



STUDENT MANUAL

**SELF-REGISTRATION IN
UNIVERSITY MASTER'S DEGREES**

ACADEMIC YEAR 2021/2022

1. INCOMING STUDENTS. FIRST YEAR

Students who have been admitted in the pre-registration process will self-register through the [Aplicación de Automatrícula](#) (Self-Registration Application) available to that effect, during the established dates ([Dates for self pre-registration and self enrolment](#)) published in the University website.

New students who do not have a URJC account will need to enter, on the identification screen, the provisional username and password assigned to them during the pre-registration process. The **username** is the student's **ID number** (DNI, NIE, passport, etc.) and the **provisional password** is the letter "f" followed by the student's **date of birth** with the format "**fddmmyyy**" (for example, for 01/06/1990 the password would be f01061990).

Once students have completed the self-registration process, a message will be sent to the email address they provided **within 72 hours**, notifying them of the new **username and password** which constitute their **URJC account**. This new username and password will provide access to the University's online services, needed to conduct students' academic activity, and will substitute the provisional username and password.

Students who already have a **URJC account** will use it to complete the self-registration process.

Students **need to register for all the subjects they want to complete during the academic year**.

When completing their registration, students must take into account the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#) (Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University), as well as the [Normativas y Reglamentos](#) (Rules and Regulations) applicable to current master's degrees at Rey Juan Carlos University.

Students with a **Conditional Admission** to master's degrees at Rey Juan Carlos University, will have to **submit documents that certify their completion of the studies that enable access to the master's degree before 31 October 2021**. Double degree students who have **passed all subjects and one of their end of degree projects**, will have to submit the relevant **academic transcript**, and pass their **pending end of degree project before 30 June 2022**. In both cases, students will have to **submit the following documents via *registro* or [Registro electrónico de la Universidad](#) (Sede electrónica)**, to the attention of the School of Master's Degrees, reference "conditional admission documentation", and before the established deadline:

- **Official proof that the Degree Certificate has been requested.**
- **Official Academic Transcript or Diploma Supplement (DS)** issued by the previous centre of studies, recording all subjects completed, credits/hours, the

grades obtained, the final average grade, and, if relevant, the issue date of the degree certificate. If the studies have been conducted at Rey Juan Carlos University, students will only need to attach a copy of the “Academic Progress”, which they can download from the Services Portal.

- **Certificate stating that the qualifications submitted provide access to official postgraduate studies** in the country of origin, issued, stamped, and signed by the university of origin (only necessary for students who submit access qualifications from non-Spanish universities).

If this requirement is not fulfilled, Rey Juan Carlos University will proceed to cancel *ex officio* the student’s enrolment, without prior notice or refund of the registration fees.

2. SIMULTANEITY OF MASTER’S DEGREES

Students who simultaneously enrol in two master’s degrees ([procedimiento de solicitud de libre simultaneidad de estudios de másteres universitarios en la URJC](#), procedure for simultaneity of university master’s degree studies at URJC) will have to submit, at the *registro* or [Registro electrónico de la Universidad](#) (Sede electronica), a written statement indicating their preference, to the attention of the School of Master’s Degrees and with the reference “preferred master’s degree”, **before 30 September 2021**.

3. SECOND YEAR STUDENTS OR STUDENTS WITH PENDING SUBJECTS

Students who began a master’s degree in previous academic years, and who have to register for their **second year or for pending subjects** during this academic year, must complete the self-registration process in the established dates published in the University website ([Dates for self pre-registration and self enrolment](#)), **without completing again the pre-registration process**. These students must take into account the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#) (Regulation for Enrolment and Permanence in Master’s Degrees at Rey Juan Carlos University) and must submit their application at <https://sede.urjc.es/catalogo-de-servicios> in the dates established by the University. **Students with one or more pending subjects will have to wait until the corresponding grades have been recorded before registering for these subjects in the established dates for self-registration of second year students or students with pending subjects.**

Students who registered for the subject “Master’s Thesis” in the academic year 2020/21 but did not present it, will have to register the subject again in the academic year 2021/22, although they will not have to pay second registration fees for the subject, as established in the current regulation. In any case, students must take into account the [Reglamento del Trabajo Fin de Máster](#) (Regulation for Master’s Thesis) and the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#)

(Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University).

Students enrolled in **master's degrees that have begun the phase-out process in the academic year 2020/21** may register the Master's Thesis in the application. If they have to register for other pending subjects, they will do so by **completing a request form *registro*** or **[Registro electrónico de la Universidad](#) (Sede electrónica)**, in the registration dates established (**[Dates for self pre-registration and self enrolment](#)**), and published in the University website, for second year students and for students with pending subjects. Students enrolled in master's degrees that began the phase-out process in previous academic years, will register for pending subjects by **completing a request form (*Expone/Solicita*) at the *registro*** or **[Registro electrónico de la Universidad](#) (Sede electrónica), in the same established dates**. Once their request has been examined, and if it is approved, the registration process will be completed by the School of Master's Degrees, who will inform students by email.

Students who have exceeded the permanence established will not be able to register again in the master's degree. In any case, and in accordance with the **[Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#)** (Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University), they may contact the rector at URJC to apply for continuation of their studies when reasons of *force majeure*, which have to be duly documented, have affected their academic performance. This request will be channelled through the relevant **[electronic application](#)**, in the dates established and published to this effect. Once the requests for extension of permanence have been processed, the University's decision will be notified to students by email and will also be available at the *registro* or **[Registro electrónico de la Universidad](#) (Sede electrónica)**.

4. CREDITS/SUBJECTS RECOGNITION

Students who are in a position to request Credits/Subjects Recognition will have to first register in the relevant master's degree, as they will not be able to apply for the recognition until their registration has been processed. These students will not have to register for the subjects they are requesting validation for, in accordance with the **[Reglamento sobre reconocimiento de créditos/asignatura y adaptaciones en titulaciones de másteres universitarios](#)** (Regulation for credits/subjects validation and adaptations in master's degrees).

Students of **online master's degrees** who wish to have access to the Virtual Classroom in order to follow the subjects they have requested recognition for, in case it is denied, **can register for these subjects. If the subjects are finally validated/recognised, the relevant refund will be processed, upon prior request.**

The request for recognition must be completed in the relevant electronic application, which can be accessed through the following link, (**<https://gestion2.urjc.es/convalidacionesmanuales/>**), or by logging into the Services Portal,

clicking on “*Solicitudes*” (Requests), and then on “*Solicitud de convalidación manual*” (Request for manual validation). Students can make this request any time after **completing the registration process and until the 15 October**.

When students submit their electronic request for recognition, they must also submit scanned copies of the required documents. In addition, students may also be required to submit the original documents or certified photocopies of these documents either in person or by mail sent to the *registro* or [Registro electrónico de la Universidad \(Sede electrónica\)](#), or by any means established in the current regulation.

When applying for Credits/Subjects Recognition, students will have to pay the fee established in the Public Prices Decree to process the validation of studies. In addition, if the recognition is authorised, students will have to pay the receipt corresponding to the recognition in accordance with the Public Prices Decree.

Once a decision on the request has been reached, students will have a set period of time to modify their registration information, in case they need to extend it to include subjects that have not been recognised. These changes can be made in the [Aplicación de Modificación de Matrícula](#), which can be accessed through the Services Portal.

5. INSTRUCTIONS TO COMPLETE THE REGISTRATION

5.1 – IDENTIFICATION OF STUDENTS

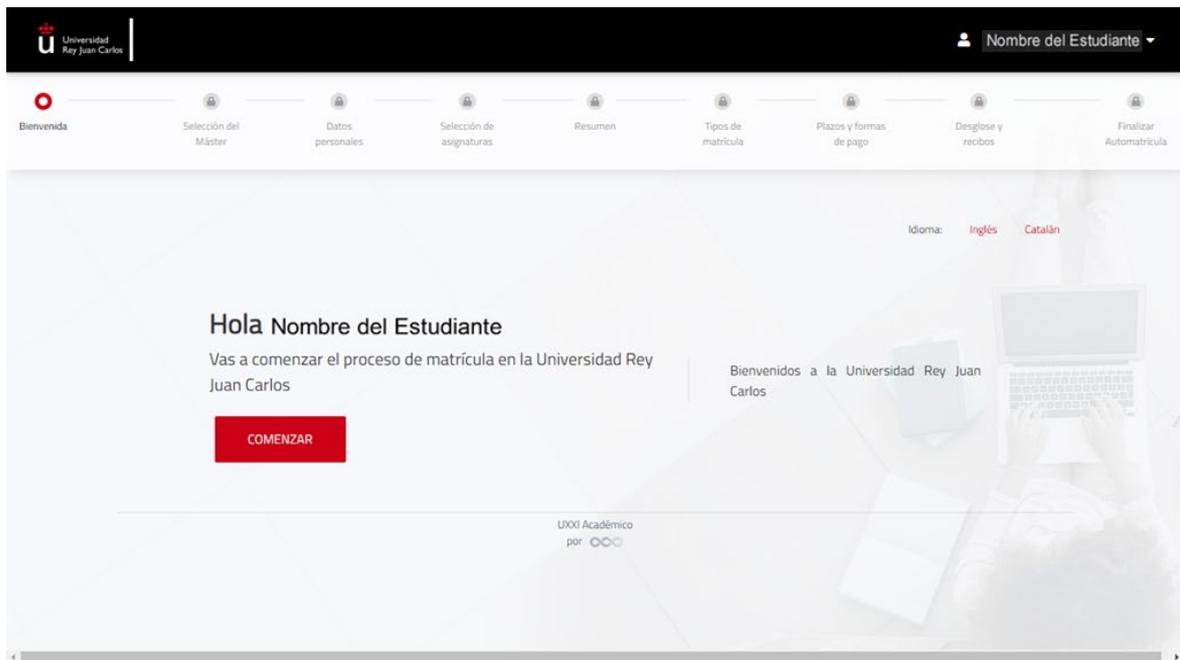
Once students have completed the self-registration process, a message will be sent to the email address they provided **within 72 hours**, notifying them of the **username and password** which constitute their **URJC account**. This new username and password will provide access to the University’s online services, needed to conduct students’ academic activity, and will substitute the provisional username and password.

Students who already have a **URJC account** will use it to complete the self-registration process.

5.2 – WELCOME SCREEN

When logging into the application, students will find a screen welcoming them to the registration process at Rey Juan Carlos University, which will include their personal data.

Students can browse through the self-registration application by using the “*Siguiente and Anterior*” (**Next and Previous buttons**), or by using the circles that appear at the top and bottom of each one of the screens that allow them to complete the different steps necessary to register in the relevant master’s degree.



Students can cancel the self-registration process at any time, using the button *CANCELAR* (CANCEL), which they can access through their profile button.

The self-registration will only be recorded after students browse through all the screens, complete all the required information, and finally *VALIDA* (VALIDATE) the process. If students abandon the self-registration process without completion of these steps, the registration will not be valid.

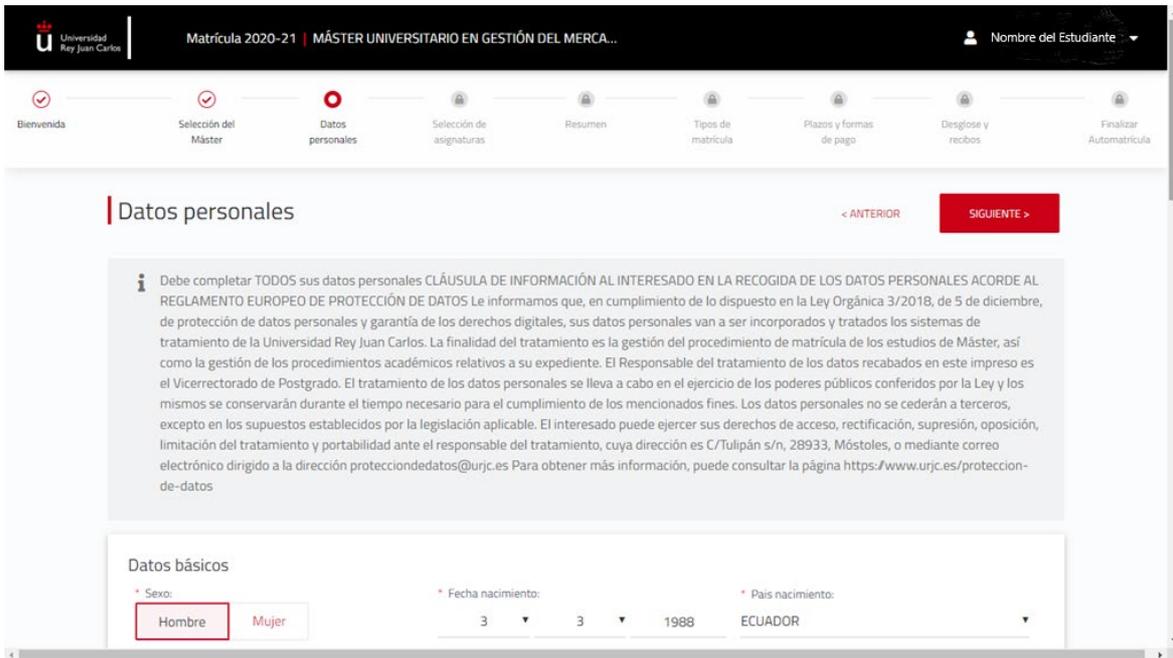
5.3- SELECTING THE MASTER'S DEGREE

This screen shows the different master's degrees available, so students need to select the one they want to enrol in.

In addition to selecting the master's degree they want to enrol in, students must indicate the Modality of Programme; that is, *A TIEMPO COMPLETO* (FULL TIME) if they are going to register for 60 credits during the current academic year without taking into account supplementary training subjects, or *A TIEMPO PARCIAL* (PART TIME) if they are going to register for less than 60 credits in this academic year.

5.4- PERSONAL DATA

This screen shows the students' personal data. Applicants must fill out **ALL** the personal data required. They will not be able to proceed with their registration unless they complete all obligatory fields marked with a red *****.



Datos personales
< ANTERIOR
SIGUIENTE >

i Debe completar TODOS sus datos personales CLÁUSULA DE INFORMACIÓN AL INTERESADO EN LA RECOGIDA DE LOS DATOS PERSONALES ACORDE AL REGLAMENTO EUROPEO DE PROTECCIÓN DE DATOS Le informamos que, en cumplimiento de lo dispuesto en la Ley Orgánica 3/2018, de 5 de diciembre, de protección de datos personales y garantía de los derechos digitales, sus datos personales van a ser incorporados y tratados los sistemas de tratamiento de la Universidad Rey Juan Carlos. La finalidad del tratamiento es la gestión del procedimiento de matrícula de los estudios de Máster, así como la gestión de los procedimientos académicos relativos a su expediente. El Responsable del tratamiento de los datos recabados en este impreso es el Vicerrectorado de Postgrado. El tratamiento de los datos personales se lleva a cabo en el ejercicio de los poderes públicos conferidos por la Ley y los mismos se conservarán durante el tiempo necesario para el cumplimiento de los mencionados fines. Los datos personales no se cederán a terceros, excepto en los supuestos establecidos por la legislación aplicable. El interesado puede ejercer sus derechos de acceso, rectificación, supresión, oposición, limitación del tratamiento y portabilidad ante el responsable del tratamiento, cuya dirección es C/Tulipán s/n, 28933, Móstoles, o mediante correo electrónico dirigido a la dirección protecciondedatos@urjc.es Para obtener más información, puede consultar la página <https://www.urjc.es/proteccion-de-datos>

Datos básicos

* Sexo: Hombre Mujer

* Fecha nacimiento: 3 / 3 / 1988

* Pais nacimiento: ECUADOR

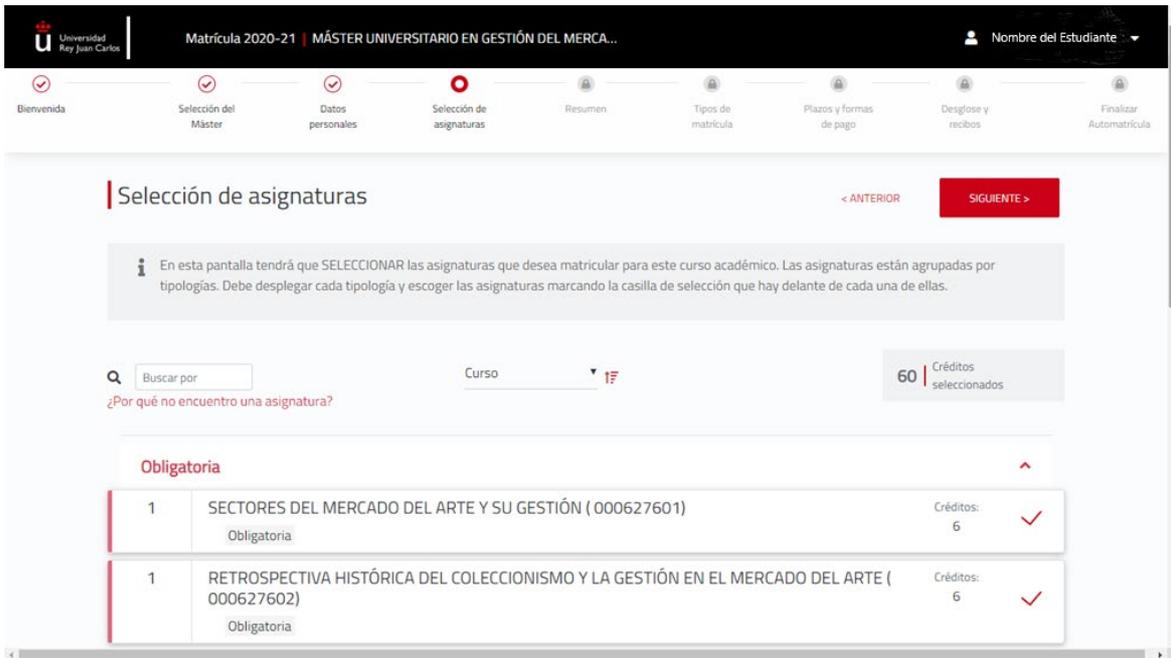
5.5- SELECTING THE SUBJECTS

In this step, students must select all the subject they want to register during the academic year.

Subjects are grouped by type, so students must TICK the subjects they want to register from the drop-down list.

There is only one registration period per academic year for each student. Therefore, students must register for all subjects they want to take throughout the year during this period (see [Normativa de matrícula y permanencia en los estudios oficiales de máster de la Rey Juan Carlos, Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University](#)).

If a student (Full Time) wants to enrol in a master's degree with a load of 90 credits (two academic years), he/she will have to enrol for 60 credits in the first year, and 30 in the second year. If the master's degree has a load of 120 credits (two academic years), he/she will register for 60 credits each year.



Selección de asignaturas

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.

Buscar por Curso 60 Créditos seleccionados

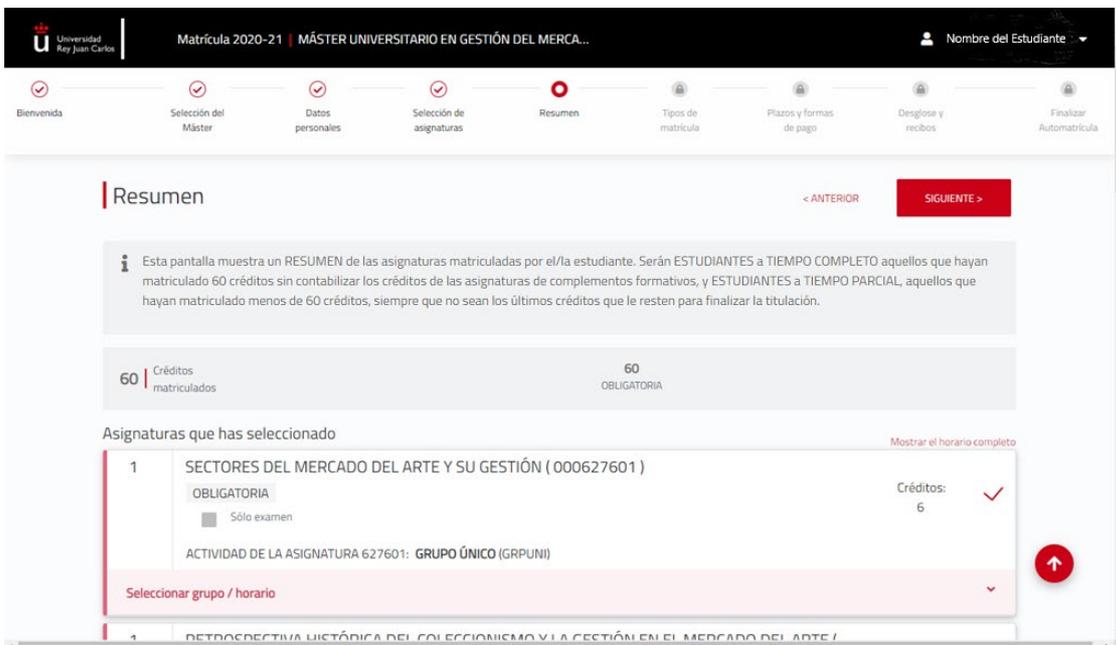
¿Por qué no encuentro una asignatura?

Obligatoria

1	SECTORES DEL MERCADO DEL ARTE Y SU GESTIÓN (000627601) Obligatoria	Créditos: 6	✓
1	RETROSPECTIVA HISTÓRICA DEL COLECCIONISMO Y LA GESTIÓN EN EL MERCADO DEL ARTE (000627602) Obligatoria	Créditos: 6	✓

5.6- OUTLINE OF SUBJECTS

This screen provides an outline of students' registered subjects. This step is only informative.



Resumen

Esta pantalla muestra un RESUMEN de las asignaturas matriculadas por el/la estudiante. Serán ESTUDIANTES a TIEMPO COMPLETO aquellos que hayan matriculado 60 créditos sin contabilizar los créditos de las asignaturas de complementos formativos, y ESTUDIANTES a TIEMPO PARCIAL, aquellos que hayan matriculado menos de 60 créditos, siempre que no sean los últimos créditos que le resten para finalizar la titulación.

60 Créditos matriculados 60 OBLIGATORIA

Asignaturas que has seleccionado

1	SECTORES DEL MERCADO DEL ARTE Y SU GESTIÓN (000627601) OBLIGATORIA Sólo examen	Créditos: 6	✓
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ACTIVIDAD DE LA ASIGNATURA 627601: GRUPO ÚNICO (GRPUNI)

Seleccionar grupo / horario

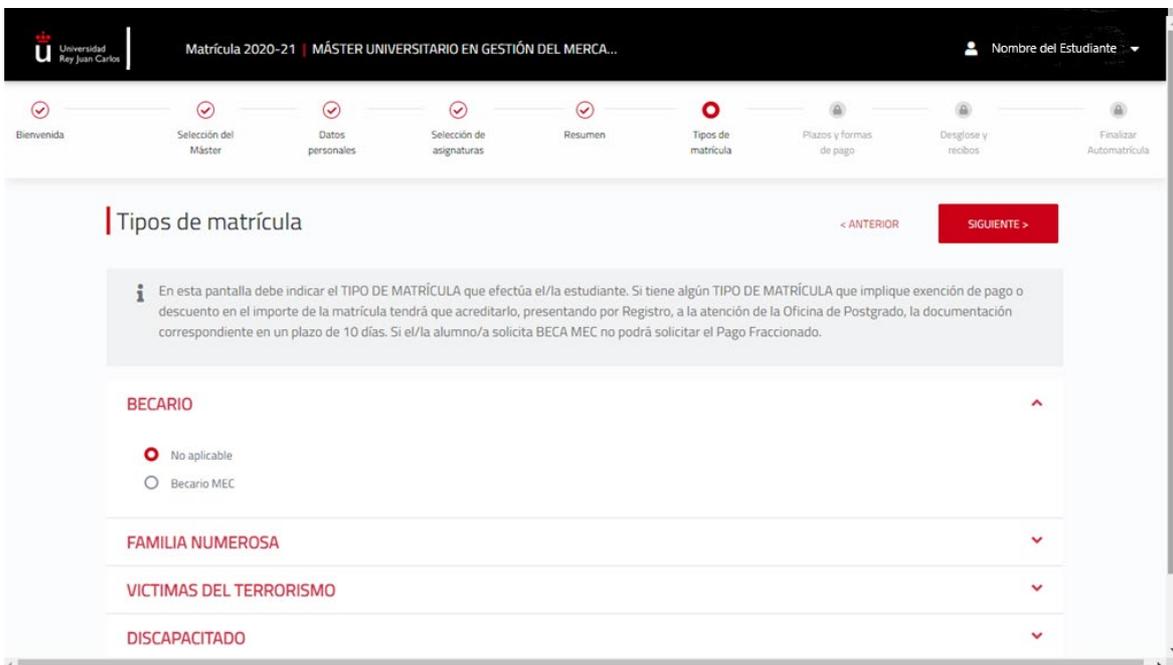
5.7- REGISTRATION TYPES

In this screen, students must indicate their registration type *Matrícula Ordinaria* (**Standard Registration**) is marked by default.

Students who can certify a situation that involves the total or partial exemption from the payment of tuition fees, must indicate so on this screen, and subsequently submit **the relevant documents** at the School of Master's Degrees **within 10 working days of completing the registration**.

This documentation can be handed in person at the School of Master's Degrees. In addition, verified/certified copies (in the case of documents that do not have a digital verification code) can be submitted at the University's General Registry (*registro*) and sent by certified Administrative Mail Service or through the *inter-registry* communication system (Code DIR3: U05600001), through the *registro* or [Registro electrónico de la Universidad](#) (**Sede electronica**), or by any other means established in the current regulation.

In the self-registration process, however, students must indicate the type of registration they require *Familia Numerosa General o Especial, Becario MEC, Discapacidad, etc...* (Standard or Special Large Family, MEC Grant, Disability, etc.).



Universidad Rey Juan Carlos | Matrícula 2020-21 | MÁSTER UNIVERSITARIO EN GESTIÓN DEL MERCADO... | Nombre del Estudiante

Bienvenida | Selección del Máster | Datos personales | Selección de asignaturas | Resumen | **Tipos de matrícula** | Plazos y formas de pago | Desglose y recibos | Finalizar Automatrícula

Tipos de matrícula < ANTERIOR SIGUIENTE >

En esta pantalla debe indicar el TIPO DE MATRÍCULA que efectúa el/la estudiante. Si tiene algún TIPO DE MATRÍCULA que implique exención de pago o descuento en el importe de la matrícula tendrá que acreditarlo, presentando por Registro, a la atención de la Oficina de Postgrado, la documentación correspondiente en un plazo de 10 días. Si el/la alumno/a solicita BECA MEC no podrá solicitar el Pago Fraccionado.

BECARIO

- No aplicable
- Becario MEC

FAMILIA NUMEROSA

VICTIMAS DEL TERRORISMO

DISCAPACITADO

Foreign students from non-EU countries that have some type of exemption from payment of tuition fees, will not be able to apply for it during the registration process. They will submit their request for the relevant reduction in tuition fees together with proof

of **actual residence permit**, providing the supporting documentation **within 10 working days of completing the registration**.

This documentation can be handed in person at the School of Master's Degrees. In addition, verified/certified copies (in the case of documents that do not have a digital verification code) can be submitted at the University's General Registry (*registro*) and sent by certified Administrative Mail Service or through the *inter-registry* communication system (Code DIR3: U05600001), through the *registro* or **Registro electrónico de la Universidad** (**Sede electrónica**), or by any other means established in the current regulation.

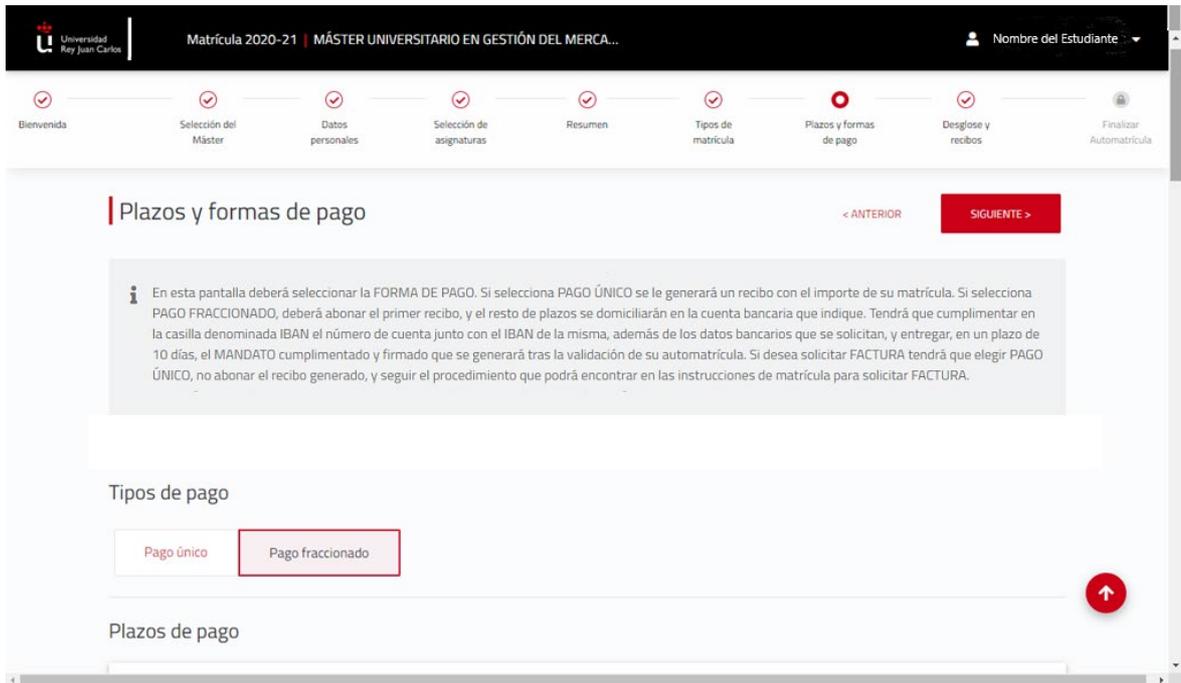
Students who have applied for a grant from the Spanish Ministry of Education and Vocational Training (*Beca MEC*) but, after the established period for allegations, were denied the grant, must pay their registration fees during the indicated period, as a single payment or in fractioned payment, regardless of whether or not they chose to appeal the Ministry's resolution. If they do not pay the relevant fees in the dates established in the Receipt of Payment, their registration will be cancelled due to *Non-payment*, in accordance with the current regulation.

5.8- TERMS AND METHODS OF PAYMENT

5.8.1- SINGLE PAYMENT AND FRACTIONED PAYMENT

When completing the self-registration, students can choose between the modalities of **single payment and fractioned payment**.

If the Decree that regulates public prices for university studies 2021/22 has not been approved before the registration process, the prices applied will be those established in the Decree of the previous year, 2020/21. If these prices are then modified in the new Decree 2021/22, the relevant adjustments will be processed. We therefore recommend that students select PAGO FRACCIONADO (FRACTIONED PAYMENT), so that direct debited future payments can be adjusted to consider price modifications.



Students who select the modality of **single payment** will have to **pay the registration fees at any branch of BANKIA or Banco Santander**, in the dates established in the Receipt of Payment. If the relevant fees are not paid in the established dates, the University will proceed to **cancel *ex officio* the student's enrolment, without prior notice, since it will consider that the registration has not been formalised.**

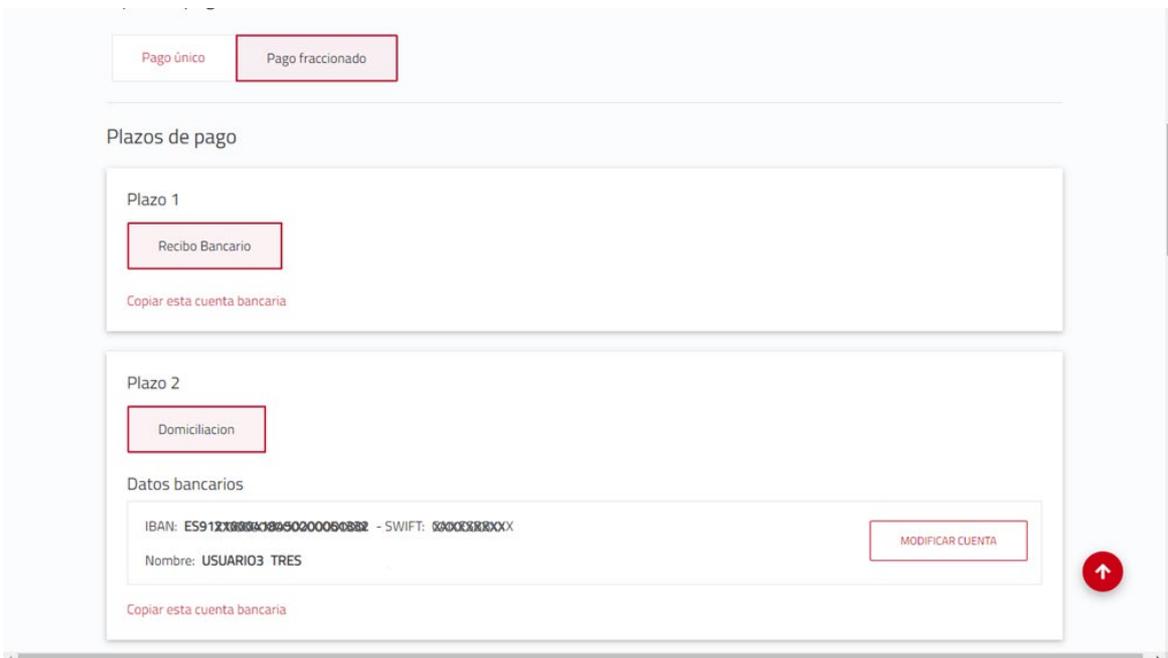
Foreign students who have no access to a branch of BANKIA or Banco Santander in Spanish territory and who, therefore, need to pay by **International Bank Transfer**, must contact the School of Master's Degrees through the consultation mailbox at <https://ayuda.urjc.es>, indicating the reference "**International Bank Transfer**". (*Transfer and/or currency conversion charges shall be paid by students.*) **If the relevant fees are not paid in the established dates, the University will proceed to cancel *ex officio* the student's enrolment, without prior notice, since it will consider that the registration has not been formalised.**

Students who select the modality of **fractioned payment**, will pay the invoice corresponding to the **first payment at any branch of BANKIA or Banco Santander** in the established dates, and **will direct debit the rest of payments at a bank account within the Single Euro Payments Area (SEPA).** **If the first payment is not paid in the established dates, the University will proceed to cancel *ex officio* the student's enrolment, due to its *Non-formalisation*, without prior notice. If they do not satisfy the remaining payments in the dates established, the registration will be cancelled due to *Non-payment*, in accordance with the current regulation.**

If this document is not submitted, the University will not be authorised to process the payments direct debited to the indicated bank account, so that the modality of payment for registration fees will be modified *ex officio* to SINGLE PAYMENT.

Students who have submitted the SEPA Direct Debit Mandate to the School of Master's Degrees in previous academic years and have not changed their bank details, do not need to submit it again.

Fractioned payments will be debited to the indicated bank account between the 1st and 5th day of each month, from October to April, as established in the Receipt of Payment generated at the end of the registration process.



5.8.1- FOREIGN STUDENTS WITH RESIDENCE PERMIT

Foreign students who have been granted actual residence (the authorisation of stay for study purposes granted to foreign students is not equal to the condition of residence) must provide proof of it, and submit a copy of their valid NIE (foreigner identity card) at the School of Master's Degrees or send it through the (*registro*) and sent by certified Administrative Mail Service or through the *inter-registry* communication system (Code DIR3: U05600001), through the *registro* or [Registro electrónico de la Universidad \(Sede electrónica\)](#), or by any other means established in the current regulation.

5.9- INVOICE

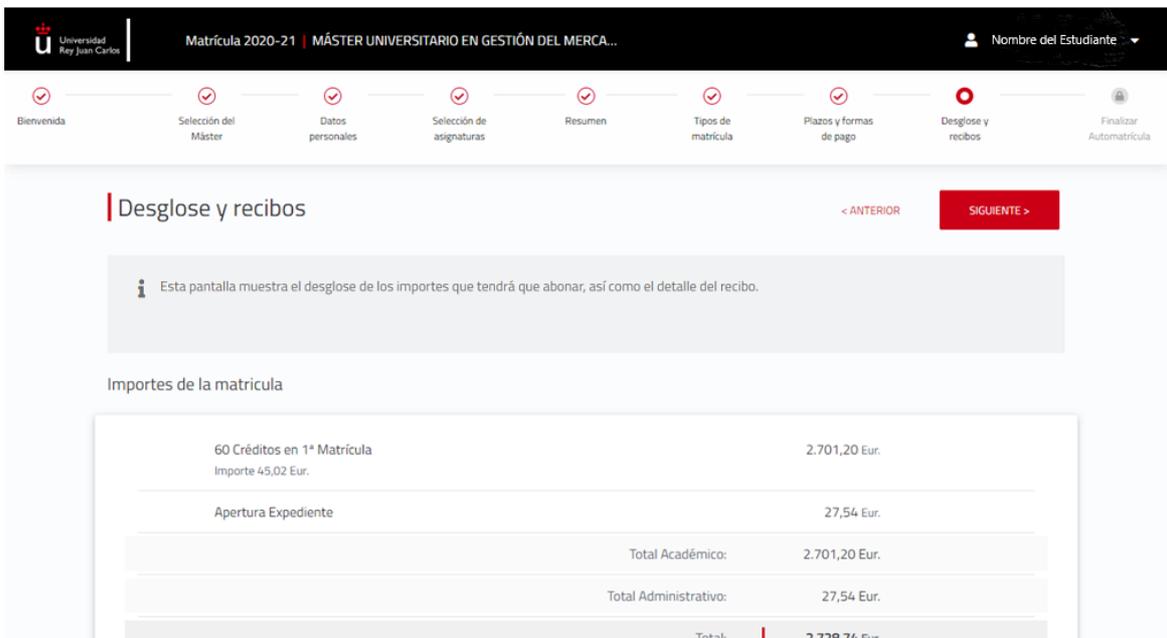
Students may request an invoice in order to pay the registration fees in their name or to charge them to a company or institution, **ALWAYS BEFORE PAYMENT OF THE FEES**. Invoices must be requested by completing the procedure [Solicitud de emisión de Factura](#) (Request an Invoice), included in this link.

Once the application form has been completed (and stamped if in the name of a company), students must submit it at the School of Master's Degrees [Registro electrónico de la Universidad \(Sede electrónica\)](#), or by any other means established in the current regulation. or through the consultation mailbox, which they can access with their URJC account.

By requesting an invoice, students will not be able to use the registration receipt to pay their registration fees. If students have already paid the registration fees, they will be issued a payment certificate, and in no case an invoice.

5.10 – BREAKDOWN AND RECEIPT OF PAYMENT

This screen shows the breakdown of payments that students must satisfy. The screen provides the information that will then appear in the Receipt of Payment, which students must print/save.



Universidad Rey Juan Carlos | Matrícula 2020-21 | MÁSTER UNIVERSITARIO EN GESTIÓN DEL MERCADO | Nombre del Estudiante

Bienvenida | Selección del Máster | Datos personales | Selección de asignaturas | Resumen | Tipos de matrícula | Plazos y formas de pago | **Desglose y recibos** | Finalizar Automatrícula

Desglose y recibos < ANTERIOR SIGUIENTE >

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

Importes de la matrícula

60 Créditos en 1ª Matrícula	2.701,20 Eur.
Importe 45,02 Eur.	
Apertura Expediente	27,54 Eur.
Total Académico:	2.701,20 Eur.
Total Administrativo:	27,54 Eur.
Total:	2.728,74 Eur.

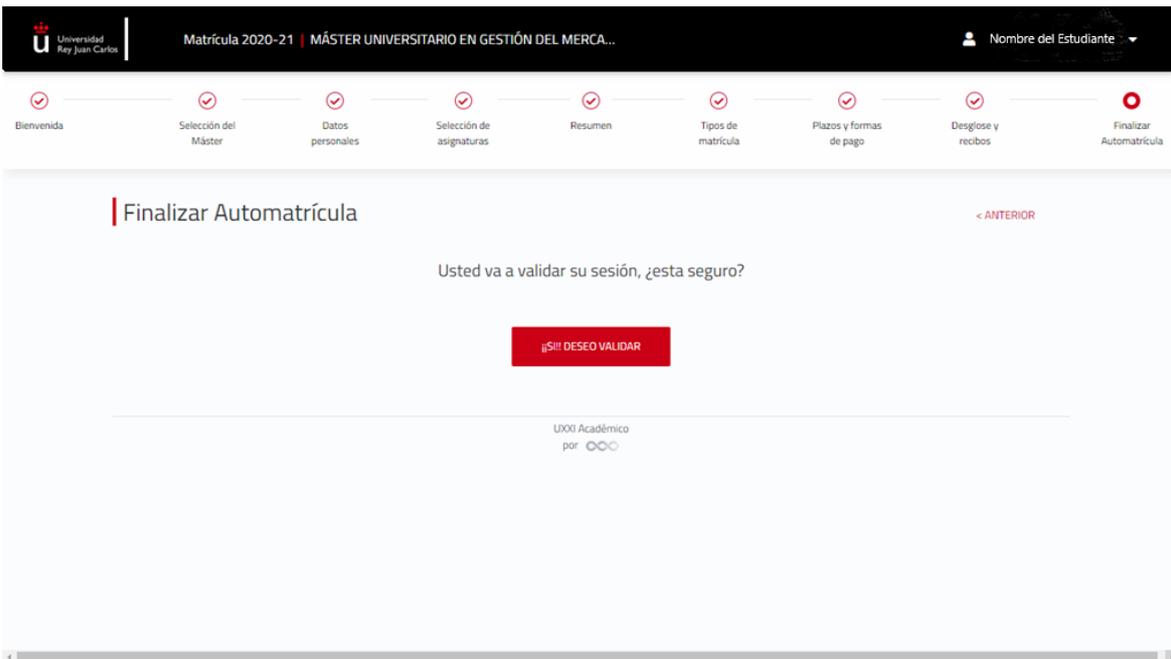
If any of the information is incorrect, students must go back to previous screens to correct the mistakes. Once students verify that the information on this screen is correct, they must continue with the self-registration process in order to finish it.

5.11- FINISHING THE SELF-REGISTRATION PROCESS

To validate the registration, students must select the option ***Finalizar Automatrícula (Finish Self-registration)***.

After going through all the self-registration screens, students can **VALIDAR/GRABAR LA MATRÍCULA e IMPRIMIR la CARTA DE PAGO (VALIDATE/RECORD THE REGISTRATION and PRINT THE RECEIPT OF PAYMENT)**. In order to do this, they must click on the option **¡¡SÍ!! DESEO VALIDAR (YES!! I WISH TO VALIDATE)**.

If students want to **log out of the self-registration process** without recording it, they must cancel it by accessing the profile link. In this case, the self-registration will not be uploaded onto the system, and students will not be enrolled in the academic year.



Students are responsible for the veracity and correction of the data provided, exonerating Rey Juan Carlos University from any kind of responsibility, and guaranteeing and responding for their accuracy, validity, and authenticity.

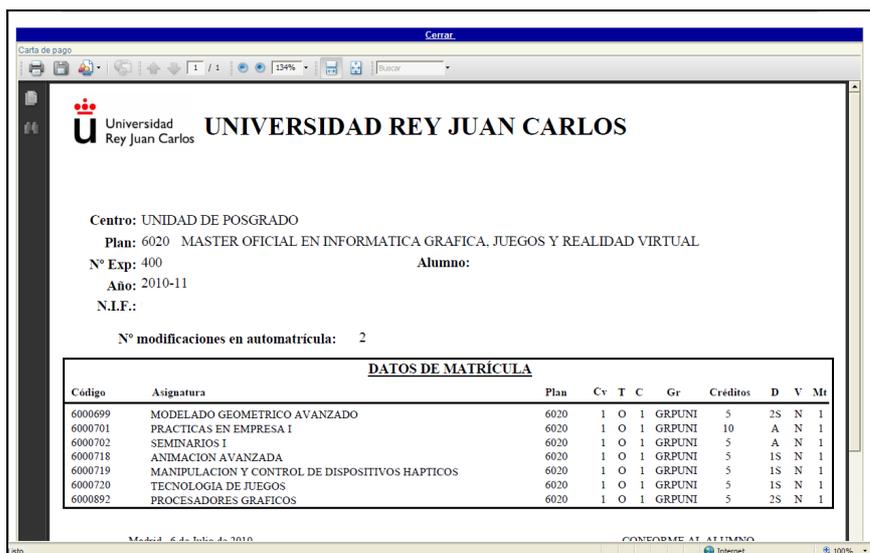
5.12- PRINTING THE RECEIPT OF PAYMENT

Once students have finished the self-registration process, they will obtain the relevant *Carta de Pago* (Receipt of Payment), which includes an **outline of the registered subjects**, the **amount payable and the breakdown of fees**.

In order to complete the registration, students must go to any branch of BANKIA or Banco Santander with the two printed copies of the Receipt of Payment in order to satisfy the amount payable. **It is not necessary to submit a copy to the University once the payment has been made.**

The registration of students who do not pay this receipt in the established dates will be cancelled, due to its *Non-formalisation*, without prior notice.

The registration of students who do not satisfy the remaining payments in the dates established to do so will be cancelled due to *Non-payment*, in accordance with the current regulation.



Universidad Rey Juan Carlos **UNIVERSIDAD REY JUAN CARLOS**
 Centro: UNIDAD DE POSGRADO
 Plan: 6020 MASTER OFICIAL EN INFORMATICA GRAFICA, JUEGOS Y REALIDAD VIRTUAL
 N° Exp: 400 Alumno:
 Año: 2010-11
 N.I.F.:
 N° modificaciones en automatricula: 2

DATOS DE MATRICULA										
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

5.13- PRINTING THE SEPA DIRECT DEBIT MANDATE

Students who have selected the fractioned payment modality in their registration—and who have, therefore, directed debited the payments (except for the first payment which is paid with a bank receipt)—must take into account that, according to SEPA (the Single Euro Payments Area) regulations, the direct debit order (SEPA Mandate) is an authorisation and an expression of consent provided by the bank account holder that allows the University to charge payments to the indicated account, and the banking institution to follow Rey Juan Carlos University's instructions regarding the transaction of these payments.

Therefore, the bank account holder must complete and sign the Mandate and submit it to the School of Master's Degrees through the means previously mentioned.

5.14- AFTER FINISHING THE SELF-REGISTRATION PROCESS

- Once students have finished and validated the registration, they will not be able to access it to make changes or modifications. However, they can request for modifications to be made in accordance with the [REGLAMENTO SOBRE LA ANULACIÓN Y MODIFICACIÓN DE MATRÍCULA DE MÁSTERES UNIVERSITARIOS](#) (REGULATION ON THE CANCELLATION AND MODIFICATION OF MASTER'S DEGREES' REGISTRATION) and in the established dates.
- *In the case of new students at URJC*, once they have finished the registration process, they will receive an email with their username, which cannot be changed. With this username, they can access the Services Portal at <https://miportal.urjc.es> in order to establish a password. This username and password will provide access to the University's online services.
- Students who, after finishing the self-registration process, cannot print or save the Receipt of Payment or the SEPA Mandate previously described, can access these through the Services Portal at <https://miportal.urjc.es> – REGISTRATION
- Students who have doubts or queries when completing the self-registration process can contact the School of Master's Degrees through the consultation mailbox at <https://ayuda.urjc.es>.