



Universidad
Rey Juan Carlos

Through this brief manual, we'll guide you through the self-enrollment process for a Master's degree.

Once you begin your registration through the app, you'll need to complete the process and validate your registration for it to be registered.

Self-Registration Manual

University Master's Degrees



ACCESS TO SELF-REGISTRATION

If you are a new student (you have not previously had a single-domain account @alumnos.urjc.es) and your account has never been registered with Microsoft, in the URJC centralized SSO authentication system, select Credentials and enter the access data (personal email or your mobile phone number) that you provided during the pre-registration process. The SSO will send you a token to your personal email or mobile phone, after entering it you will be able to access the self-registration application. If you have any access problems you can send us a query through [Buzón de consultas](#). If you already have a unique domain user @alumnos.urjc.es, you can access directly with your username and password.



SSO URJC

Once your registration is complete and validated, you can only make changes through the [Plataforma de Modificaciones de Matrícula](#) within the deadlines published on the website: [plazos publicados](#). On this platform, you can request subject and group changes, provide documentation, modify payment methods, or request cancellation of your enrollment.

COMENZAR LA MATRÍCULA

SUBJECT SELECTION

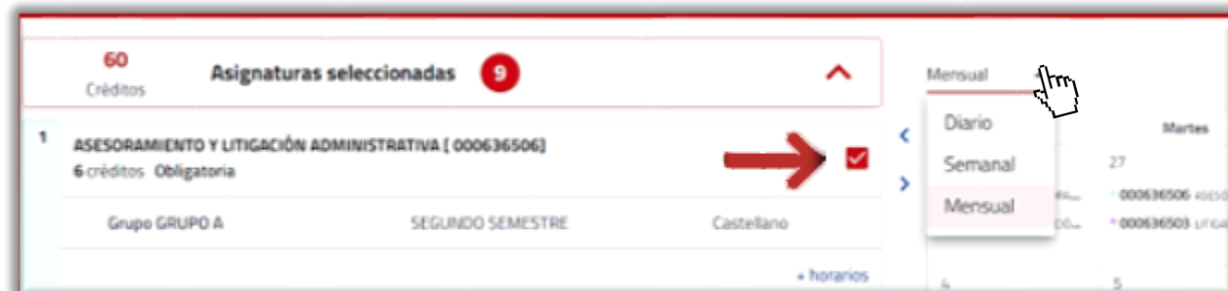
On this screen you can select the subjects you wish to enroll in by checking the box next to each subject. By selecting a course, you can check the semester and provisional schedule in which it will be taught and, if applicable, select the group you prefer.

You will be able to view the timetable (remember that the timetable **is provisional and indicative**, it may be subject to modifications) of the subjects you select. **You must pay attention to the compatibility of schedules between subjects.** To view your class schedule, change the view type by selecting “**Diario**”, “**Semanal**” or “**Mensual**”.

The use of tools “**FILTRAR Y ORDENAR ASIGNATURAS**”, It will make it easier for you to search and select the compulsory and optional subjects you want to enroll in.

On the screen “**RESUMEN DE ASIGNATURAS**” you will be able to view, with the semester and group indicated, the subjects you have selected for the academic year. On this screen you will be able to “Volver” to make the changes you want in the selected subjects.

If the Master's Degree you are going to enroll in has several training itineraries, **review them to verify the subjects you must enroll in according to the itinerary/specialty you wish to take.** You can do so on their website at www.urjc.es/estudios/master





FULL-TIME AND PART-TIME DEDICATION:

- Students will be considered Full-Time Students or Part-Time Students.
- Full-time students are those who enroll in 60 credits in their first year of enrollment, not including credits from courses that constitute complementary training.
- Part-time students are those who enroll in between 24 and fewer than 60 credits in their first year of enrollment, without counting the credits from the subjects that constitute the training complements.

MINIMUM AND MAXIMUM NUMBER OF CREDITS TO ENROLL :

- The minimum number of credits you can enroll in for new students is 24. The maximum number of credits you can enroll in for new students is 60.
- Second-year students or those who have failed courses in previous years may enroll in a maximum of 78 credits. The minimum credit limit will not apply if they only have that number of credits remaining.
- For all these calculations, the credits of the subjects that constitute the training complements are not computed.

60
Créditos

Asignaturas seleccionadas

9



DISCOUNTS AND PAYMENT EXEMPTIONS

If you find yourself in any of the situations listed on **the Discounts screen**, which involve a total or partial exemption from your tuition payment, you must indicate this on this screen and provide **DOCUMENTARY PROOF** of this within **10 business days** of registration. **Otherwise, this discount will automatically be excluded from your tuition.**

The documentation proving the exemptions from registration may be presented through the [Plataforma de Modificaciones de Matrícula](#).

In case you select : [Descuento por Familia Numerosa \(General o Especial\)](#) or [Personas con Grado de Discapacidad mayor al 33%](#), you will be able to prove your status **electronically**. To do so, you must authorize the submission of your personal information so that the self-enrollment application can automatically verify your condition. If you do not agree to the submission of your personal information, the discount will not be automatically applied. You can then request it through the. [Plataforma de Modificaciones de Matrícula](#). Remember that the URJC will verify that you meet the conditions for any discount and may require additional documentation.

You will not need to justify that you have selected the option "[Becarios Ministerio](#)", the URJC will carry out the necessary checks directly with this organization.



PUBLIC REGISTRATION FEES

When registering for your Master's degree, the prices approved in the Public Prices Decree in force will be applied at that time You can check it out at [Precios públicos de tu matrícula de máster](#).

The screen [Desgloses económicos](#) will show you the price and breakdown of your tuition fees.

If you are an international student and resident in Spain, follow the instructions that appear [AQUÍ](#)

PARTIAL PAYMENT

You can defer the payment of your registration, by direct debiting the receipts, in EIGHT (8) installments: a FIRST INSTALLMENT corresponding to 30% of the total amount and SEVEN (7) direct debit receipts for 10% of the total amount. For the extraordinary call in September, you will have SEVEN (7) installments :the FIRST INSTALLMENT corresponding to 40% and six (6) corresponding to 10% of the total amount .

Remember that the first installment is not direct debit and you'll have to pay it by choosing between Bank Receipt, Bank Card, Bizum, or through payment for international students (if you're outside of Spain). Payment of this receipt within 10 days will [la Formalización de tu matrícula](#).

Once you have selected Pago Fraccionado, you must check the box "*Deseo que esta cuenta sea utilizada por defecto para realizar mis pagos por domiciliación*" and enter an IBAN number: bank account belonging to the Single Euro Payments Area (SEPA). The SWIFT code will appear automatically, so you don't need to enter it manually.

It will be mandatory that you deliver, within 10 days, [la Orden de domiciliación de adeudo directo SEPA](#) which will be generated along with the payment letter, completed and signed by the account holder through the platform

PAYMENT METHODS

➡ PAYMENT BY BANK CARD :

You can choose to pay the first installment or your entire registration fee by bank, credit, or debit card, using the payment gateway (TPV virtual) that will be enabled at the end of the self-registration process.. In case you have any problem when making the payment by this method, you can restart the payment by entering your [Portal de Servicios. - Matrícula - Pagos de Recibos](#)

➡ PAYMENT WITH BIZUM

You can choose to pay the first installment or your entire tuition fee through Bizum using the payment gateway and including a PHONE NUMBER previously registered in this system. The payment process will be enabled upon completion of the self-enrollment process. In case you have any problem when making the payment, you can restart the payment by entering your [Portal de Servicios. - Matrícula - Pagos de Recibos](#)

➡ INTERNATIONAL STUDENT PAYMENT

If you are abroad at the time of paying your tuition receipt, **we recommend** paying your tuition through [Flywire](#) our international payment system selecting the payment option "**estudiantes internacionales**". Payment options can include bank transfers, credit cards, e-wallets, and more, from your home country and in your local currency, offering you the best exchange rate and no additional costs. **In case you have any problem when making the payment, you can restart the payment by entering your [Portal de Servicios. - Matrícula - Pagos de Recibos](#)**

➡ PAYMENT BANK RECEIPT

You can choose to pay the first installment or your entire tuition fee **by bank transfer at CaixaBank or Banco Santander**, using the payment methods established for these entities, **before the due date indicated on your tuition payment receipt**. If you wish to change your payment method, you can restart it by logging into your account [Portal de Servicios. - Matrícula - Pagos de Recibos](#) (always within the established deadlines)

INVOICE

If you need an INVOICE for all or part of the registration fee, do not pay with the receipt and follow the instructions that appear. [AQUÍ](#)

VALIDATE REGISTRATION

Once you have reviewed the summary of subjects, credits and amounts, you can validate your registration by selecting “**Confirmar y finalizar**”. It will be at this point that you will have **VALIDATED YOUR UNIVERSITY MASTER'S ENROLLMENT**.

PRINT PAYMENT LETTER AND SEPA ORDER:

Once confirmed, you can view, print, or download your registration form, which includes a summary of the subjects enrolled in and a breakdown of the amount and payment items generated.

In the event that you have not been able to download the registration receipt or the direct debit order (SEPA ORDER), you can access them from your Portal de Servicios: <https://miportal.urjc.es>.

Remember that, if you are a new student, access to Portal de Servicios It may take up to 48 hours to enable.

FORMALIZATION

Now you just have to **formalize your registration**.

Here we explain how:

To formalize your registration, you must pay your registration fee through one of the Payment Methods ([ver Formas de Pago](#)) that you have already seen. Otherwise, **your registration may be cancelled ex officio for failure to complete**, resulting in the loss of your place on the master's program.

Remember that **if the registration payment letter does not include any amount to be paid** (because an exemption or discount has been applied), **to formalize your registration you will have to send us the documentation that justifies it through the [Plataforma de Modificaciones de Matrícula](#)**. Otherwise, your registration will be cancelled automatically due to *Non-Formalization*.

For any questions that may arise during your self-registration, you can contact the Escuela de Másteres Oficiales through the [Buzón de consultas \(2. Máster\)](#) or by phone **91 665 50 60**.



After your registration you can :

- Once validated through self-registration, **you will not be able to modify your registration through the self-registration platform.** You can request any **registration modification** through [Plataforma de Modificaciones de Matrícula](#) within the time limits established for each type of modification.
- If you have chosen **Installment Payment**, remember that **it is essential that you submit (completed and signed by the account holder) the Direct Debit Order (SEPA ORDER)**, which will be generated along with your tuition payment letter, within 10 business days of completing the registration process. You can do this through Sede electrónica : [Entrega de la orden de domiciliación de adeudo \(SEPA\) Matrícula Máster Universitario](#) or through the [Plataforma de Modificaciones de Matrícula](#). Otherwise, the university will automatically change your tuition payment method to a SINGLE PAYMENT by bank transfer.
- If you are a non-EU student **but resident in Spain**, you must have a valid resident NIE (NIEs for study and/or research permits are not valid) at the time of registration so that **the resident prices** apply (**although your registration receipt will show the non-resident price**) and prove your residence within a maximum period of 10 working days by means of the [Plataforma de Modificaciones de Matrícula](#). Once we verify the validity of the residence, the prices will be recalculated.
- **Invoice request:** You can request an invoice, in your name or in the name of a third party, through the procedure [Solicitud de emisión de Factura](#). To issue a tuition invoice from the URJC, **you must select Bank Receipt as the payment method and then request the invoice before the due date indicated on the receipt.** The invoice must be paid by bank transfer to the account indicated on the invoice. You can download the invoice through the [CARPETA CIUDADANA](#) of the **sede electrónica URJC**. If the tuition fee payment has been made before **the invoice request or issuance, only one certificate of income can be issued.**
- It can be requested [Reconocimiento de los Créditos](#) obtained in other official teachings at the same or another university, within the established deadlines, and provided that it complies with [Reglamento sobre Reconocimiento de Créditos/Asignaturas y Adaptaciones en Titulaciones de Máster Universitarios](#).
- Students whose curriculum has been modified in whole or in part may request, within the established period, **ADAPTATION to the new curriculum**. The request will be made through [sede electrónica](#). The adaptation will be carried out in accordance with the adaptation tables approved in the Master's Verification Report.
- **Academic exemption.** Students wishing to apply for academic exemption during the academic year can do so through this link : [Dispensa Académica](#)

You can consult more procedures through the following link : [Matrícula de Máster](#)



You are now a student in one of the URJC's Master's programs. Within 48 hours, you will be able to access the content of your courses through the [Aula Virtual](#) and other platforms that the URJC makes available to you so that you can achieve maximum academic performance.

