



Universidad
Carlos III de Madrid

UC3M REGISTRATION GUIDE

CREATE YOUR ACCOUNT FOR ADMISSION TO Ph.D. STUDIES

HOW TO GET YOUR USER NUMBER AND PASSWORD

STEP 1: ENTER PERSONAL DATA

Student registration

i You are accessing an asset owned by the institution. Only authorized users have the right to access this asset, any unauthorized attempt will be audited and stored if required. Access by unauthorized personnel to this resource is explicitly prohibited.

1

User registration form

2

Summary of the registration form

Student Basic Data

i IMPORTANT: YOU MUST ONLY REGISTER YOURSELF ONCE.

If you are already registered and do not remember your password to complete your application, please [click here](#)

If you are a NEW USER, please complete your registration:

Please enter your nationality and your ID number.

If you have Spanish nationality please enter your NIF/DNI as document of identification.

If you have another nationality please enter your passport or Spanish residence card number. If you do not have any ID number, the university will provide you with a provisional ID number.

*Nationality

*Do you have any personal identification document? Yes No

*Document number

*Type of Document

PLEASE NOTE the required fields:

Document Number:

Spanish students: DNI (Full number plus letter). Complete with zeros on the left if necessary. No dashes or spaces.

International students: Passport (preferably) or Spanish Residence Card number. No dashes or spaces.

Personal data

i All the required data are mandatory.

*First name and Middle name

*Family name

Other Family name

*Date of Birth

*Gender Male Female

Enter your **personal data** (First Name and Family name fields must not be left blank).

- Name: write your full name in capitals.

- Date of birth

- Gender

Student Contact Data

i Please enter the required contact information. Please, make sure you have entered the correct information, as UC3M will use this information to contact you if necessary.

*Personal e-mail

Personal e-mail

*Confirm your personal e-mail

Confirm your personal e-mail

Contact Telephone Number

Contact Telephone Number

- Personal e-mail: Please write here an e-mail address that you usually check.

- Contact Telephone number

- **Password:** Please choose a password following the tips given when clicking that field.

Entering the password

i Please, choose the password that your user will have.
If you are already registered and do not remember your password to complete your application [I forgot my password](#)

*Password

Password

*Password verification

Password verification

Legal and Privacy Information

BASIC INFORMATION ABOUT DATA PROTECTION.

CONTROLLER: Universidad Carlos III de Madrid.

IDENTIFICATION OF PROCESSING: Contacta.

PURPOSE: To provide help and support at the University by generating help forums, presenting incidents, doubts, complaints or suggestions. Point of contact with the University.

EXERCISE OF RIGHTS: You may exercise your rights of access, rectification, erasure, right to restriction of processing, data portability and to object, by sending an e-mail to the following email address: dpd@uc3m.es.

ADDITIONAL INFORMATION: Additional and detailed information about our Privacy Policy can be found at <https://www.uc3m.es/home/data-protection>.

Check to indicate that you have read it

Once your data is verified, read and check the legal and Privacy Information box.

Click on **Next** to confirm the information submitted is correct.

 Next

STEP 2: DATA VALIDATION

Entered information

i If the information submitted is correct, please continue with the registration process by clicking on "Next"; if you wish to make any changes, please click on "Back" to Access the previous screen and change any of your data.

Nationality	Australia
Document number	44332211
Type of Document	Passport
First name and Middle name	Smith
Family name	John
Other Family name	
Date of Birth	20/10/1999
Gender	Male
Personal e-mail	admisiondoctorado@uc3m.es
Contact Telephone Number	6699966655588

Click on **Next** to confirm the information submitted is correct. Otherwise, you may click on **Back** to modify your data.

← Back

→ Next

STEP 3: GET YOUR USER NUMBER AND PASSWORD

Write down the username supplied by our system.

Summary

1

User registration form

2

Summary of the registration form

Entered information

i Your user ID is: **44332211** ←

Remember that your username and password will be the credentials you will use until you activate your corporate account.

Name and surnames	Smith John
Assigned Identification Number	44332211
Nationality	Australia
Date of Birth	20/10/1999
Gender	Male
Personal e-mail	admisiondoctorado@uc3m.es
Contact Telephone Number	6699966655588

Write down the **user number** (please note that it is your DNI/Passport/NIE number).

Please do not forget the password you have chosen.

You may print the summary of your registration by clicking on "Print".

Should you have any problem during your registration, please send an email to **admisiondoctorado@uc3m.es**

If you want to go on with your admission application, please click on "**Finalize**".

Remarks

i If the registration process has been completed correctly, click on the following link: [Here](#)

If you had any problem during your registration, please send an email to: admisiondoctorado@uc3m.es

Print Finalize

YOU HAVE NOW CREATED YOUR ACCOUNT AND MAY PROCEED TO THE ADMISSION PROCESS. Feel free to contact admisiondoctorado@uc3m.es for inquiries