



## INSTRUCTIONS FOR STUDENTS

# SELF-REGISTRATION IN UNIVERSITY MASTER'S DEGREES

**ACADEMIC YEAR 2023/2024**

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

According to article 18 of Real Decreto 822/2021, de 28 de septiembre, the requirements for access to University Master's Degrees are the following:

1. "Possession of an official university degree of Graduate or Spanish Graduate or equivalent, is a condition for accessing a University Master's Degree, or, where appropriate, having another University Master's degree, or titles of the same level as the Spanish Bachelor's Degree or Master's degrees issued by universities and higher education institutions of an EHEA country that allows access to Master's studies.
2. "In the same way, people in possession of titles from educational systems that are not part of the EHEA, which are equivalent to a Bachelor's degree, will be able to access a Master's Degree in the Spanish university system, without the need for homologation of the title, but it does require Verification by the university of the level of training involved, as long as in the country where the degree was issued it allows access to university postgraduate level studies. In no case will access through this route imply the homologation of the previous title held by the interested party or its recognition for other purposes than that of carrying out the Master's studies.

At least 5 per 100 of the places offered will be reserved for students who prove a degree of disability equal to or greater than 33 per 100. These students must prove their degree of disability by means of a certificate issued by the IMSERSO or by a competent authority of each Autonomous Community and will be exempt from the corresponding fees.

Conditional enrollment:

Master's studies may be accessed conditionally in the following cases:

- Students who have not yet completed their undergraduate studies may apply for Conditional Admission to the Master's Degrees at the Universidad Rey Juan Carlos, when at the time of pre-registration they have no more than the Final Degree Project to complete, plus 9 ECTS (according to Real Decreto 822/2021, de 28 de septiembre), in the case of double degree students when they have a maximum of two Final Degree Projects left to complete plus 9 ECTS credits.
- Students from countries outside the EHEA, who do not have the duly legalized title that gives access to Master's Degree studies but who have started the procedures for the legalization of the title.

Not all master's degrees admit conditional enrollment. Before self-registration, consult the **[website of the master degree](#)** in which you wish to enroll.

According to Real Decreto 822/2021, de 28 de septiembre, priority in enrollment will be guaranteed to students who have the official university degree of Graduate or Graduate. Therefore, this circumstance will be taken into account when making the admission and will be reflected in the evaluation of the students.

Each Master may have its specific access requirements, collected in the information that appears on the Master's website ([Admission and registration](#)).

Admission to the Master's Degrees will be carried out through a selection process. In some cases, this process may entail a selection test(s). The Master's Department will notify those interested in what the selection test(s) will consist of, as well as the exact date and place of completion of the test(s) by email.

## 2. SELF-REGISTRATION AND SELF-ENROLLMENT DEADLINES

Self-registration and self-enrollment in the Master's Degrees will be done online through the web [www.urjc.es](http://www.urjc.es) within the established deadlines:

### [ACADEMIC YEAR 2023-24 DEADLINES](#)

**IMPORTANT:** each period of self-registration and self-enrollment are independent. In other words, the student who is admitted within a pre-registration period must enroll within the period associated with this period, and their application will be canceled if they do not enroll within that period.

## 3. INSTRUCTIONS TO PERFORM SELF-REGISTRATION

Applicants will have to access the [self-pre-registration](#) application. Select the option "University Masters", you will see the following screen:



Check your access type:

- **Users with an account at the URJC:**
  - Applicants who are linked to the Universidad Rey Juan Carlos, and already have a URJC single domain account.  
If you do not remember your USER and PASSWORD, you can generate new credentials by entering the following link: [Corporate identity management](#)

- Applicants who applied for admission to University Education through the Single District of Public Universities of Madrid. In this case, the system will detect your Identity Document and will ask you to confirm your DATE OF BIRTH (dd/mm/yy format), or it will tell you to include the Username and password as follows:

ACCESS USER: DNI without letter

PASSWORD: f followed by your date of birth, i.e. fddmmyy

**Example:**

**Applicant Pepe Pérez, with DNI 04660649C, date of birth 05/04/1987**

**His ACCESS USER would be: 04660649 and his PASSWORD: f04051987**

- New users without an account at the URJC if you have never been associated with this University, you will access the following screen, in which you must indicate your personal data, filling in all the fields:

## STEP 1. PERSONAL DATA

- Users with an account at the URJC: If you are already linked to the Universidad Rey Juan Carlos, your details will appear on the screen as recorded in the database.

If you wish to modify any data, you must request it through the [MAIL BOX](#).

- New users without an account in the URJC: They will have to fill in all the personal data that is detailed on the screen.

### BEFORE YOU START FILLING IN THESE FIELDS, KEEP IN MIND:

- You must correctly indicate the "Type of Doc." with which you are going to register, select the one that corresponds from the drop-down and check that your identification document is valid. You can only pre-register with a Spanish DNI/NIE or passport.

- All communications related to your self-registration will be sent to the email address you indicate on this screen. Check that it is correct. We recommend that, once you have completed your self-registration, check your inbox regularly, and check your "Spam" mailbox.

Pay close attention when indicating your data, once you finish your self-registration you will not be able to make any changes on the platform and you will have to request it through the MAIL [MAIL BOX](#)

## STEP 2. TYPE OF ACCESS



**PASO 2: Seleccione el tipo de acceso**

⚠ Si no ha finalizado su titulación de acceso debe indicar Tipo de Acceso: "ACCESO CONDICIONADO".

Tipo Acceso \*:

Tipo Universidad \*:

Universidad de acceso \*:

Titulación de acceso:

**PASO 3: Seleccione s**

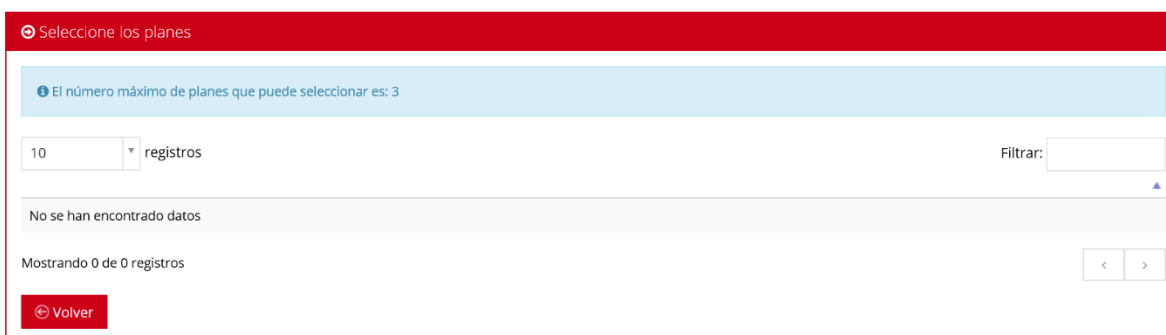
NOMBRE	ESTADO	NOTA ACCESO	ACCIONES
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Next, the applicant must select from the drop-down the option that corresponds to the studies that give them access to Master's studies:

- **ACCESO CONDICIONADO:** If at the time of pre-registration you are not in possession of the title and you have pending completion of the Final Degree Project plus 9 ECTS credits.
- **ACCESO CONDICIONADO POR TITULO PENDIENTE DE LEGALIZACIÓN:** if your degree is from a foreign university outside the EHEA, and the legalization process has begun, but you do not yet have the degree legalized.
- **ARQUITECTO, ARQUITECTO TÉCNICO, DIPLOMADO, GRADUADO, INGENIERO, INGENIERO TÉCNICO, LICENCIADO:** If you have a degree from a Spanish university, select the one that corresponds.
- **TITULO EXTRANJERO NO PERTENECIENTE AL EEES o TITULO EXTRANJERO PERTENECIENTE AL EEES:** if your degree is from a foreign university.



## STEP 3. SELECTION OF THE MASTER

Finally, you must indicate the Master's Degree in which you wish to be admitted by accessing the link [Planes Ofertados](#), check the box “**Seleccionar**” of the Master in which you wish to apply for admission and press “Aceptar”.



The applicant may request admission to a maximum of three (3) University Master's Degrees, making the applications in three independent self-pre-registration processes, one for each of the master's degrees that they wish to apply for. He must take into account that he has to provide the corresponding documentation in each application.

IMPORTANT: remember that not all master's degrees are offered in all terms. You can check the master's degrees offered in each of the terms [hear](#). Taking into account that:

	Offered on time
	Not offered on time

#### 4. DOCUMENTATION TO SUBMIT FOR PRE-REGISTRATION



IMPORTANT: Before starting to upload the documentation, read the following instructions carefully: Review the [Documentación a presentar](#), check that you have all the required documentation and upload it completely when applying for admission to a master's degree.

We remind you that each Master's degree may have its specific access requirements, consult the information in the "Admission and Enrollment" section of the master's degree you want to take at the following link: <https://www.urjc.es/estudios/master>

In the case of requesting pre-registration in more than one master's degree, you must provide all the documentation required in each of the University Master's Degrees for which admission is requested (maximum 3), for this, you will have to use for each University Master's Degree requested, the **"Añadir Documentos"** icon.

Once your application has been reviewed, the pre-registration period has ended within the period established in each pre-registration period to communicate the provisional status of applicants admitted or excluded from the study, you can consult [hear](#):

1. If you have correctly uploaded all the documentation, you will receive an email confirming that your application is under study.
2. In case of detecting that any document is missing, you will receive an email indicating it and you will be able to attach the pending documentation during the CORRECTION period. If the term has elapsed and the required documentation has not been uploaded, the application may be DENIED. The applicant may claim against the non-admission within a period of three calendar days through [instancia general](#).


At any time, both the Director of the University Master's Degree and the School of Official Master's Degrees may request the presentation of the originals of the documentation provided.

#### 4.1- ATTACH DOCUMENTATION

As indicated above, all applicants must necessarily attach all the scanned documentation when making the application.

New users without an account at the URJC: Once these applicants have registered in the previous steps, they must re-enter the self-pre-registration application with the access data provided in the registration email, as users with an account at the URJC, to be able to add the documentation.

On the next screen, you will be able to select the files on your computer and attach the documentation to your admission application. Remember that the documentation must be attached for each of the University 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

Documento  Ningún archivo seleccionado

0.0 de 10240.0 KB ocupados (Máximo: 10.0 MB)

To attach the documentation, you must first select the type of document in the dropdown, then select the file and click the attach button (maximum 10 files). Files should be uploaded in PDF format preferably. In addition, you can download the specific document models for each master's degree in the pre-registration application itself.

**PASO 3: Seleccione su plan**

NOMBRE	ESTADO	NOTA ACCESO	ACCIONES
<a href="#">Planes ofertados...</a>			

PARA LOS SIGUIENTES MÁSTERES DEBERÁ DESCARGAR LOS DOCUMENTOS QUE SE MUESTRAN, RELLENARLOS Y DESPUÉS ADJUNTARLOS COMO DOCUMENTACIÓN DE SU SOLICITUD.

- Declaración responsable veracidad de datos: 

## 4.2- FINISH THE APPLICATION

**PASO 1: Seleccione su plan**

NOMBRE	ESTADO	DOCUMENTACIÓN	NOTA ACCESO	ACCIONES
MÁSTER UNIVERSITARIO EN ALTA DIRECCIÓN (ON-LINE)	Pendiente Documentación	<a href="#">Añadir Documentos</a>	Sin calificar	<a href="#">Eliminar</a>

[Planes ofertados...](#)

Once the documentation upload step is finished. The option to PRINT your application receipt will appear at the bottom of the screen and the option to Disconnect to exit the application will appear at the top.

## 5. APPLICATION STATUS

Any change made to your Application Status will be notified to you by email to the address you indicated in the self-registration.

If the Specific Selection Test is carried out (in person or similar), the Master's Department will notify you, via email, of what it will consist of, the exact date and place of this test.

The states in which your Self-pre-registration Application can be found are the following, depending on when we are in the admission process:

### *a. Provisional communication of the person admitted or excluded from the study:*

**1.1. PENDIENTE:** The application and the documentation submitted is correct.



**1.2. PENDIENTE DOCUMENTACIÓN:** The student has not included all the documentation in their application and it cannot be assessed. The applicant will receive an email with the cause of exclusion with the missing documentation so that it can be uploaded within the rectification period. If after the deadline the applicant does not provide the required documentation, the application may be **DENEGADA**.

***b. Definitive communication of admitted or excluded to study:***

**1.1. VALIDADA/VALIDADA CONDICIONADA:** The application and the documentation submitted is correct.

**1.2. DENEGADO:** The student has not included all the documentation in his/her application and it cannot be assessed or does not meet the requirements for access to the master's degree. The applicant will receive an email with the reason for denial. The applicant may claim against the non-admission within a period of three calendar days through [instancia general](#).

***c. Definitive communication of admitted and excluded for registration:***

**1.1 VALIDADA CONCEDIDA:** Your application has been accepted to enter the selection process and you will be able to enroll within the period established in your pre-registration period. Remember that if you do not enroll within this period you will lose your place.

**1.2 VALIDADA CONDICIONADA CONCEDIDA:** For students applying for Conditional Admission.

**1.3 VALIDADA - LISTA DE ESPERA:** you are on the waiting list.

You can consult the qualification obtained in the selection process, accessing the [self-pre-registration-application](#).

If the applicant goes to the waiting list, and in the event that a vacancy occurs, the student on the waiting list will be awarded and notified via WhatsApp/SMS. They will be processed once the self-registration period has ended, in the case of remaining vacancies.

**1.4 DENEGADA:** The applicant will receive an email with the reason for denial.

**5.1- DELETE THE APPLICATION**

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



IMPORTANT POINTS OF THE ADMISSION PROCESS	
PRE-REGISTRATION PERIOD	<p>The student uploads all the mandatory documentation:</p> <ul style="list-style-type: none"> <li>♦ SPANISH DNI/NIE- Valid PASSPORT</li> <li>♦ GRADUATE TITLE/ TITLE ACCESS TO POSTGRADUATE STUDIES-CERTIFICATE THAT CERTIFIES ACCESS TO POSTGRADUATE STUDIES</li> <li>♦ SIGNED STATEMENT OF TRUTH</li> </ul> <p><b>Specific documentation for each master's degree:</b>  <a href="https://www.urjc.es/estudios/master">https://www.urjc.es/estudios/master</a></p>
COMMUNICATION OF ADMITTED AND EXCLUDED TO PROVISIONAL STUDY	<p>The student will be able to see through the application the status of his/her request and will be notified through the email provided with his/her pre-registration:</p> <ul style="list-style-type: none"> <li>♦ <b>Pendiente: admitted to study</b></li> <li>♦ <b>Pendiente de documentación: missing documentation</b></li> </ul>
PERIOD FOR CORRECTIONS	Students who are pending documentation may upload the requested documentation to the application within the established period.
COMMUNICATION OF ADMITTED AND EXCLUDED TO THE FINAL STUDY	<p>The student will be able to see the status of their application in the application and will be notified through the email provided with their pre-registration:</p> <ul style="list-style-type: none"> <li>♦ <b>VALIDADA:</b> admitted to study</li> <li>♦ <b>VALIDADA CONDICIONADA:</b>admitted to study</li> <li>♦ <b>DENEGADA:</b> excluded to studies</li> </ul> <p>They will have 3 calendar days to claim against the non-admission in electronic office.</p>
COMMUNICATION OF APPLICATIONS ADMITTED, REFUSED AND ON THE WAITING LIST FOR THE MASTER'S DEGREE	<p>The student will be able to check the status of his/her application in the application and it will be communicated to them through the email provided with his/her pre-registration:</p> <ul style="list-style-type: none"> <li>♦ <b>VALIDADA CONCEDIDA/VALIDADA CONDICIONADA CONDECIDA:</b> admitted to the master's degree and may enroll within the period established in the pre-registration period .</li> <li>♦ <b>DENEGADA:</b> : no place in the master's degree will be communicated to you through the email provided with your pre-registration</li> <li>♦ <b>LISTA DE ESPERA:</b>The management of the waiting list will begin when the registration period of the pre-registration period ends and it will be through WhatsApp/SMS. In the periods in which the closure of the University for vacations coincides, it will begin when it opens again.</li> </ul>
<b>REGISTRATION PERIOD</b>	<b>WITHIN THE PERIOD ESTABLISHED FOR THE PRE-REGISTRATION PERIOD</b>