



INSTRUCTIONS FOR STUDENTS

SELF-REGISTRATION
UNIVERSITY MASTERS DEGREES

ACADEMIC YEAR 2024/2025

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

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

1. "Possession of an official **Spanish Graduate university degree 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 degree issued by universities and higher education institutions of an EHEA country** and that country allows access to Master's studies".
2. "Likewise, people in possession of **degrees 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 from the Spanish university system, without the need for homologation of the degree, but with verification by the of the university of the level of training that they imply, as long as in the country where that degree was issued it allows access to university postgraduate level studies. In no case will access through this route imply the approval of the previous degree that the interested person had or its recognition for purposes other than that of completing Master's studies."

Conditional registration:

Students who have not yet completed their Bachelor's studies may request **Conditional Admission to the Master's Degrees** of the Rey Juan Carlos University, when at the time of pre-registration they have a maximum of the Final Degree Thesis to complete. 9 ECTS (according to Real Decreto 822/2021, de 28 de septiembre).

In the case of certain master's degrees, it is not possible to request pre-registration without having completed previous studies (see master's website) since they do not accept conditional admission.

According to Real Decreto 822/2021, de 28 de septiembre, it is indicated that priority will be guaranteed in the enrollment of students who have the official university degree of Graduate. Therefore, this circumstance must be taken into account when making admission and must be reflected in the evaluation of the students and, therefore, in the grade given to each student.

Each Master's Degree may have its **specific access requirements**, collected in the information that appears on the Master's website – (Access and Enrollment).

Admission to the University Master's Degrees will be carried out through a selection process. In some cases, this process may involve a selection test. The Master's Management will inform interested parties what the **selection test** will consist of, as well as the exact date and place of completion through this application and by means of a notice through the query mailbox.

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

2. SELF-REGISTRATION DEADLINES

Self-pre-registration in the Master's Degrees of the Rey Juan Carlos University will be carried out within the deadlines published on the website: [Registration and self-enrollment calendar-2024-2025](#) : via the Internet through the following application: <https://gestion3.urjc.es/gestionsolicitudes>

Applicants will be able to know if they are admitted by accessing their application on the indicated date in each indicated period.

3. REGISTRATION DEADLINES

Enrollment in the Master's Degrees at the Rey Juan Carlos University will take place within the established deadlines.

Only students with their application in VALIDADA - CONCEDIDA status will be able to self-enroll in the period indicated in the deadline calendar.

Applications in VALIDADA-LISTA DE ESPERA status will be processed once the self-registration period has ended, if there are vacant places.

4. DOCUMENTATION TO SUBMIT FOR PRE-REGISTRATION

Applicants will present all **scanned documentation**, in the permitted formats, through the telematic self-pre-registration application when applying for admission to the University Master's Degrees. All documentation must be provided for each of the University Master's Degrees for which admission is requested (**maximum 3**).

At any time, both the Directorate of the University Master's Degree and the School of Official Master's Degrees, in the General Registry, Auxiliary Registries, directed to the Academic Management Service for Master's Students, or in the places and forms indicated in art. 16.4 of Law 39/2015 on Common Administrative Procedure, or electronically, through the Electronic Registry.

Detailed information about the documentation to be presented can be found on the University website. (<https://www.urjc.es/estudiar-en-la-urjc/admision/274-master#documentacion-a-presentar>).

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

5. INSTRUCTIONS TO CARRY OUT SELF-REGISTRATION

Before starting your self-pre-registration IT IS IMPORTANT to collect the following documents and have them scanned on the computer with which you are going to pre-register:

- Spanish DNI/NIE or passport (valid)
- Certificate that accredits access to postgraduate studies
- Declaration of truth (**SIGNED**)
- Master's specific documentation

Applicants will have to access the self-pre-registration application, through the link <https://gestion3.urjc.es/gestionsolicitudes/> selecting the "University Master's" option. You must choose between Users with an account at the URJC if you have a connection with the Rey Juan Carlos University, and already have a single domain account, or New Users without an account at the URJC if, on the contrary, you have never been linked with this University.



Universidad Rey Juan Carlos 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)

5.1- PERSONAL INFORMATION

Fill in **all** the personal information required.

Once you have completed the fields, carefully check that all the data you have entered is correct, what you write will be the data that appears in your file and the only way we can contact you.

- **Users with an account at the URJC:** if you are already linked to the Rey Juan Carlos University, your data will appear detailed on the screen as recorded in our database. (If you wish to modify the data, you can make that change in the subsequent self-registration if the applicant is finally admitted to the University Master's Degree, or by requesting it through [Sede Electrónica](#), through instancia general).

If you do not remember your username and password, you can recover your username and generate a new password in <https://gestion2.urjc.es/cambioclave/home>

- **New users without an account at the URJC:** Complete all the personal information detailed on the following screen:



It is **IMPORTANT** that the “Document Type” corresponds to the document number, and the documentation you provide must match the document that you indicate on this screen and that it is valid.

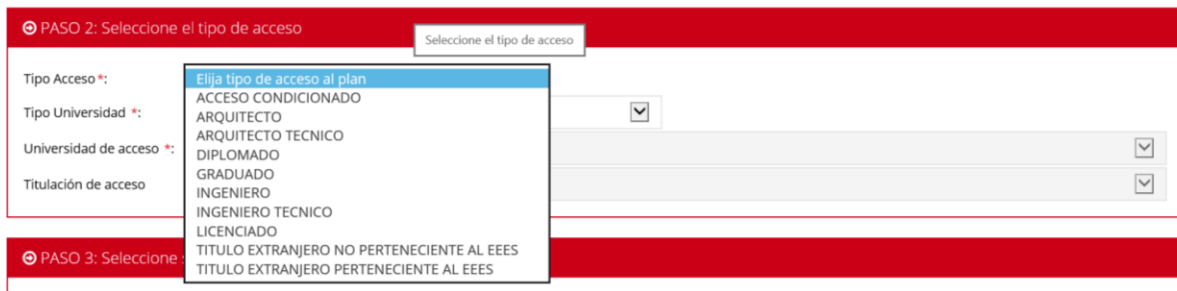
Note: *If you applied for admission to University Education through the Single District of Public Universities of Madrid, the system will detect your Identity Document and you will be asked to confirm your DATE OF BIRTH, format dd/mm/yyyy, or it will indicate that includes the USER (DNI without letter) and PASSWORD (f followed by your date of birth ddmmyy)*

Those students who do not have an account at the university, their access user will be the DNI without a letter and as a password an **f followed by their date of birth**. An example of username and password:

STUDENT Pepe Pérez Martín
DNI 046606498-C
Fecha de nacimiento: 04-05-1987

USERNAME: 046606498
PASSWORD: f04051987

5.2- ACCESS TYPE



Next, the applicant must detail the university studies that give access to Master's studies (Graduate, Bachelor, Diploma, Engineer, etc...), type of university: Spanish or foreign, access university and access qualification:

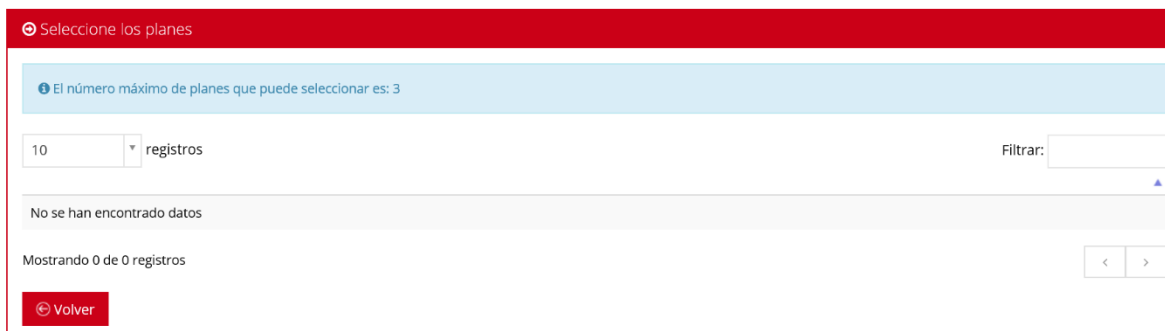
- If you have not completed your studies at the time of pre-registration and you still have to finish a maximum of the Final Degree Project plus 9 ECTS (according to Real Decreto 822/2021, de 28 de septiembre): ACCESO CONDICIONADO
- If the studies are **from a Spanish University**, you must select: ARQUITECTO, ARQUITECTO TÉCNICO, DIPLOMADO, GRADUADO, INGENIERO, INGENIERO TÉCNICO, LICENCIADO
- If the studies are **from a University outside EHEA** , you must select :TITULO EXTRANJERO NO PERTENECIENTE AL EEES o TITULO EXTRANJERO PERTENECIENTE AL EEES.

5.3- SYLLABUS

Finally, you must indicate the Master's Degree in which you wish to be admitted, accessing the link **Planes Ofertados**, checking the box **Seleccionar** of the Master of which you wish to request admission, and clicking on **Aceptar**.

The applicant may request admission to a maximum of three (3) University Master's Degrees, each of the applications will be made independently and it is necessary to attach all the required documentation to each of them.

Those students who wish to simultaneously study two university master's degrees in the 2024/2025 academic year will apply for admission to the university master's degrees they wish to study according to [procedimiento de solicitud de libre simultaneidad de estudios de másteres universitarios en la URJC](#)



5.4- ACCEPT APPLICATION

To complete their Self-pre-registration Request, those Users without an Account at the URJC, as a security measure, will have to enter the **text that will appear in the image** in the corresponding box, by clicking on the letters on the **keyboard** that will appear. Once the text has been entered, click accept to confirm the admission request.

Once the process is completed, new users **without an account at the URJC** will receive, in the email account provided in their self-registration, a message with the **user and the provisional password** with which they will have to log in again. access the telematic self-pre-

registration application to attach the documentation, modify the application or check its status, among other options. This temporary username and password will also have to be used in self-registration if admitted.

At the bottom of the screen the option to **IMPRIMIR** your application receipt will appear and at the top, the option to **DESCONECTAR** to exit the application.

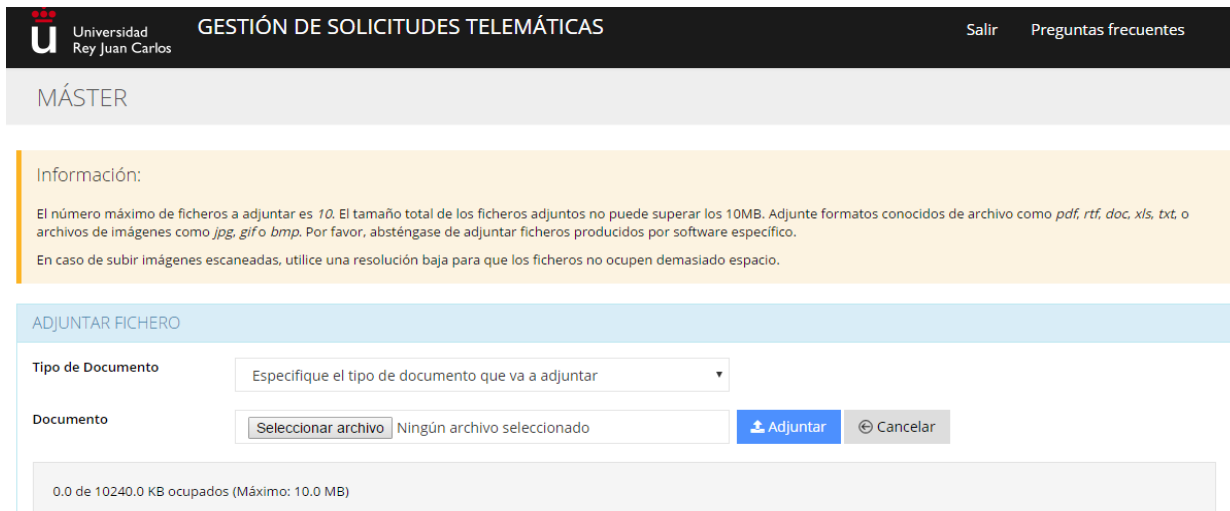
5.5- ATTACH DOCUMENTATION

As indicated above, all applicants must **necessarily attach the required documentation, scanned**. To do this, you will have to use the **Añadir documentos** icon for each Master's Degree requested.



New users without an account at the URJC: These applicants, once they have completed the registration in the previous steps, will receive a registration email with their access information. They must exit the application again and re-enter with the access data provided, so they can 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 Master's Degrees requested.



The applicant must attach scanned mandatory documentation for each of the University Master's Degrees requested or their application will remain in Pendiente Documentación status and will not be able to be evaluated.

The applicant may attach the pending documentation during the CORRECTION period. If after the deadline, the required documentation has not been uploaded, the application will go to **DENEGADA**.

In those master's degrees that also request specific documentation, the same procedure will be followed as in the previous case. **It is mandatory to attach the required documentation when submitting the prescription, in order to carry out the application evaluation process. It is necessary that it be assessed by the Official Master's School and by the master's direction.**

PASO 1: Seleccione su plan

NOMBRE	ESTADO	DOCUMENTACIÓN	NOTA ACCESO	ACCIONES
MÁSTER UNIVERSITARIO EN ALTA DIRECCIÓN (ON-LINE)	Pendiente Documentación	➔ Añadir Documentos	Sin calificar	Eliminar

[☰ Planes ofertados...](#)

5.6- APPLICATION STATUS

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

The states in which your Self-registration Application can be found are the following:

- **PENDIENTE:** The application and the documentation presented are being reviewed to assess whether it meets the access requirements.
- **PENDIENTE DOCUMENTACIÓN:** The student has not included all the documentation in his/her application and it cannot be evaluated. The applicant will receive an email with the missing documentation so that they can upload it within the correction period. If after the period indicated to correct the applicant does not provide the required documentation, the application will be DENEGADA.
 - **DENEGADO:** Your application has been definitively rejected. The reason for the denial will be indicated:
 - **DENEGADO POR FALTA DE DOCUMENTACIÓN:** The student has not included all the mandatory documentation in his/her application once the deadline for delivery has elapsed.
 - **DENEGADO PORQUE NO CUMPLE REQUISITOS DE ACCESO.**
- **VALIDADA:** Your application has been accepted to enter the selection process.
- **VALIDADA CONDICIONADA:** For students who request **Conditional Admission**.

Once your application has become VALIDADA or VALIDADA CONDICIONADA, the selection of applicants will be carried out according to the particular criteria of the Master's Degree.

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

Once the Selection is made, the Directorate of the University Master's Degree will issue the corresponding scale and the final status of the application may be as follows::

VALIDADA - CONCEDIDO: The student will receive the admission letter and can enroll in the established period.

VALIDADA - LISTA DE ESPERA:he/she is on a waiting list.

Only applicants with VALIDADA- CONCEDIDA status will be able to SELF-ENROLL on the established dates.

You can consult the qualification obtained in the selection process by accessing your application in the [aplicación de autopreinscripción](#).

In the event that there are vacant places, the waiting list will be managed by notifying students in order of score, until the offer of places is complete.

5.7- DELETE THE APPLICATION

ONLY if your request is still in **Pendiente** status and you wish to withdraw from it, you can delete said request by selecting the ELIMINAR icon in the **Accione**

