Matrícula nueva

Selección de asignaturas

NOTAS

En esta pantalla tendrá que SELECCIONAR las asignaturas que desea matricular para este curso académico. Las asignaturas están agrupadas por tipologías. Debe desplegar cada tipología y escoger las asignaturas marcando la casilla de selección que hay delante de cada una de ellas.

Orden ascendente ☒ Ordenar por Curso

0.0 créditos inscritos.

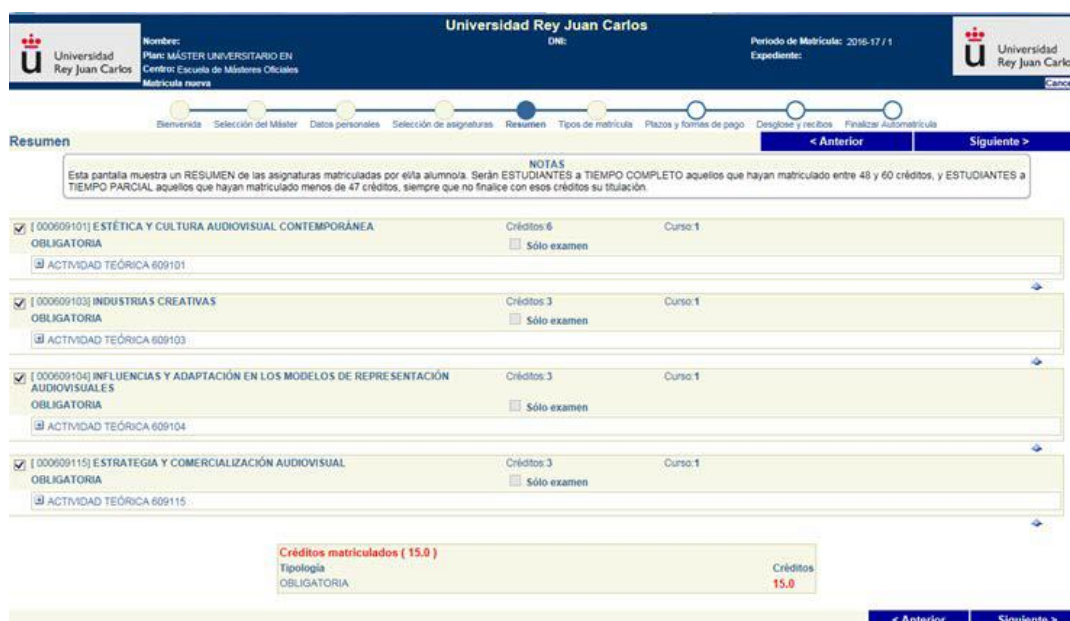
Obligatoria

Selección	Código	Nombre	Créditos	Curso
<input type="checkbox"/>	[000609101]	ESTÉTICA Y CULTURA AUDIOVISUAL CONTEMPORÁNEA	Créditos 6.0	Curso:1
<input type="checkbox"/>	[000609103]	INDUSTRIAS CREATIVAS	Créditos 3.0	Curso:1
<input type="checkbox"/>	[000609104]	INFLUENCIAS Y ADAPTACIÓN EN LOS MODELOS DE REPRESENTACIÓN AUDIOVISUALES	Créditos 3.0	Curso:1
<input type="checkbox"/>	[000609115]	ESTRATEGIA Y COMERCIALIZACIÓN AUDIOVISUAL	Créditos 3.0	Curso:1
<input type="checkbox"/>	[000609116]	METODOLOGÍA APLICADA	Créditos 3.0	Curso:1
<input type="checkbox"/>	[000609117]	ESTUDIOS DIGITALES: PRINCIPIOS EPISTÉMICOS Y METODOLÓGICOS	Créditos 3.0	Curso:1
<input type="checkbox"/>	[000609118]	LA NARRACIÓN AUDIOVISUAL EN LA CONVERGENCIA DIGITAL	Créditos 3.0	Curso:1
<input type="checkbox"/>	[000609119]	DISEÑO Y CREACIÓN INTERACTIVA	Créditos 6.0	Curso:1
<input type="checkbox"/>	[000609120]	MERCADOS DIGITALES	Créditos 6.0	Curso:1
<input type="checkbox"/>	[000609121]	TRABAJO FIN DE MÁSTER	Créditos 24.0	Curso:1

< Anterior Siguiendo >

4.6 – LIST OF CLASSES

This screen lists the classes that students have selected for this academic year.



Universidad Rey Juan Carlos

Nombre: **Plan: MÁSTER UNIVERSITARIO EN Centros Escuela de Másteres Oficiales**

Período de Matrícula: 2016-17 / 1

Expediente:

Matrícula nueva

Resumen

NOTAS

Esta pantalla muestra un RESUMEN de las asignaturas matriculadas por el alumno/a. Serán ESTUDIANTES a TIEMPO COMPLETO aquellos que hayan matriculado entre 48 y 60 créditos, y ESTUDIANTES a TIEMPO PARCIAL aquellos que hayan matriculado menos de 47 créditos, siempre que no finalice con esos créditos su titulación.

Selección	Código	Nombre	Créditos	Curso
<input checked="" type="checkbox"/>	[000609101]	ESTÉTICA Y CULTURA AUDIOVISUAL CONTEMPORÁNEA	Créditos 6	Curso:1
<input checked="" type="checkbox"/>	[000609103]	INDUSTRIAS CREATIVAS	Créditos 3	Curso:1
<input checked="" type="checkbox"/>	[000609104]	INFLUENCIAS Y ADAPTACIÓN EN LOS MODELOS DE REPRESENTACIÓN AUDIOVISUALES	Créditos 3	Curso:1
<input checked="" type="checkbox"/>	[000609115]	ESTRATEGIA Y COMERCIALIZACIÓN AUDIOVISUAL	Créditos 3	Curso:1

Créditos matriculados (15.0)

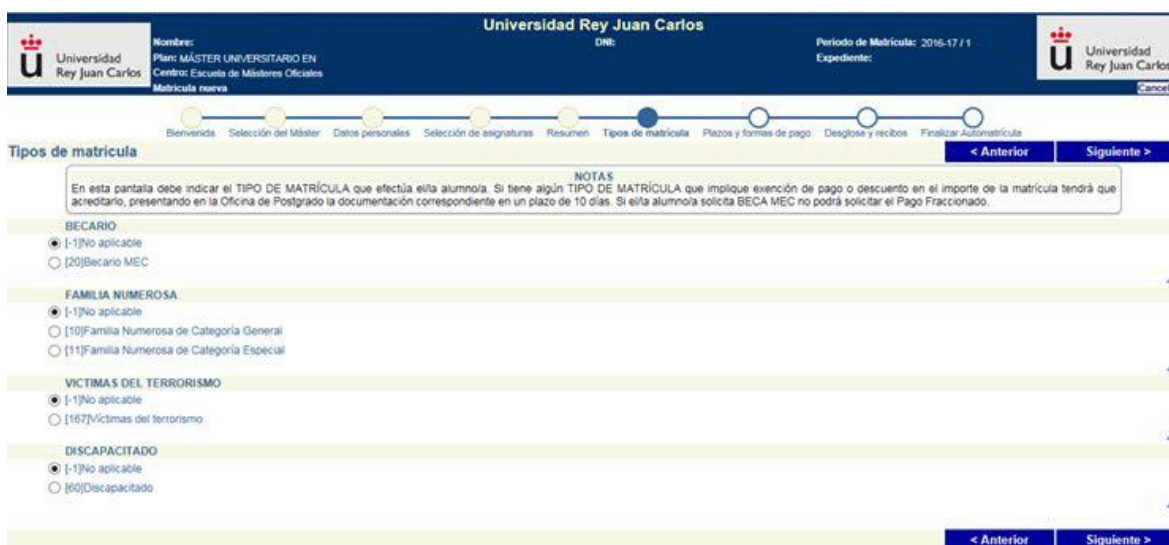
Tipología OBLIGATORIA

< Anterior Siguiendo >

4.7 – TYPES OF REGISTRATION

On this screen, students must select a type of registration. The type of registration that appears by default is Standard Registration.

Students who are eligible for a total or partial tuition waiver will need to select that option on this screen. They will then need to provide proof of their eligibility by submitting documentation to the Office of Postgraduate Studies. On their registration applications, these students only need to specify the condition that makes them eligible (large family, recipient of a Spanish Ministry of Education, Culture and Sports grant, disability, etc.)



4.8 – DEADLINES AND FORMS OF PAYMENT

4.8.1 – ONE-TIME PAYMENT AND PAYMENT IN INSTALLMENTS

Students must now select how they are going to pay their registration fees: ONE-TIME PAYMENT or PAYMENT IN INSTALLMENTS.

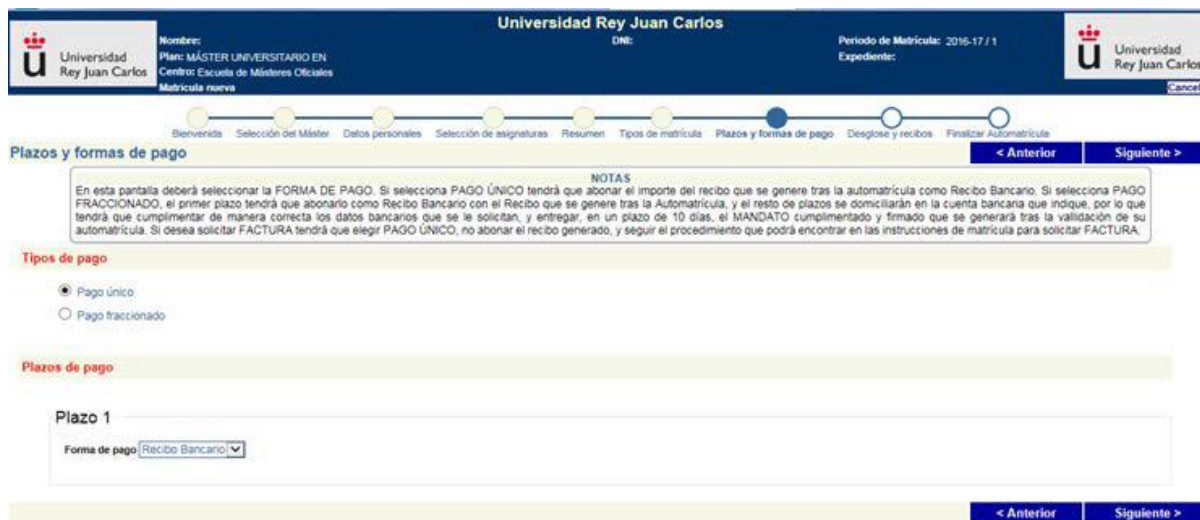
- Students who choose **One-Time Payment** will need to **pay** their registration fees at any branch of Bankia or Banco Santander.
- Students who choose **Payment in Installments** will need to **pay** the **first installment** (30%) of their registration fees at any branch of Bankia or Banco Santander. The **remaining installments** (seven (7) installments for 10% of students' total registration fees each) must be **direct-debited**.

Pursuant to current SEPA (Single Euro Payments Area) regulations, students who choose Payment in Installments will need to provide their complete IBAN (International Bank Account Number), which will replace other country-specific bank account numbers, in order to direct-debit their seven (7) installments. These installments will be paid directly from the account number provided by the student.

Students who choose Payment in Installments must provide the University with a bank account number. If they do not, the system will not let them continue with the

self-registration process. Any student who provides their IBAN or SWIFT number to the University may choose to pay their registration fees in installments.

Universidad Rey Juan Carlos requires a direct-debit order (called a “*mandato*”) signed by the account holder in order to be able to collect students’ fees in installments. Students can print this order after confirming their registration. Once the order has been completed and signed by the account holder, it must be sent to the Office of Postgraduate Studies.



Foreign students who are not able to pay their registration fees at a branch of Bankia or Banco Santander and who need to make an **International Bank Transfer** must contact the Office of Postgraduate Studies (master.official@urjc.es) by e-mail. The subject of the e-mail should be “*Transferencia Bancario Internacional*” (“International Bank Transfer”).

4.8.2 – FOREIGN STUDENTS WITH LEGAL RESIDENCE

Students who have an NIE (Identification Number for Foreigners – *Número de Identificación de Extranjeros*) must prove their residence status by submitting a copy of their NIE to the URJC Registration Office (*Registro General*) on the Móstoles campus or at a registration office on the Alcorcón, Fuenlabrada or Vicálvaro campuses. This copy can be submitted in person or mailed to the URJC Registration Office at this address: Universidad Rey Juan Carlos, Registro General, Campus de Móstoles, C/Tulipán s/n, 28933 Móstoles (Madrid).

The form to submit students’ NIEs can be downloaded by clicking on this link:
http://www.urjc.es/images/EstudiarURJC/Admision_matricula/master/ENTREGA%20DE%20DOCUMENTACION.pdf

Universidad Rey Juan Carlos will recalculate the registration fees of students who do not submit their NIEs **before October 15, 2016**. These students will be charged the fees applied to non-resident and non-EU students.

4.7 – 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:

http://www.urjc.es/images/EstudiarURJC/Admision_matricula/master/SOLICITUD_MISION_DE_FACTURA.pdf

Once the form is completed, students must submit it at the URJC Registration Office (*Registro General*) on the Móstoles campus or at any of the other registration offices on URJC campuses or it can be sent 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.

4.10 – ITEMIZATION AND RECEIPTS

This screen provides an itemization of the fees that students are responsible for paying. This screen is for informational purposes only. This itemized list will appear on students' definitive receipt which they will then need to print out.



Universidad Rey Juan Carlos

Nombre: Plano MÁSTER UNIVERSITARIO EN Centro Escuela de Másteres Oficiales Matrícula nueva

Período de Matrícula: 2016-17 / 1 Expediente:

Desglose y recibos

NOTAS

Esta pantalla muestra el desglose de los importes que tendrá que abonar, así como el detalle del recibo.

Importes de la matrícula

Conceptos	Cantidad	Importe	Total
Créditos en 1ª Matrícula	60,00	58,50	3.510,00
Seguro Escolar	1,00	1,12	1,12
Apertura Expediente	1,00	27,54	27,54
Total Académico:		3.510,00 Eur	
Total Administrativo:		28,66 Eur	
Total:		3.538,66 Eur	

Recibo de Pago

Referencia	Plazo	Tipo Pago	Forma Pago	F. Emisión	F. Vence	Importe
2016419426747	1	Pago único	Recibo Bancario	23/09/16	07/07/16	3.538,66 Eur

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.

4.11 – FINISHING THE SELF-REGISTRATION PROCESS

To confirm their registration, students must choose the **Finish Self-registration** option.

Once students have gone through each of the screens on the self-registration application, they may **CONFIRM/SAVE REGISTRATION** and **PRINT RECEIPT**. To do so, students must click on **YES!! I WANT TO CONFIRM**.

If students want to cancel the self-registration process without saving their registration application, they must click **NO!! I DO NOT WANT TO CONTINUE**. By doing so, their registration application will not be saved in the system and they will not be registered for the upcoming academic year.

The screenshot shows the 'Finalizar Automática' step of the self-registration process. At the top, the header includes the university logo, name, and registration details: 'Nombre: Plan: MÁSTER UNIVERSITARIO EN', 'Centro: Escuela de Másteres Oficiales', 'Matrícula nueva', 'DNI:', 'Periodo de Matrícula: 2016-17 / 1', and 'Expediente:'. Below the header is a progress bar with steps: 'Bienvenida', 'Selección del Máster', 'Datos personales', 'Selección de asignaturas', 'Resumen', 'Tipos de matrícula', 'Plazos y formas de pago', 'Desglose y recibos', and 'Finalizar Automática'. The 'Finalizar Automática' step is currently active. Below the progress bar, there is a 'Finalizar Automática' button and a '< Anterior' button. A 'NOTAS' section contains text about validating the registration and generating a receipt. At the bottom, there are two buttons: 'SI!! deseo validar' and 'NO!! deseo continuar'.

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.

4.12 – PRINTING THE RECEIPT

Once students have finished the self-registration process, they will need to print their RECEIPT.

To complete their registration, students will need to go to any branch of Bankia or Banco Santander with the two copies of their receipt that they have printed and pay their registration fees within 10 working days after registering. Students do not need to submit proof of payment to the University once they have paid.

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

Students who have any questions about their self-registration applications can contact the Office of Postgraduate Studies at +34 91 488 8508 or send an e-mail to master.official@urjc.es



Automatricula - Windows Internet Explorer
https://portalp.urjc.es/automatricula/posmatricula.do

Universidad Rey Juan Carlos

DNI:

NOTAS

Antes de cerrar su navegador debe imprimir.

Cerrar

Carta de pago

Universidad Rey Juan Carlos

UNIVERSIDAD REY JUAN CARLOS

Centro: UNIDAD DE POSGRADO

Plan: 6020 MASTER OFICIAL EN INFORMATICA GRAFICA, JUEGOS Y REALIDAD VIRTUAL

Nº Exp: 400 Alumno:

Año: 2010-11

N.I.F.:

Nº modificaciones en automatricula: 2

DATOS DE MATRÍCULA

Código	Asignatura	Plan	Cv	T	C	Gr	Créditos	D	V	Mt
6000699	MODELADO GEOMETRICO AVANZADO	6020	1	O	1	GRPUNI	5	2S	N	1
6000701	PRACTICAS EN EMPRESA I	6020	1	O	1	GRPUNI	10	A	N	1
6000702	SEMINARIOS I	6020	1	O	1	GRPUNI	5	A	N	1
6000718	ANIMACION AVANZADA	6020	1	O	1	GRPUNI	5	1S	N	1
6000719	MANIPULACION Y CONTROL DE DISPOSITIVOS HAPTICOS	6020	1	O	1	GRPUNI	5	1S	N	1
6000720	TECNOLOGIA DE JUEGOS	6020	1	O	1	GRPUNI	5	1S	N	1
6000892	PROCESADORES GRAFICOS	6020	1	O	1	GRPUNI	5	2S	N	1

Madrid, 6 de Julio de 2010

CONFIRMA AL ALUMNO

4.13 – PRINTING THE ORDER

Students who have chosen to pay their registration fees in installments and who, consequently, have direct-debited their payments must be aware that, pursuant to SEPA (Single Euro Payments Area) regulations, the order to pay direct-debited payments (called “*mandato*”) authorizes and transmits students’ consent to allow the University to withdraw funds from the bank account provided on the application and also permits the bank to release said funds to URJC.

Therefore, for students to direct-debit their registration fees, the University needs students to send it the order that they printed after confirming their registration. The order must have the live signature of the bank account holder.

If, after confirming their registration, students are not able to print either their receipt or the order to direct-deposit their registration fees, they may do so through Web Services.

Students may submit their direct-deposit orders personally or send them to the Office of Postgraduate Studies at the following address: Universidad Rey Juan Carlos, Oficina de Postgrado, Planta baja edificio Ampliación del Rectorado, Campus de Móstoles, C/ Tulipán s/n, 28933 – Móstoles (Madrid).