

## APPLICATION ADMISSION UC3M COURSES

1) Enter the site:

<https://sigma.uc3m.es/cosmos/Controlador/?apl=Uninavs&gu=a&idNav=inicio&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNOTCS>

2) Select the language and enter the user (DNI / PASSPORT) and password provided by the system when registering :

Sign in

2589514705

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English

Log in

Select the language first

English  
Castellano

3) Select "Admission and academic records"

Applications

Admission and academic records

Fees

Student document management

4) Select "Pre-registration" and again "Pre-registration"

Home

Academic Management

Pre-registration

Pre-registration

Academic Records

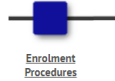
Admission and academic records / Academic Management > Pre-registration > Pre-registration

Enrolment procedures

Name	LUIS MIGUEL SANCHEZ SANCHEZ	DNI/Passport	
NIP		NIA	

Enrolment Procedures

5) Select the title you want to register



The form shows a navigation bar with 'Discharge of new pre-registration' (active), 'Processes of admission in process (0)', and 'Notifications center'. Below is a blue header 'Discharge of new pre-registration'. A message box states: 'Below is a list of studies that currently have an open period of underenrollment. Select the study in which you want to make the pre-registration, and then click on high of new registration to start the pre-registration process.' A dropdown menu for 'Selected study:' contains the text 'Click here to select a study...'. A blue button 'Discharge of new pre-registration' with a red hand icon pointing to it is at the bottom.

6) Enter personal information



The 'Students Data' form is divided into sections: 'Personal data' (DNI/Passport, Document type, Gender, First Surname, Name, Country nationality), 'Birth' (Date of Birth, Zip Code, City, State/Country, Country), and 'Domicilio' (Address, Zip Code, City, State/Country, Country, Telephone). At the bottom are 'Back' and 'Accept' buttons with a red hand icon pointing to 'Accept'.

**IMPORTANT:**

The application takes the data entered when you have registered or those that exist in the database as a UC3M student.

Once you have entered the data click "Accept"

7) Enter other data of interest (some programs will not require)



Education

**Education** | Work experience | Other data

FORMATION

ADD FORMATION:

Study:

Degree:

Country:

University/Center:

Date of issue of the title:

First Cycle  Other

Spain  Otro

SPECIFIC TRAINING COURSES

ADD SPECIFIC TRAINING COURSES:

Other studies and / or knowledge unregulated. Specify which and the level reached.

LANGUAGES

ADD LANGUAGES:

Languages:

Knowledge:  High  Medium  Low

Degree:

Grade:

COMPUTER KNOWLEDGE

**IMPORTANT:**

Enter at least the higher education that gives access to the program. If the type of study or University is not reflected in the drop-down menus, indicate it in "Others".

Select "Add" and then "Accept".

You can indicate languages and computer skills

Finally, select "OK".

Work Experience

**Education** | **Work experience** | Other data

CURRENT SITUATION

ADD CURRENT SITUATION:

Current situation:  Active  No Active  No Informada

Professional experience:

Company description:

Position in Company:

Profession:

Active type:  Paid  Unpaid

Under Work Experience you can enter the current status and Previous Experience.

If you do not have any Work Experience you can select "Accept" at the bottom of the screen.

PREVIOUS PROFESSIONAL EXPERIENCE

ADD PREVIOUS PROFESSIONAL EXPERIENCE

Professional experience  
 Company description  
 Position in Company  
 Profession  
 Active type  
 Paid  Unpaid

Other Data

Education Work experience **Other data**

OTHER INFORMATION OF INTEREST

How have you found information about this study?

Have you completed or are you studying at another university program?  
 Yes  No

Why do you want to perform these studies?

Observations / Additional information

In Other Data you can indicate how you heard about us, reasons and observations/merits for which you wish to participate in the program.

8) Documentation to attach

**IMPORTANT:** These files which will be uploaded should not have any accents/linguistic signs.

Enrollment Procedures Student Data **Documents to be attached** Academic Data Confirmation Documents to print

Documentation to be provided by the student

Documentation required for registration

To continue with the registration process it is mandatory to attach the documents below.

Document to attach	Required format
<input type="button" value="Attach"/> Copy of passport	Any Format
<input type="button" value="Attach"/> Admission Application	Any Format
<input type="button" value="Attach"/> Curriculum vitae	Any Format
<input type="button" value="Attach"/> Official academic certification of higher studies completed	Any Format
<input type="button" value="Attach"/> Cover Letter	Any Format

Optional documentation for registration

Document to attach	Required format
<input type="button" value="Attach"/> Copy of university degree / Copy of having paid title issuance fees	Any Format
<input type="button" value="Attach"/> Statement of having finished the previous studies	Any Format

The documentation required in each Program will be attached (there will be mandatory and optional documentation). You can consult on the website of each program the documentation required.

To attach the documentation click on "Attach"



**Documentation to be provided by the Student**

FILE SELECTION

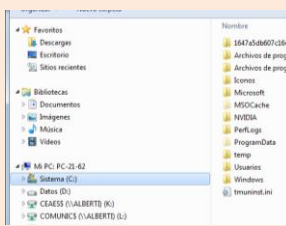
File description: Copy of passport  
 Required format: Any Format

Select the file that contains the requested document and press "Accept" to attach it to your registration. The name of the file will be normalised when uploading in the system (eliminating accents and certain characters).

Seleccionar archivo | Ninguno archivo selec.

Back | Accept

To upload the file click on "Examinar" and an additional window will open to attach the document



Once you have selected the document, click "Accept". Continue to attach the files that are required in your program.



**Documentation to be provided by the student**

File has been uploaded successfully.

**Documentation required for registration**


To continue with the registration process it is mandatory to attach the documents below.


Document to attach	Required format
Copy of passport	Any Format
Admission Application	Any Format
Curriculum Vitae	Any Format
Official academic certification of higher studies completed	Any Format
Cover Letter	Any Format

**Optional documentation for registration**

Document to attach	Required format
Copy of university degree / Copy of having paid title insurance fees	Any Format
Statement of having finished the previous studies	Any Format

Back | Accept

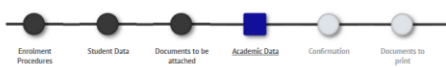
If you want to download the documents you have uploaded select 

If you want to re-upload the document select 

Once you have uploaded the required documentation select "Accept"

## 9) Academic Data

The pre-registration in the program does not need to be selected subjects.  
Select "Accept"




**Entry of academic enrolment data**

Registration does not require subjects to be selected.

[Back](#) [Accept](#)

## 10) Confirmation of data

If the data is correct click on "Confirm"



**Confirm registration data**

Then show the selected data for registration. Confirm that these data are correct. If they were not, you can go back in and re-edit process. Once these data confirm, press the 'Confirm' button to complete your registration.

School year	2023/24-0
Administrative center	5-Formación Continua
Name	
DNI/Passport	XXXXXXXXXX
NIA	
NIF	XXXXXXXXXX
E-mail	
Study	1115/16 - Master de Formación Permanente in Aircraft Systems Integration
Study type	Master

No I authorize the transfer of name, address and certification companies in the commercial sector and / or training for education and labor

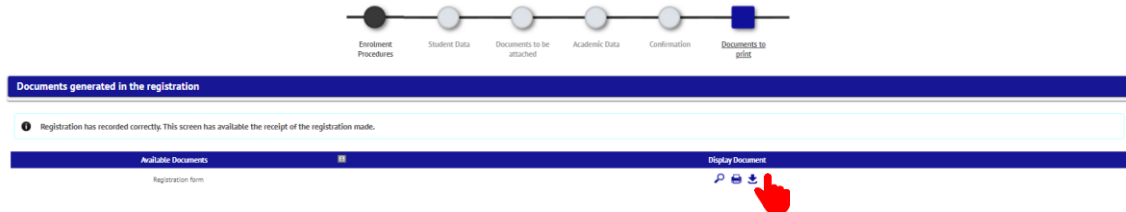
**Subject(s) registered**

Registration does not require subjects to be selected.

[Back](#) [Confirm](#)

## 11) Documentation for printing

The pre-registration was successful. You can download the document "Pre-registration"



## 12) Quit the application

To exit the application select your name and click on "Exit"

