SELF-ENROLLMENT GUIDE
FOR CONTINUING Ph.D. STUDENTS

BEFORE STARTING

All Ph.D. students at Universidad Carlos III de Madrid must re-enroll at the beginning of each academic year in the doctoral program of their choice. From 2015-16 on, students may perform this procedure themselves through our SELF-ENROLLMENT online application.

Enrollment period for continuing students: please check the deadline here.

Contact:

- E-mail: gestiondoctorado@uc3m.es
- In person: At the postgraduate information office in your campus.

How to access uc3m's intranet

To access the self-enrollment application, enter your uc3m student username and the password you normally use to access our online student services (Global Campus, Global Classroom, Virtual Classroom…). We remind you that your username is the same as the name of your uc3m e-mail account (for instance, if your e-mail address is 1000XXXXX@alumnos.uc3m.es, then your username will be 1000XXXXX).

To Retrieve or reset it at our Password Management service with your digital certificate, electronic ID or password retrieval method. In any other case, send an e-mail to caso@uc3m.es, attaching a scan of your ID or passport and your UC3M username (you can retrieve your username here).

Course selection and fees payment

Since the enrollment process is done on an annual basis, you must select the "Ph.D. Monitoring" course according to your doctoral year (1st, 2nd, 3rd…) and fulfill the administrative and registrar's fees payment.

PLEASE NOTE: If you are a scholarship recipient but our application shows otherwise during your enrollment process, please get in touch with the Doctoral School office in your campus or send us an e-mail to gestiondoctorado@uc3m.es

PAYMENT OPTIONS

You can fulfill your fees payment through any of the following options:

• **Bank deposit:** You can make your payment in any Banco de Santander's branch offices in Spain by presenting your tuition fees invoice (*abonaré*) within ten days of re-enrollment (*Further instructions on how to print your invoice on page 21 of this guide*).

• **Direct billing**: You must enter the bank account details where the payment will be charged, as well as the personal details of the account holder. This option requires the account to be set up in one of the countries within the Single Euro Payments Area (SEPA) and have an IBAN code. Likewise, your main or term address must be within the SEPA zone, and must be the same address you registered with us upon enrolling (in the Personal data section).

• **Virtual POS (credit / debit card):** If you do not have an account that meets the above requirements or just prefer to use your credit / debit card, you can pay via online card billing. The funds available in your

card or its credit limit must equal at least the sum of your tuition fees. Otherwise, you can modify your payment option or cancel the enrollment procedure altogether by clicking on the *Disconnect* button.

1.Self-enrollment

Enter uc3m's [online enrollment application](#).

Enter your **username** (the main part of your uc3m e-mail address):

[100XXXXXX@alumnos.uc3m.es](#)

(NIA)

NIA= Student Identification Number

The **password** must be the same four-digit code provided by our system that you normally use to access uc3m's online student services (Global Campus, Global Classroom, Virtual Classroom…)

Forgot your password? Retrieve or reset it at our [Password Management service](#) with your [digital certificate](#), electronic ID or password retrieval method. In any other case, send an e-mail to [caso@uc3m](#).es, attaching a scan of your ID or passport and your UC3M username (you can retrieve your username [here](#)).

Click on "Enrollment and academic management"
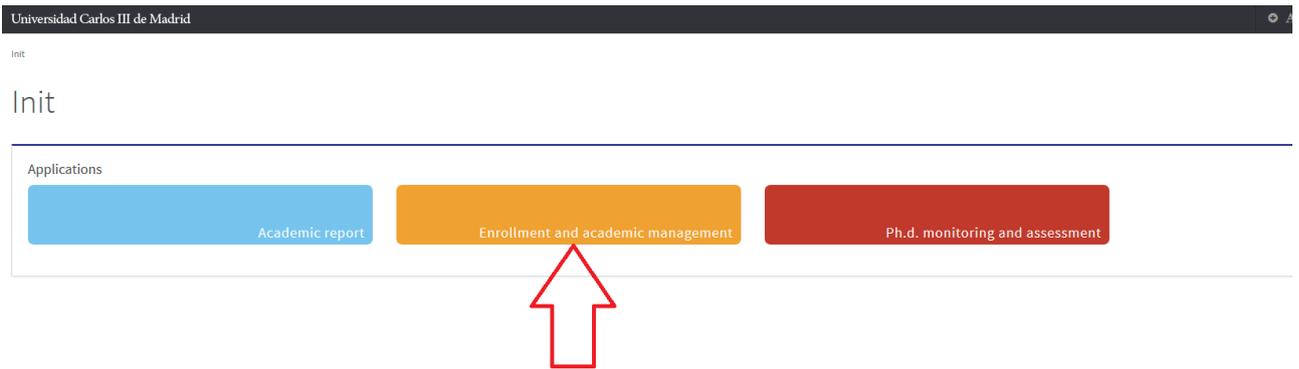
2. Personal data

Click on **Tuition** (upper line on the left), then select **Tuition** again in the drop down menu.
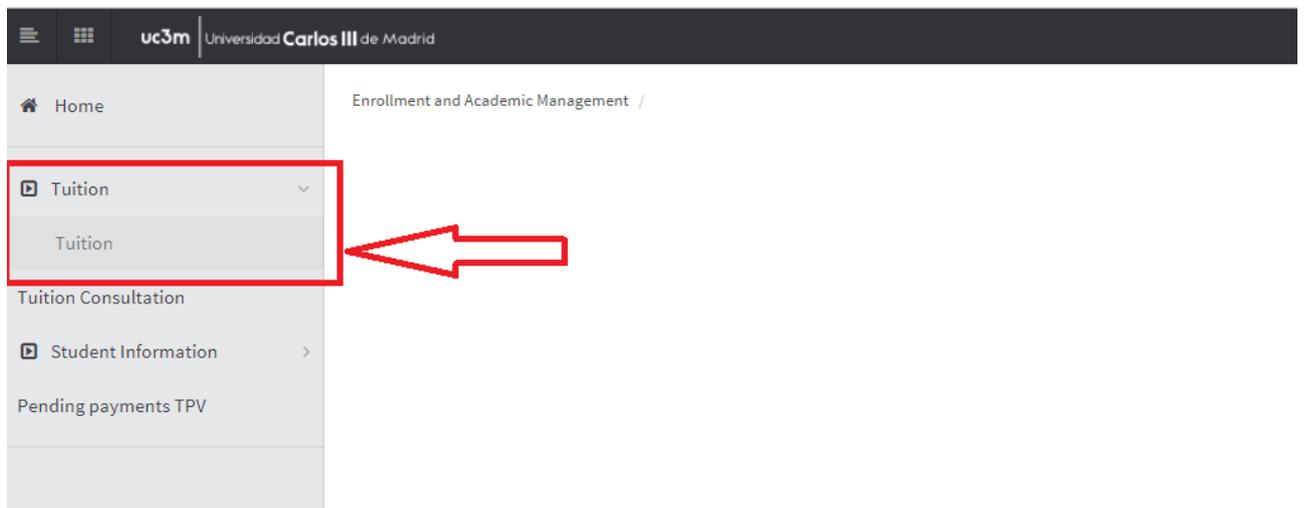
Please review your personal data available in our student database before proceeding any further. Enter or modify any info if necessary.

▸ Name and surname	
▸ Year	2018/19-0
▸ Center	27 - Doctoral School
▸ Study	104 - Ph.D. in Law
▸ Studies Plan	261 - Ph.D. in Law (RD 99/2011)
▸ ID/Passport	
▸ NIA	
▸ Type of Studies	7 - Ph.D Degree
▸ Specialty	0 - Not specified

Tuition

Tuition

Tuition Consultation

Student Information

Pending payments TPV

My Personal Info — Courses to enroll — Payment Information — Enrollment Confirmation

ℹ After completing and reviewing the Personal Information press the Courses to enroll button to continue

MY PROFILE

Manage personal data

N.U.S.S	

Habitual address

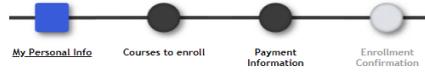| Outside Spain	☐
Country	España ▼
Address	
Zip / Postcode	🔍
City/Town	🔍
Province	
Phone number	

Address during the course

Address	
Zip / Postcode	99999 🔍
City/Town	
Province	
Country	▼
Phone number	

☐	Authorizes to share address

Birth Data

Outside Spain	☐
Date of birth	for example. DD/MM/YYYY
Country of birth	España ▼
City/Town	🔍
Zip / Postcode	🔍
Province	
Country nationals	

Contact data

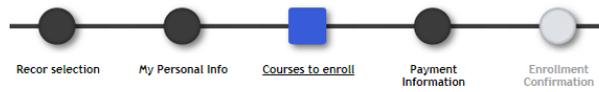| Mobile Phone	
Another mobile phone	Optional
E-mail	@alumnos.uc3m.es
Another e-mail	@gmail.com Optional

[Next]

Enter your personal e-mail address here.

Once all fields are completed, click **Next**.

3. Course selection

Here you must select the Ph.D. Monitoring course of your doctoral training year (1st, 2nd, 3rd…) by clicking on the **+** icon next to the subject list on the **Plan** tab.

The menu should now look like this:

Click **Next**.

4.Payment information

In this section you must select a payment method for your tuition fees. Here's a reminder of the three different options available:

 • **Bank deposit:** You can make your payment in any of Banco de Santander's branch offices in Spain by presenting your tuition fees invoice (*abonaré*) within ten days of enrollment (*Further instructions on how to print your invoice on page 21 of this guide*).

 • **Direct Billing**: You must enter the bank account details where you wish the payment to be charged, as well as the personal details of the account holder. This option requires the account to be set up in a state member of the Single European Payments Area (SEPA) and have an IBAN code. Likewise, your current or term-time address must be within the SEPA zone, and be the same address you registered with us upon enrolling (in the "personal data" section).

 • **Virtual POS (credit / debit card):** If you do not have an account that meets the above requirements or just prefer to use your credit / debit card, you can pay via online card billing. The funds available in your card or its credit limit must equal at least the sum of your tuition fees. Otherwise, you can modify your payment option or cancel the enrollment procedure altogether by clicking on the **Disconnect** button.

| Recor selection | My Personal Info | Courses to enroll | Payment Information | Enrollment Confirmation |

ⓘ After completing and reviewing the Payment Information, press the Confirmation button to continue enrollment

ⓘ To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list

PAYMENT INFORMATION

Discount	☐
Scholar	☐
Payment Method	○ By Bank ● By direct debit ○ Electronic Payment (TPV)

Bank Account

Bank Account Number (IBAN)	ES [ ] [ ] [ ] [ ] Need to report a foreign account?
BIC Code (SWIFT)	[ ] ⓘ If reported, the mandatory length is 11 characters. If you have a version of BIC of only 8 characters, it must be completed by the right-side with 3 uppercase Xs 'XXX'.
Account holder	Name [ ] Surname [ ] Second surname [ ]
Account holder ID	[ ]
Account holder address	[ ]
Outside Spain	☐
Country	España ▼
City/Town	[ ] 🔍
Postal code	[ ] 🔍
Province	[ ]

Other Fees

	Description	Cost
☐	Ph.D. Supervision	200,00 EUR
☐	0.7 Solidarity Fund	6,00 EUR
☑	Student Registration	27,54 EUR
☑	University ID card	6,11 EUR
☐		12,00 EUR

Part-time enrollment:

The "Discount" checkbox will be checked by default if you qualify for reduced tuition fees through a part-time enrollment).

PLEASE NOTE: If you applied for a part-time enrollment and our system shows otherwise, please contact the Doctoral School Office in your campus or send an e-mail to gestiondoctorado@uc3m.es

Scholarships:

Likewise, for students with scholarship or financial aid program benefits, their "Scholar" and "Type of Scholarship" fields will appear checked and filled out by default.

PLEASE NOTE: We remind you that, prior to enrollment, you must inform uc3m's Doctoral School office of any scholarship or pre-doctoral financial aid you may have applied for. If the information in our database regarding scholarships or fee discounts is not correct, please contact the Doctoral School office in your campus or send an e-mail to gestiondoctorado@uc3m.es

After completing and reviewing the Payment Information, press the Confirmation button to continue enrollment

To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list

PAYMENT INFORMATION

Discount	☐		
Scholar	☑		
		Available	Selected
Type of scholarship			FPI MINECO - desde 2016
Payment Method	○ By Bank ◉ By direct debit ○ Electronic Payment (TPV)		

Bank Account

Bank Account Number (IBAN)	ES	Need to report a foreign account?
BIC Code (SWIFT)		If reported, the mandatory length is 11 characters. If you have a version of BIC of only 8 characters, it must be completed by the right-side with 3 uppercase Xs 'XXX'.
Account holder	Name	Surname	Second surname
Account holder ID		
Account holder address		
Outside Spain	☐	
Country	España	
City/Town		
Postal code		
Province		

Other Fees

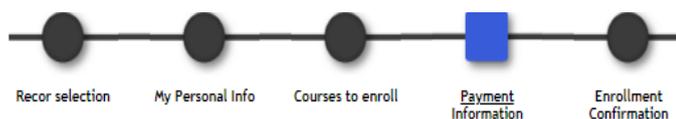|	Description	Cost
☐	Ph.D. Supervision	200,00 EUR
☐	0.7 Solidarity Fund	6,00 EUR
☑	Student Registration	27,54 EUR
☑	University ID card	6,11 EUR

Please check all information carefully before choosing your preferred payment option: Bank deposit, direct billing, or virtual POS (credit / debit card).

Here is a detailed reminder of how to proceed with each of these methods:

4.1. Bank deposit

If you wish to make your payment in person, please select the "By Bank" option and click **Next**. Our application will subsequently generate an invoice (*abonaré*) that you must present at any of Banco Santander's branch offices in Spain within ten days of enrollment.

Recor selection   My Personal Info   Courses to enroll   Payment Information   Enrollment Confirmation

ℹ️ After completing and reviewing the Payment Information, press the Confirmation button to continue enrollment

ℹ️ To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list

PAYMENT INFORMATION

Discount		☐
Scholar		☐
Payment Method		⦿ By Bank
		○ By direct debit
		○ Electronic Payment (TPV)

Other Fees

	Description	Cost
☐	Ph.D. Supervision	200,00 EUR
☐	0.7 Solidarity Fund	6,00 EUR
☑	Student Registration	27,54 EUR
☑	University ID card	6,11 EUR
☐		12,00 EUR

Back   Next

4.2. Direct billing

To make your payment online with no credit/debit cards involved, select the "Direct billing" option. Enter the details of the bank account where you wish your tuition fees to be charged, including the 24-digit (plus IBAN) code and holder's name.

To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list

PAYMENT INFORMATION

Discount	☐
Scholar	☐
Payment Method	○ By Bank ● By direct debit ○ Electronic Payment (TPV)

Bank Account

Bank Account Number (IBAN)	ES xx xxxx xxxx xx xxxxxxxxxx Need to report a foreign account?
BIC Code (SWIFT)	[ ] ⓘ If reported, the mandatory length is 11 characters. If you have a version of BIC of only 8 characters, it must be completed by the right-side with 3 uppercase Xs 'XXX'.
Account holder	Name xxxxxxxxxxxxxx Surname xxxxxxxxxxxxxx Second surname xxxxxxxxxxxxxx
Account holder ID	[ ]
Account holder address	[ ]
Outside Spain	☐
Country	España ▼
City/Town	[ ] 🔍
Postal code	[ ] 🔍
Province	[ ]

Other Fees

	Description	Cost
☐	Ph.D. Supervision	200,00 EUR
☐	0.7 Solidarity Fund	6,00 EUR
☑	Student Registration	27,54 EUR
☑	University ID card	6,11 EUR
☐		12,00 EUR

[Back] [Next]

4.3. Virtual POS (credit / debit card)

If you chose to pay online by credit / debit card, a prompt message will first remind you to check that the funds available in your card or its credit limit equal at least the sum of your tuition fees. This is strongly suggested in order to prevent any issues that may affect your enrollment process.

Mensaje de la página https://sigma-web.uc3m.es:8443: ✕

The limit of your credit card must be at least the amount of your tuition. If not so, you can change the payment method or cancel the registration by clicking on the disconnect button.

Aceptar

Click on **Accept.**

After completing and reviewing the Payment Information, press the Confirmation button to continue enrollment

To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list

PAYMENT INFORMATION

Discount	☐
Scholar	☐
Payment Method	◯ By Bank
	◯ By direct debit
	◉ Electronic Payment (TPV)

Other Fees

	Description	Cost
☐	Ph.D. Supervision	200,00 EUR
☐	0.7 Solidarity Fund	6,00 EUR
☑	Student Registration	27,54 EUR
☑	University ID card	6,11 EUR
☐		12,00 EUR

[Back] [Next]

Select the Electronic payment (TPV) option and click **Next.**

4.4. Confirm your enrollment details

All information regarding the selected courses and total tuition fees will be summed up in your Provisional enrollment application**. Please check this carefully** before confirming your enrollment at uc3m.
For detailed information on tuition fees, click here.

ℹ️ After reviewing the summary of the registration information click the Confirm button

Enrollment Provisional Application

General Information

Authorizes dissemination of address	No
Highest course	0
Type of Plan	credits
Conditional intern student	No
Type of Discount	0 - Ordinary

Academic Data

Code	Description	Group	Language	Period	Class	Course	Module	Cred	Consumed calls	Validated	Cod. P.I.
14329		99		0	Additional training	XX	XX	3.5	0	No	0
14330		99		0	Additional training	XX	XX	3.5	0	No	0
16085	Ph.D. monitoring 1(st) academic year	99		0	Research	XX	XX	0.0	0	No	0

Cred. Enro: Complementary: 7.0   Investigación: 0.0

Administrative and Tuition Fees

Fees and Charges

Concepts	Units	Unit price	Cost	Total
Complementary Training Credits 1st Tuition	7.0	49,84 €	348,88 €	348,88 €
Ph.D. Monitoring	1.0	390,00 €	390,00 €	390,00 €
Total fees				738,88 €

Administrative Fees

Description	Cost	Total
Student Registration	27,54 €	27,54 €
University ID card	6,11 €	6,11 €
General administrative fees	6,11 €	6,11 €
Total fees		39,76 €

Registration total amount

Student KAROLINA KEDEVA with ID B0914421 must pay	778,64 €
Registration total amount	778,64 €
Deadline for payment	25/06/2018 to 05/07/2018 1st payment

Total amount due. Please check that the funds available in your card or its credit limit equal at least this amount

Payment Method

Payment Method	By Bank
Printing date	25/06/2018

Payment method

The registrations applied after the deadline and the ampliations of the registrations will be charged in the dates you can find at the payment's calendar. You can consult it at: http://uc3m.es/ss/Satellite/Postgrado/es/TextoMixta/1371212431964/

The extracommunitary students that prove having a valid residence permit will be charged the ordinary payment.

This enrollment will be done previously to the checking of the compliance of the academic rules by the students services. If any anomaly is found, we'll proceed to the anulation of the enrollment

↩ Back   💾 Confirm

Read the disclaimer, then click **Confirm.**

5. Fulfill your payment

5.1. Bank deposit

Once your enrollment process is completed, our system will generate an invoice required to fulfill the payment in person at any Banco Santander branch offices in Spain within ten days of re-enrollment.

5.2. Direct billing

Uc3m will automatically charge your tuition fees to the provided bank account. No further procedure is needed.

5.3. Virtual POS (credit / debit card)

The application will show all details of the amount due.
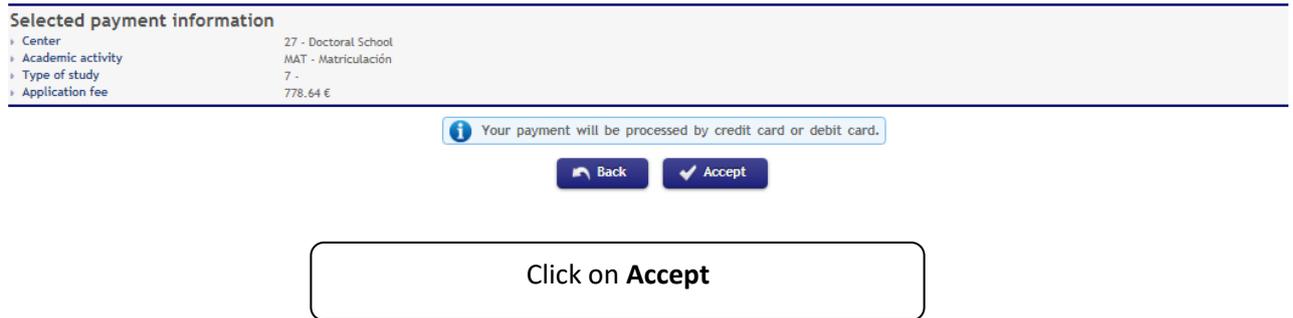
Selected payment information

› Center	27 - Doctoral School
› Academic activity	MAT - Matriculación
› Type of study	7 -
› Application fee	778.64 €

Your payment will be processed by credit card or debit card.

Back   Accept

Click on **Accept**

You will be redirected to a secure payment gateway (virtual POS). Enter the details of your card.

Santander Elavon
SANTANDER ELAVON MERCHANT SERVICES

English ▼

1 Choose payment method   2 Checking authentication   3 Authenticating card   4 Transaction result

Payment details

Amount:	429,76 €
Merchant:	SIGMA GESTION UNIVERSITA.
Terminal:	47792932-1
Order:	24320
Date:	09/09/2015 13:35

Verified by VISA   MasterCard. SecureCode.

Payment by Card   VISA

Card Number:

Expiry Date:
mm   aa

Security Code:

Cancel   **Accept**

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Credit / debit card
(16-digit code)

Expiration date
(month/year)

CVV (Security code)

Click on Accept to confirm the payment

Que es el Código de Validación (CodValid)?: es un código de tres cifras impreso en el reverso de las tarjetas Visa o Mastercard (para tarjetas Maestro no existe, en su lugar introduzca los tres últimos dígitos de la tarjeta). Este número aparece en cursiva en la parte superior del panel de firma (ver imagen).
En algunas tarjetas el número de tarjeta impreso en cursiva en el panel de firma no contiene 16 dígitos (puede haber solo 4), pero siempre estará seguido por el código de validación, que está formado por las tres últimas cifras a la derecha.
En las tarjetas American Express el código se compone de 4 cifras, en el frontal de la tarjeta (ver imagen inferior).

Santander **Elavón**
SANTANDER ELAVON MERCHANT SERVICES

English ▼

| 1 Select payment method | 2 Requesting additional information | 3 Verifying | 4 Transaction result |

Payment details

Amount:	**429,76 €**
Merchant:	SIGMA GESTION UNIVERSITA.
Terminal:	47792932-1
Order reference number:	24320
Date:	09/09/2015 13:35

AUTHORIZED OPERATION WITH CODE:
271187

Card Number: ************0004

Merchant Url: http://www.uc3m.es

CONTINUE

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Click on Continue

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Wait while confirming payment information

Please wait...

⚠ This process of confirmation of payment with the bank may take several minutes.

ℹ If after a few minutes is not received confirmation shall be automatically cancel the payment.
To cancel the payment at this time press:

❌ **Return**

Our system will show a payment confirmation message. Click on **Continue**.

PLEASE NOTE: If the payment procedure has not been successfully completed, you must enter the application again and click on "Trámite de pago TPV" (Virtual POS payment) on the left menu.

Select the academic year, then click **Search**.
Select the pending payment you wish to pay by credit/debit card.
The payment gateway will show again. Re-enter the details of your card and click **Accept**.

6. Enrollment receipt and information on your Ph.D. studies

Once your enrollment is confirmed, our application allows you to view, print, download, or send your enrollment receipt via e-mail. According to your preferred payment method, you must proceed as follows:

6.1. If you selected bank deposit payment:

Download and print your invoice to fulfill the payment in person at any Banco Santander's offices in Spain within ten days of re-enrollment.

To finish, click **Continue**

Enrollment invoice (abonaré)

You can view, print, download, or send via e-mail all documents generated throughout your enrollment procedure (listed on the left)

6.2.   If you selected direct billing payment:

Uc3m will automatically charge your tuition fees on the provided bank account. No further procedure is needed. To finish, click **Continue**.

You can view, print, download, or send via e-mail all documents generated throughout your enrollment procedure.

To finish, click **Continue**

6.3.   If you selected virtual POS (credit/debit card) payment

uc3m will automatically charge charge your tuition fees on the provided credit/debit card. No further procedure is needed. To finish, click **Continue**.

Matrícula > Matrícula

Documentación de la matrícula

ℹ️ La matrícula se ha confirmado correctamente. En esta pantalla tiene disponibles los impresos de la matrícula realizada. También tiene a su disposición los documentos de pago que correspondan en función de la forma de pago seleccionada. Adicionalmente pueden haberse generado otros documentos de interés.
Recuerde imprimir, descargar o enviarse por correo electrónico estos documentos para su consulta posterior.

Documento ⇕	Opciones
Impreso Matrícula ℹ️	🔍 🖨️ ⬇️ ✉️
Recibos TPV Matrícula ℹ️	🔍 🖨️ ⬇️ ✉️

Continuar

Matrícula
- Matrícula
- Consulta Matrícula
- Cuestionario Socioeconómico
- **Datos Alumno**
- Trámite de Pago TPV
- ENLACES
  - ▸ Horarios Grado
  - ▸ Horarios Postgrado

To finish the process, click **Continue**

Virtual POS enrollment receipt

You can view, print, download, or send via e-mail all documents generated throughout your enrollment procedure.