



STUDENT MANUAL

PRE-REGISTRATION FOR MASTER'S DEGREES

2016 / 2017

**SCHOOL OF MASTER'S DEGREES
UNIVERSIDAD REY JUAN CARLOS**



1. GENERAL REQUIREMENTS TO PRE-REGISTER FOR A MASTER'S DEGREE

Pursuant to Section 16 of Spanish Royal Decree 1393/2007, amended by Spanish Royal Decree 861/2010, dated July 2, these are the general requirements to pre-register for a master's degree:

In order to pre-register for a master's degree, applicants must hold a degree from a Spanish university or, alternatively, from a university in a country that belongs to the European Higher Education Area. This degree must allow graduates to enroll in a master's degree.

Applicants who hold a degree from a university in a country that does not belong to the European Higher Education Area may also pre-register for a master's degree. The applicant's degree need not be transferable, however Universidad Rey Juan Carlos will verify whether the course of study is in fact comparable to that of officially recognized Spanish universities and that the applicant would be able to enroll in a postgraduate degree in their country of origin. Being allowed to enroll in a master's degree will in no case be considered a transference of the applicant's current university degree, nor will it have any other effect beyond approval to enroll in a master's degree.

Each master's degree may have its own set of **specific requirements** in order to register. These requirements can be found on the webpage of the master's degree itself under "Admission and Registration."

Admission to a master's degree is carried out by means of a selection process. In certain cases, this selection process may include a **selection exam**. The administrators of the master's degree will notify applicants regarding the nature of the exam as well as where and when the exam will be held on the URJC webpage and by e-mail to the applicants themselves.

2. PRE-REGISTRATION PERIODS

First pre-registration period: from May 4, 2016 to June 24, 2016

Second pre-registration period (if openings are still available): from September 7, 2016 to September 14, 2016

Second-year students and students who have not completed one or more subjects do not have to pre-register. These students can self-register during the first registration period.



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3. NOTIFICATION OF THE APPLICANTS WHO HAVE BEEN ACCEPTED

From the first pre-registration period: on July 1, 2016

From the second pre-registration period (if openings were available): on September 19, 2016

4. REGISTRATION PERIODS

First registration period: from July 6, 2016 to July 15, 2016

Second registration period (if openings are still available): from September 23, 2016 to September 30, 2016

Second-year students and students who have not completed one or more subjects do not have to pre-register. These students can self-register during the first registration period.

5. DOCUMENTS REQUIRED

Applicants who wish to enroll in a master's degree must first scan all of the documents they intend to submit (in the formats allowed) and then upload them to the Online Applications site. These documents must include:

- An **Official Transcript** issued by the applicant's university which includes the **classes taken** by the applicant and the **grades** obtained. The transcript **must** contain a list of the classes for **the first and second cycle of the applicant's degree**. Applicants who have graduated from Universidad Rey Juan Carlos are exempt from this transcript requirement. These applicants must, however, submit their Academic Progress sheet (*Progreso Académico*) which can be downloaded from Web Services (*Portal de Servicios*).
 - A university diploma which allows its recipient to enroll in a master's degree, or proof that a diploma has been requested.
 - Government-issued **identification**.
 - **Any other document** specifically requested by the **administrators** of the master's degree in order to be accepted.



Applicants who have graduated from a university outside of Spain

- The applicant's passport or residence permit
- The applicant's university diploma (Associate's degree, Bachelor's degree, Master's degree, PhD) which allows the recipient to enroll in a master's degree
- An **Official Transcript** issued by the applicant's university which includes the **grades** obtained by the applicant. The transcript **must** contain a list of the classes for **the first and second cycle of the applicant's degree**.
- **Certified proof** that the applicant's degree would allow the applicant to **enroll in a postgraduate program** in their country of origin, issued by the applicant's university.
- Applicants who have **studied at a Chinese university** may be asked to verify their degrees and universities through an organization designated by Universidad Rey Juan Carlos.

Non-native Spanish-speaking applicants

Applicants who are non-native speakers of Spanish will need to prove that they have a high level of both written and spoken Spanish. These applicants will need to submit a **DELE (Spanish Language Certification) diploma, or equivalent certification, accrediting a B2 level in Spanish** in addition to the other documents required to be accepted. Applicants who do not have a certificate may be asked to pass a written and spoken entrance exam.

All of the documents submitted must be legalized pursuant to Spanish legislation and translated by a licensed sworn translator.

Applicants must first scan all of the documents they intend to submit and then upload them to the Online Applications site when pre-registering for a master's degree. However, the administrators of the master's degree and the School of Master's Degrees may, at any time, require the applicant to submit **certified photocopies** of these documents at the URJC main **Registration Office (Registro General)** located on the Móstoles campus, at one of its other registration offices on Universidad Rey Juan Carlos campuses, or by certified mail to: URJC. Registro General. Avda. Tulipán s/n. 28933 Móstoles. Madrid.

NOTE: Applicants must submit separate sets of documents for each of the master's degrees for which they are pre-registering (up to a maximum of three (3) master's degrees).

6. HOW TO COMPLETE A PRE-REGISTRATION APPLICATION

Applicants must first go to <https://miportal.urjc.es/GestionSolicitudes> and click on “Master’s Degrees.” Applicants must then either select **If you already have a URJC account, click here** if they already have a university-issued username and password, or **If you do not have a URJC account, click here** if they are new students.



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GESTIÓN DE SOLICITUDES TELEMÁTICAS

Inicio Preguntas frecuentes

MÁSTER

Bienvenido al sistema de gestión de solicitudes 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: MÁSTER

Seleccione el tipo 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)

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Datos de contacto: Doctorado - 914887056 | Máster Oficial - 914888508 | Títulos Propios - 914887040

6.1 PERSONAL DATA

Applicants need to fill in their personal data for all of the required fields.

- **If you already have a URJC account, click here:** Applicants who already have a URJC account will see their data appear on the screen. *If you wish to modify your data, you may do so during the self-registration process if you are accepted into one of the master’s degrees or in writing through the Registration Office (Registro General).*
- **If you do not have a URJC account, click here:** New applicants will have to complete their personal data for all of the required fields on the next screen:



PASO 1: Introduzca sus Datos Personales

¡Atención! En caso de tener que modificar algún dato personal, este cambio se podrá realizar durante el proceso de automatrícula o solicitando el cambio a través de Registro General.

* Campos obligatorios

Tipo Doc*: DNI Documento*: Fecha Nacimiento*: dd/mm/aaaa

Nombre*: Primer apellido*: Segundo apellido:

Domicilio*: Número: Piso: Letra:

Provincia*: Seleccione la provincia Municipio: Cod. Postal:

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



Note: If you applied for acceptance to University Teaching (*Enseñanzas Universitarias*) through the Public Universities of Madrid's Single District (*Distrito Único*) site, the system will detect your ID number and ask you to confirm your **DATE OF BIRTH** (dd/mm/yy) or it will ask you to enter your Username and Password like this:

✓ New students, or those students who do not have a university account, will automatically be assigned a username (their ID number, without letters) and a password (the letter "P" followed by their date of birth). For example, Pepe Perez, whose Spanish ID number is 046606498B and who was born on the 4th of May, 1977, would be assigned the username 046606498 and the password f04051977.

6.2 CURRENT DEGREE

Applicants will then be asked to select their current degree from a dropdown menu. This degree must allow them to enroll in a master's degree. The choices are: Graduate, Bachelor's Degree, Associate's Degree, Engineer, Foreign National with a Transferable Degree, Foreign National without a Transferable Degree, etc. ...

PASO 2: Seleccione el tipo de acceso

Tipo Acceso *: Elija tipo de acceso al plan

- Elija tipo de acceso al plan
- ARQUITECTO
- ARQUITECTO TECNICO
- DIPLOMADO
- EXTRANJEROS CON TITULO HOMOLOGADO
- EXTRANJEROS SIN TITULO HOMOLOGADO
- GRADUADO
- INGENIERO
- INGENIERO TECNICO
- LICENCIADO

NOMBRE	ESTADO	NOTA ACCESO	ACCIONES
advertencial Ha cubierto el cupo de solicitudes permitidas.			

6.3 LIST OF MASTER'S DEGREES

Applicants must finally choose the master's degree that they wish to apply for by clicking on **List of master's degrees**, selecting the name of the master's degree they are interested in, and then clicking on **Accept**.

Applicants may pre-register for a maximum of three (3) master's degrees.

PASO 1: Seleccione su plan

NOMBRE	ESTADO	DOCUMENTACIÓN	NOTA ACCESO	ACCIONES
MÁSTER UNIV EN DERECHO PENAL ECONÓMICO	Admitido a trámite		5.0	
MÁSTER UNIV EN AUDITORÍA Y CONTABILIDAD SUPERIOR ON LINE	Pendiente		Sin calificar	

Planes ofertados...



6.4 HOW TO CONFIRM AN APPLICATION

For security reasons, applicants who do not have a URJC account will be asked to **type in the word they see on their screen** in Step 4 using the on-screen **keyboard**. Once the word has been entered, applicants need only click on Accept to confirm their application.

Once applicants have completed the application process, those **applicants who do not have a URJC account** will be sent a **provisional username and password** to the e-mail address that they provided in their application. This username and password will give applicants access to the Online Application site so that they may upload their required documents, make changes to their application, check the status of their application, etc. Applicants who are admitted to a master's degree will be asked to enter their username and password during the **Self-Registration** process.

At the bottom of the screen, applicants may click on Print to print a copy of their application. At the top of the screen, applicants may select Sign Out to log out of the application process.

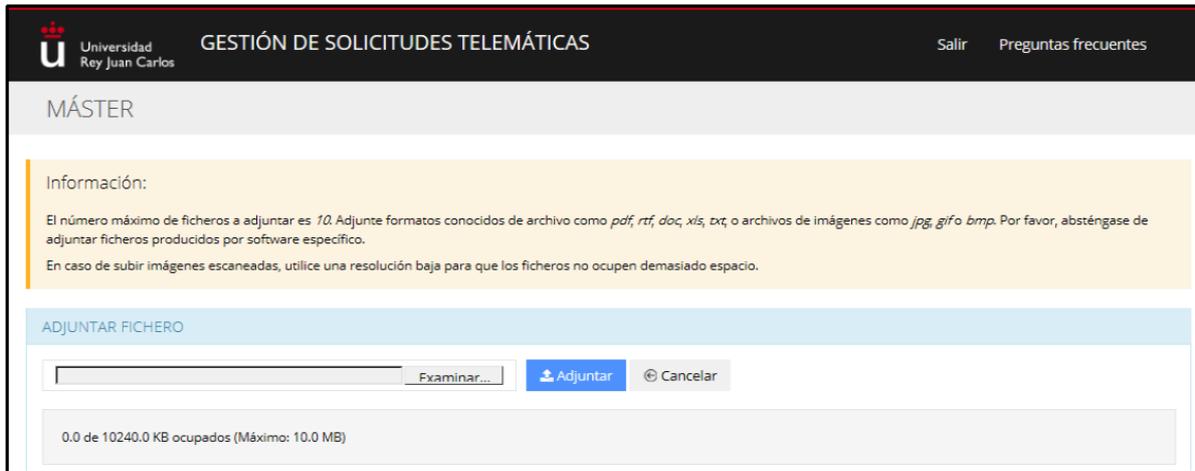
6.5 HOW TO SUBMIT DOCUMENTS

As was mentioned earlier, all applicants must **submit scanned versions** of the required documents. To do so, applicants will need to click on **Add documents** for each of the master's degrees that they are interested in.



If you do not have a URJC account, click here: After completing the application process, applicants who did not have a URJC account must sign out and then sign back in again using their provisional username and password that were sent to their e-mail address to be able to upload their scanned documents.

On the next screen, applicants will be asked to select the files from their computer to upload to their application. Remember that separate sets of documents need to be uploaded for each of the master's degrees the applicant is applying for.



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GESTIÓN DE SOLICITUDES TELEMÁTICAS

Salir Preguntas frecuentes

MÁSTER

Información:

El número máximo de ficheros a adjuntar es 10. 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

Examinar... Adjuntar Cancelar

0.0 de 10240.0 KB ocupados (Máximo: 10.0 MB)

Remember, if separate sets of scanned documents are not submitted for each of the master's degrees being applied for, the application cannot be processed and it will be denied for this reason.

6.6 STATUS

The status of the applicant's pre-registration application can be:

- 1. PENDING:** The application is being evaluated by the administrators of the master's degree to determine whether or not it meets the admissions requirements.
- 2. DENIED:** The application has been denied. Applicants will be notified of the reason why their application has been denied: It does not meet the admissions requirements or The required documents were not submitted.
- 3. ACCEPTED:** The application has been approved to become part of the selection process.

Applicants will be notified of any changes to the status of their application through the e-mail address they provided on their application. These changes will also appear under the heading "**Messages**" at the bottom of their application.



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6.7 HOW TO DELETE AN APPLICATION

Only applications that are marked **Pending** can be deleted. Applicants who do not wish to continue with the application process can click on the Delete icon under the heading “**Actions.**”



6.8 THE SELECTION PROCESS

Once an application is **ACCEPTED**, the administrators of the master’s degree will then begin to select the applicants who will be admitted in accordance with the specific criteria of that master’s degree.

If applicants are required to take an entrance exam (in person or otherwise), the administrators of the master’s degree will notify them by e-mail of the exact date and place where the exam will be held.

When the selection process is complete, the administrators of the master’s degree will award each of the applicants a score. **Only if this score is 5.00 or above** will the applicant be able to **SELF-REGISTER** during the designated period.

Applicants may check the **score** they have been awarded as part of the **selection process** by consulting their pre-registration application.