

Application Procedure
University Master Degrees
Rey Juan Carlos University

Academic year 2011-2012

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Introduction

A system of preliminary registration via Internet has been established by Rey Juan Carlos University, which makes it easier for students to complete the procedure of application and further registration once they are accepted. By using this method, the applicant knows what stage his application is in at every moment and once the application has been dealt with he will receive an email that says whether he has been accepted or rejected. This way, the student will be able to complete the registration for the University Master Degrees for which he has been accepted using any computer with Internet access, within the deadlines determined for him.

Access Requirements for Master Degrees

In accordance with the Royal Decree 1393/2007, article 16, the requirements for acceptance to master degrees are:

- To possess an official Spanish university degree or another issued by a higher education institution within the European Higher Education Area that authorizes access to postgraduate degrees in the country of origin.
- The students with foreign degree that are in conformity with European Educational System are not required to pass the qualification recognition process, but the University leaves the right to carry out preliminary verification of adequate education level of the corresponding foreign degree and confirm that it provides with the right to access to postgraduate degrees.

Deadlines for preliminary registration

Ordinary period:

From 3 May until 30 June 2011

Extraordinary period, if any places are left:

From 7 until 18 September 2011

Enrollment Exam

Ordinary period:

From 1 until 10 July 2011

Extraordinary period, if any places are left:

From 19 until 25 September 2011

The person responsible for the Master will communicate the exact date of the enrollment exam to the applicants by email.

Publication of the List of Accepted Applicants

Ordinary period: 11 July 2011

Extraordinary period, if any places are left: 26 September 2011

Deadlines for registration

Registration of students enrolled to one or several Master Degrees is performed through automatic registration system through Internet. (www.urjc.es).

- The ordinary period established for auto registration is FROM 12 JULY UNTIL 18 JULY 2011, both dates included.
- If any places are left, the additional period will be FROM 28 SEPTEMBER UNTIL 30 SEPTEMBER 2011.

To complete the preliminary registration, students will have to access the system using their unique domain name, if they have one, or with the username and password provided by the university once the admission application is processed.

Documents to be presented and how to submit

The applicants will have to present the required documents to General Register Office of Rey Juan Carlos University, or at any other supplementary register offices of the university, situated in the campuses of Alcorcón, Fuenlabrada and Vicálvaro. They will have to present the documents personally (presenting originals and copies), send them by registered letter (sending certified photocopies), or present them by following any other procedure described in article 38 of the Law on the Legal System of Public Administration and Common Administrative Procedure.

The applicants will submit one copy of every document for each university master degree they are applying for, indicating the number of Masters and directed to the person in charge of them, whose information can be found among the specific information of the Master on the website of the university (www.urjc.es).

All submitted copies must be certified; otherwise the original documents will have to be submitted in order to be able to proceed with the ratification at the General Register Office or supplementary register office of the university.

It is also possible to attach the required documents to your online application, in one attached file for each separate university Master. Nevertheless, the mentioned documents shall ALWAYS be submitted in paper using one of the methods described earlier.

FOLLOWING DOCUMENTS MUST BE SUBMITTED BY APPLICANTS:

- A copy of preliminary registration completed via Internet

Furthermore, a copy or a certified copy of the following documents must be presented:

- Official Academic Certificate issued by the official centre of origin, which states the qualifications of studies completed by the applicant. The mentioned certificate must contain precise content information of the corresponding studies. This certificate is not required, if the education has been completed at Rey Juan Carlos University.
- Corresponding university degree or document that proves to have applied for one, in case of completed studies.
- Identification card or equivalent.

Foreign students

- Copy of preliminary registration completed online.
- Copy of passport or residence permit (tarjeta de residencia)
- Certified copy of Foreign Higher Education Degree (Graduate, Architecture, Engineer, Doctor, ...)
- Certified copy of education certificate.
- Certificate proving that completed studies give access to official postgraduate degree in the country of origin.

Non-Spanish speaking students

It will be necessary to show a high level of spoken as well as written Spanish language skills. A certificate of Spanish Language B2 – DELE intermediate or equivalent must be included in the documents to be submitted. If necessary, there is a possibility to request a Spanish language test in order to prove the possession of required skills.

All documents submitted must be legalized, in accordance with Spanish legislation and translated by an official translator.

Place for submission of documents

The documents will be directed to the person responsible for each Master and will be sent to the General Register Office of the university or to any other place mentioned earlier. The address of the General Register Office of the Rey Juan Carlos University is:

Universidad Rey Juan Carlos
Registro General
Campus de Móstoles
C/Tulipán s/n
28933 – Móstoles
Madrid

INSTRUCTIONS for completion of preliminary registration

Applications for preliminary registration for university Masters must be completed via Internet application designed for this. This can be done on any computer connected to Internet. The university will provide the equipment necessary to complete this operation for students who need it. Nevertheless, we only recommend using the equipment of Rey Juan Carlos University, if there is no other place where you can get access to Internet.

On the website of the Rey Juan Carlos University you will find a link to the application for University Master Programme at the Rey Juan Carlos University.

Once you have accessed the application, a small screen will appear which will guide you through the process. The applicant has two possibilities, depending on the fact whether or not he is or has been a member of any group of Rey Juan Carlos University, which means that either he has his own unique domain name and can enter through the link "Usuarios con cuenta en la URJC", or that he has never been related to the university, in which case he will have to access through the link "Usuarios nuevos sin cuenta en la URJC".



Bienvenido al sistema de gestión de solicitudes para másteres oficiales de la Universidad Rey Juan Carlos. Si desea solicitar la admisión utilice los accesos de esta pantalla principal, en caso contrario elija los accesos correspondientes en la parte superior derecha de la misma.

Zona de Acceso para Solicitudes

Seleccione el modo de acceso

Usuarios con cuenta en la URJC
(Acceso de aquellos solicitantes que disponen de usuario y clave)

Usuarios nuevos sin cuenta en la URJC
(Acceso de aquellos solicitantes que todavía no han tenido relación con la URJC)

Datos de contacto			
E-mail:	alumnos@urjc.es	Teléfono:	914889393
	master.official@urjc.es		914888508

If you already have a user name and password but do not remember them, you can send an email to master.official@urjc.es or call 91 488 85 08.

Then, the applicant will have to enter his personal information. The red fields with (*) are obligatory. In case of applicants who are already part of any group of the university, this information will appear by default. In case you want to change any personal information, you can do this later with the auto registration, once the student has eventually been admitted to any University Master Programme, or communicate the changes in writing to the General Register Office.



UNIVERSIDAD REY JUAN CARLOS
 GESTIÓN DE SOLICITUDES TELEMÁTICAS 2010-11.

manual de instrucciones Desconectarse

PASO 1: Introduzca sus datos personales

*Tipo Doc: DNI *Documento: *Fecha Nacimiento: dd/mm/aaaa
 *Nombre: *Primer apellido: Segundo apellido:
 *Domicilio: Número: Piso: Letra:
 *Provincia: SIN DETERMINAR Municipio: Cod. Postal:
 *E-mail: *Teléfono: *Nacionalidad: ESPAÑA

PASO 2: Seleccione el tipo de acceso

*Tipo Acceso: Elija tipo de Acceso al Máster Los datos que aparecen en este color y precedidos de un asterisco deben ser completados

PASO 3: Seleccione su máster

NOMBRE	ESTADO_SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
Másteres Ofertados...			

It is very important to enter your email address correctly, because this will be used to keep you informed about any changes in the process of your application for a University Master, such as admission to the Master or rejection and the reason for it.

To your email address a user name and password will be sent, which you can use to consult or change any information of your application (if you do not already have a unique domain name at the Rey Juan Carlos University).

Then, once the applicant has introduced his personal information and verified that it is correct, he will have to indicate the type of access corresponding to being admitted to the Master he has applied for, as shown on the following screen.



GESTIÓN DE SOLICITUDES TELEMÁTICAS 2010-11.

Manual de instrucciones

PASO 1: Introduzca sus datos personales Desconect

*Tipo Doc: *Documento: *Fecha Nacimiento:
 *Nombre: *Primer apellido: Segundo apellido:
 *Domicilio: Número: Piso: Letra:
 *Provincia: Municipio: Cod. Postal:
 *E-mail: *Teléfono: *Nacionalidad:

PASO 2: Seleccione el tipo de acceso

*Tipo Acceso: Los datos que aparecen en este color y precedidos de un asterisco deben ser completados

PASO 3: Seleccione su máster

NOMBRE	ESTADO_SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
		Másteres Ofertados...	

After this, the applicant will have to indicate the Master or Masters to which he wishes to be admitted. Therefore he will have to enter the link that can be found under the text "Másteres Ofertados".

PASO 1: Introduzca sus datos personales Desconectar

*Tipo Doc: *Documento: *Fecha Nacimiento:
 *Nombre: *Primer apellido: Segundo apellido:
 *Domicilio: Número: Piso: Letra:
 *Provincia: Municipio: Cod. Postal:
 *E-mail: *Teléfono: *Nacionalidad:

PASO 2: Seleccione el tipo de acceso

*Tipo Acceso: Los datos que aparecen en este color y precedidos de un asterisco deben ser completados

PASO 3: Seleccione su máster

NOMBRE	ESTADO_SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
MASTER OFICIAL EN MARKETING	Pendiente		Sin Calificar

Másteres Ofertados...

PASO 4: Acepte la solicitud



Introduzca los caracteres que aparecen en la imagen:

(Use el teclado automático)

Aceptar



Imprimir

Los datos personales recogidos serán incorporados y tratados en el fichero de Gestión Académica, cuya finalidad es el seguimiento del expediente de los alumnos, inscrito en el Registro de Ficheros de Datos Personales de la Agencia de Protección de Datos de la Comunidad de Madrid (www.madrid.org/apdcm), y podrán ser cedidos según lo previsto en la Ley. El órgano responsable del fichero es el Vicerrector de Alumnos, y la dirección puede ejercer los derechos de acceso, rectificación, cancelación y oposición ante el mismo en C/ Tulipán, s/n, Nístoletos, 28933 Madrid, todo lo cual se informa en cumplimiento del artículo 5 de la Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal.

Once you have entered the page "Másteres Ofertados", a screen will appear in which you can find all Masters offered by the university and which the student can choose. Every Master that is selected will disappear from this screen and will be added to the application.

When all Masters to which you wish to be admitted have been selected, you will have to click the button “volver”, to go back to the main page of your application.

To complete the application, as a measure of security, the student will have to enter in the corresponding box the text that appears in the image, typing the letters that appear on the image of the keyboard.

PASO 1: Introduzca sus datos personales Desconectar

*Tipo Doc: Documento: *Fecha Nacimiento:
 *Nombre: *Primer apellido: Segundo apellido:
 *Domicilio: Número: Piso: Letra:
 *Provincia: Municipio: Cod. Postal:
 *E-mail: *Teléfono: *Nacionalidad:

PASO 2: Seleccione el tipo de acceso


*Tipo Acceso: Los datos que aparecen en este color y precedidos de un asterisco deben ser completados


PASO 3: Seleccione su máster

NOMBRE	ESTADO_SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
MASTER OFICIAL EN MARKETING	Pendiente		Sin Calificar

[Másteres Ofertados...](#)

PASO 4: Acepte la solicitud

Introduzca los caracteres que aparecen en la imagen: 

Introduzca los caracteres que aparecen en la imagen. Use el teclado automático 

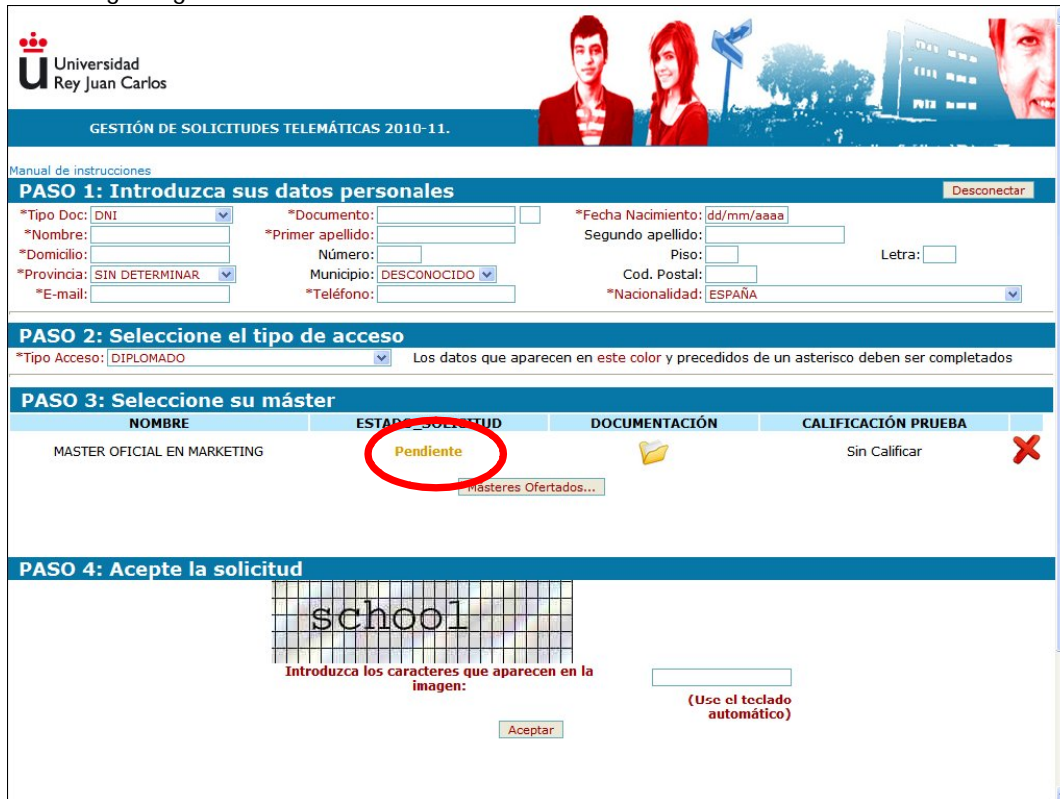
[Imprimir](#)

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Once the application has been completed, the applicant will receive an email containing a user name and password. From then on this will be your account to enter

the system, which enables you to modify your application, check on its status, or attach documents, among many other options.

From that moment, every change in your application will be communicated to you by email. Nevertheless, the applicant can enter the system at any moment by clicking on the link "Usuario con cuenta en la URJC". By entering your application you can check its progress by looking at the text that appears in the column indicated on the following image.



GESTIÓN DE SOLICITUDES TELEMÁTICAS 2010-11.

Manual de instrucciones



PASO 1: Introduzca sus datos personales Desconectar

*Tipo Doc: DNI *Documento: *Fecha Nacimiento: dd/mm/aaaa
 *Nombre: *Primer apellido: Segundo apellido:
 *Domicilio: Número: Piso: Letra:
 *Provincia: SIN DETERMINAR Municipio: DESCONOCIDO Cod. Postal:
 *E-mail: *Teléfono: *Nacionalidad: ESPAÑA

PASO 2: Seleccione el tipo de acceso

*Tipo Acceso: DIPLOMADO Los datos que aparecen en este color y precedidos de un asterisco deben ser completados

PASO 3: Seleccione su máster

NOMBRE	ESTADO SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
MASTER OFICIAL EN MARKETING	Pendiente		Sin Calificar 

Másteres Ofertados...

PASO 4: Acepte la solicitud

school

Introduzca los caracteres que aparecen en la imagen:

(Use el teclado automático)

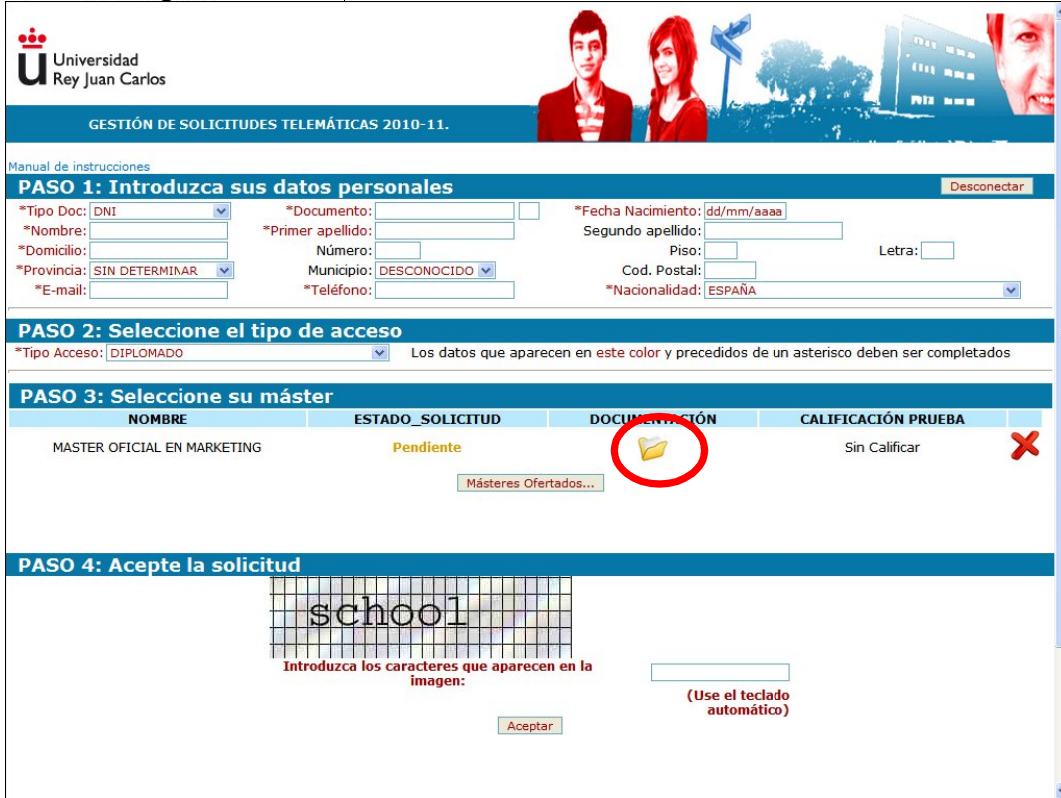
Aceptar

The possible stages in which your application can be are:

1. Pendiente (pending): the application is being checked by the person responsible for the Master to make sure you meet all requirements.
2. Denegado (denied): Your request for entering the selected Master has been declined.
3. Admitido a Prueba (Accepted): The student has been admitted to take the entrance exam for the Master.

Besides receiving an email, all changes in your application will appear in its observations box.

In case the applicant wants to attach documentation using Internet, he has to select the icon of the folder that appears in the column indicated on the following image.





Manual de instrucciones
PASO 1: Introduzca sus datos personales Desconectar

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PASO 2: Seleccione el tipo de acceso
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PASO 3: Seleccione su máster

NOMBRE	ESTADO_SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
MASTER OFICIAL EN MARKETING	Pendiente		Sin Calificar 

[Másteres Ofertados...](#)

PASO 4: Acepte la solicitud

school

Introduzca los caracteres que aparecen en la imagen:

(Use el teclado automático)

Regardless of whether or not documents are attached online, students who apply for admission to one or several university Masters, will have to present the necessary documents at the General Register Office of the Rey Juan Carlos University, or at any of the assisting Register Offices of the university, situated at the campuses of Alcorcón, Fuenlabrada and Vicálvaro.

Once the entrance exam has been taken, the person responsible for the Master will grade the exam and only if the student has passed the exam (obtaining a grade of 5,00 or more) he will be able to complete the auto registration within the determined deadline.

Documents can be submitted personally (original and photocopy), by registered mail (certified copies), or they can be presented in accordance with any other of the procedures established in article 38 of the Law on the Legal System of Public Administration and Common Administrative Procedure.

For every university Master applied for one copy of every document must be presented, because these documents must be handed over to the person responsible for that Master. Therefore the documents must be addressed to the person in charge of the Master, whose information can be found under the information of the Master on the website of the university.

By selecting the icon for attaching documents, the following screen will appear, where you will have to click the “examinar” button. Then, a window will be opened where you can select the file you wish to attach. To finish you have to click the “adjuntar” button and your document will be attached to your application.



Universidad Rey Juan Carlos
 DOCUMENTACIÓN APORTADA POR EL ALUMNO PARA
 MÁSTER OFICIAL EN CIENCIAS HISTÓRICAS

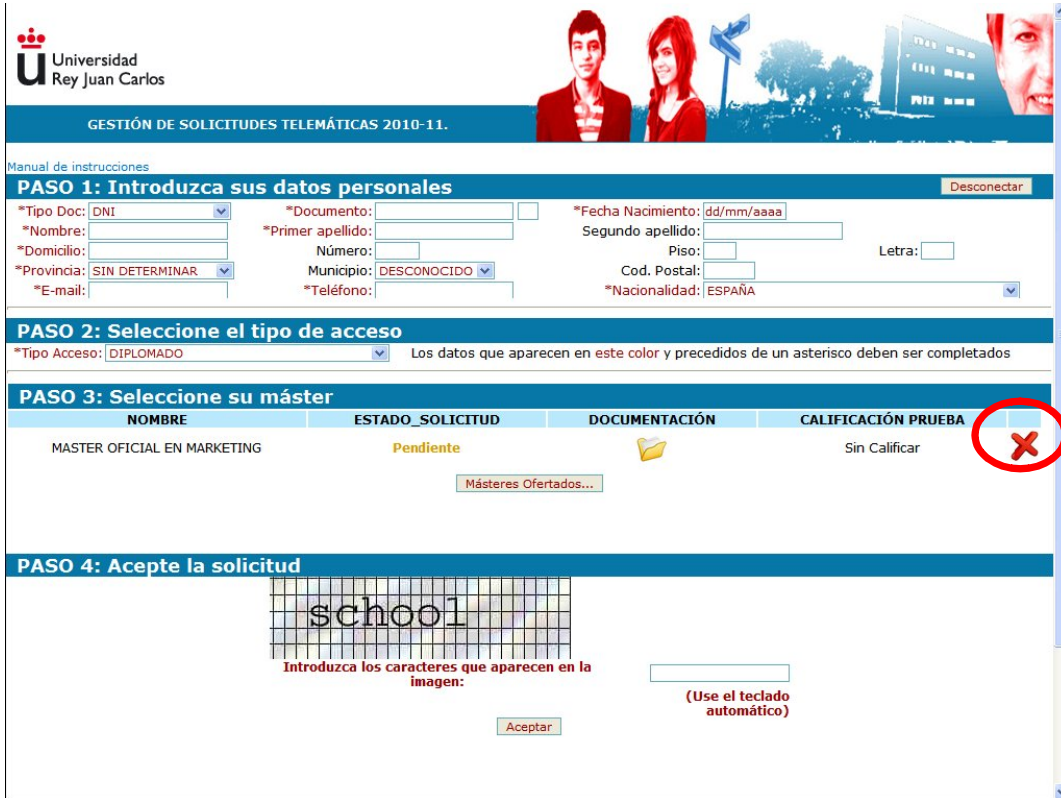
El sistema permite de forma a adjuntar en: Adjuntar formatos reconocidos de software como pdf, txt, doc, xls, ppt, o archivos de imágenes como jpg, gif, bmp. Atención: no se adjuntan archivos producidos por software específico.

Nombre del Archivo | Tamaño del Archivo | Eliminar
 | |

0 de 4194884 bytes ocupados

**Recomiendo que debéis presentar obligatoriamente la documentación requerida en el Registro General de la Universidad Rey Juan Carlos.
 Los estudiantes que hayan realizado los estudios que les dan acceso a los Másteres Oficiales en la Universidad Rey Juan Carlos, no será necesario que aparezca la Certificación Académica Personal. Podrán adjuntar, si así lo desean, los datos sobre su expediente académico que puedan obtener a través del Portal de Servicios.

In the last column of your application, you will now find an icon in the form of a cross, which you can use if you want to delete your application for this Master at any moment, as long as it is still in the stage "pendiente". If you select this option, the application will ask you to confirm your choice.



Universidad Rey Juan Carlos
 GESTIÓN DE SOLICITUDES TELEMÁTICAS 2010-11.

Manual de instrucciones



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 *E-mail: *Teléfono: *Nacionalidad: ESPAÑA

PASO 2: Seleccione el tipo de acceso


*Tipo Acceso: DIPLOMADO Los datos que aparecen en este color y precedidos de un asterisco deben ser completados

PASO 3: Seleccione su máster

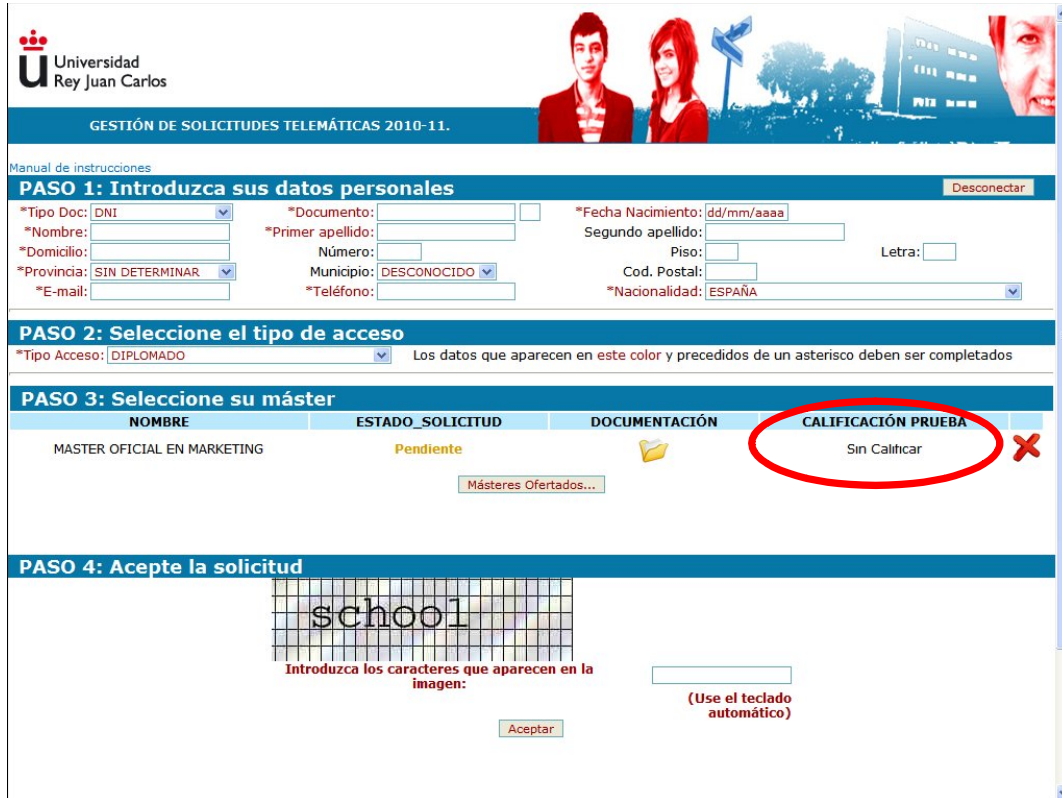
NOMBRE	ESTADO_SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
MASTER OFICIAL EN MARKETING	Pendiente		Sin Calificar 

[Másteres Ofertados...](#)

PASO 4: Acepte la solicitud


 Introduzca los caracteres que aparecen en la imagen:
 (Use el teclado automático)

Finally, the column indicated on the next image refers to the grade obtained by the student on the entrance exam. As long as the exam has not been taken or the student has not been qualified by the person responsible, "Sin calificar" will stay in this column. Once you have been qualified, a list of your marks will appear.



Universidad Rey Juan Carlos
 GESTIÓN DE SOLICITUDES TELEMÁTICAS 2010-11.

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PASO 3: Seleccione su máster

NOMBRE	ESTADO_SOLICITUD	DOCUMENTACIÓN	CALIFICACIÓN PRUEBA
MASTER OFICIAL EN MARKETING	Pendiente		Sin Calificar

PASO 4: Acepte la solicitud


 Introduzca los caracteres que aparecen en la imagen:
 (Use el teclado automático)