"ON-LINE APPLICATION"

Financial aid/scholarships

OFFICIAL MASTERS PROGRAMS

GUIDE TO COMPLETE THE TUITION AID APPLICATION FOR OFFICIAL MASTER STUDIES

First step: Register

After accessing the link to make the application for tuition aid for master studies (for which we recommend accessing with the browsers Firefox, Chrome or Internet explorer v. 11.0 and superior versions), first you will have to register, creating a new user account. For that, you will have to click the hyperlink "click here" of the first line in the box to the right of the screen.
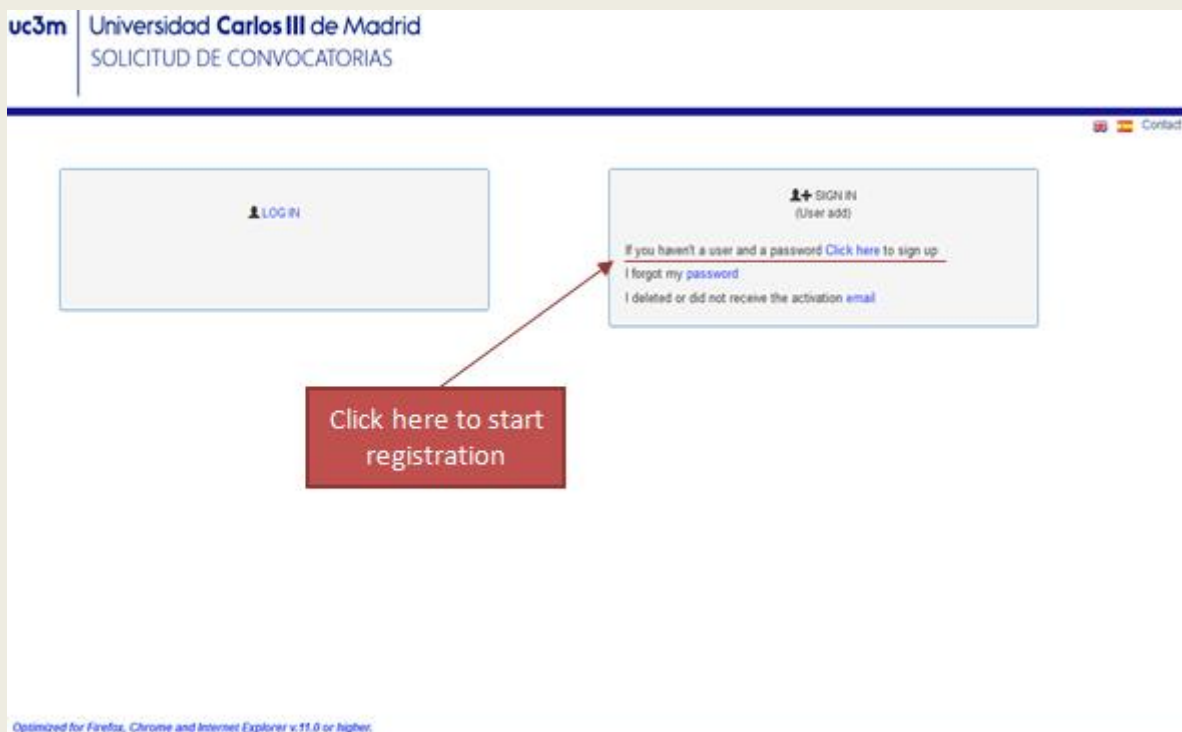
Once you have accessed the registration screen, you should complete all the fields that appear. Please note that the email address is entered in the specific field will be the one where all messages related to activation of the account and tuition application will be sent:

Register

Name	DANIEL
Primary last name	S█████
Second last name	A█████
Type of ID	PASSPORT ▾
Id	1██████████
Email1	█████@gmail.com
Confirm email	█████@gmail.com
Password	●●●●●●●●●●
Confirm password	●●●●●●●●●●

◀ Update   ← Back

Once registration is complete, you will have to click on the "Update" option. The application will inform that the user account has been activated properly, and a message will be sent to the mail with a link to activate the account:

Success

User registered successfully. You will receive an email in order to activate your account.

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Second step: Account activation
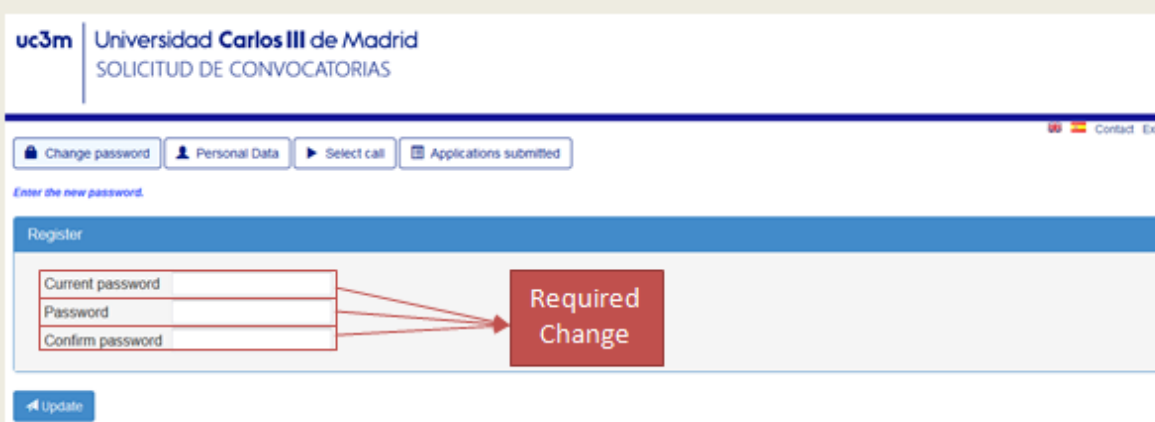
To activate the account, you must access the link you can find in the message sent to the entered email account, showing a new message on the screen informing that the account has been successfully activated:

You have registered successfully. You can continue signing in with the user : 1234567890AB and the password you have selected. You must copy and paste the following link in your browser in order to activate your account

https://testaplicaciones.uc3m.es:443/convoca/activateAccount.do?key=jHe262UeJcLffBlJju3EdUFTmJlLmV/E3OpJg2ovw10=&env=POSTGRADO

After that, you can access the account by entering the username and password indicated during registration. However, <mark>you won't be able to complete the tuition aid application the first time you access your account until some operations are made at the two first tabs of the application</mark>:

- *Password change*: You will have to change the password of the account, indicating the password assigned during the register process and the new password. **The three fields are mandatory**. Once the password is changed successfully, a message will appear indicating "*Password successfully established*"

Once the password has been successfully changed, a message will appear indicating "Password established correctly".

Success

Contraseña establecida correctamente.

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After this, you must select the application environment to which you wish to access, being, in the case of the "Financial aid/scholarships for tuition offered by School of Graduate Studies", the option "==Postgrado-Ayuda matrícula Máster Universitario==":

Control de Acceso

Seleccione el entorno de solicitudes al que desea acceder:

▶ Recursos Humanos
▶ Doctorado
▶ Postgrado - Ayuda matrícula Master Universitario

- **Personal Information**: You will have to complete all the pending fields (some of the fields will be already completed, since they gather information of the already introduced during the register proccess). Most of the remaining fields are mandatory, (see image). However, it is recommended to complete all the fields if possible.

Third step: Financial Aid Application

As indicated, the fields with asterisks (*)- at this screen "Motivation letter of the candidate"- are mandatory in order to be able to continue with the Financial Aid application.

The other two fields ("Previous scholarships accreditation" and "Additional documentation" are optional that, in case of being provided, will be valued by the Financial Aid Selection Committee.

The information attached at these 3 fields is "common" for the master (or masters) that you request the Tuition Aid.

The next step is "Select the master", by clicking the bar that will display the masters included for the selected call.

Once you have selected the master, click at the button "*Apply*". A new window will open with a form, specific of the tuition aid application of the master you chose.

Complete the empty and mandatory fields so you can continue with the application process.

The field "Indicate State tuition waivers (Large Family, disability..." only must be complimented in case the applicant has any kind of exemption.

It´s compulsory to complete the field "Previous held".

Once finished, click on "submit", and the next message will appear

In a few minutes, you can download your proof application for scholarship

Your proof