



URJC



**Escuela de Másteres
Oficiales**

STUDENT MANUAL

**PRE-REGISTRATION IN
UNIVERSITY MASTER'S
DEGREES**

ACADEMIC YEAR 2021/2022

1. GENERAL REQUIREMENTS TO ACCESS MASTER'S DEGREES

In accordance with *el artículo 16 del Real Decreto 1393/2007, modificado por el Real Decreto 861/2010, de 2 de julio* (article 16 of Royal Decree 1393/2007, amended by Royal Decree 861/2010 of 2 July), to access a master's degree you must fulfil the following requirements:

“In order to access an official master's degree, applicants must hold a degree from a Spanish university or, alternatively, from a higher education institution within the framework of the European Higher Education Area that authorises the holder to access university master's programmes in the country of issue.

In addition, applicants who hold a degree from a university outside the framework of the European Higher Education Area may also access a master's degree, without homologation of their academic qualifications. However, the University will verify that these degrees are of a comparable level to official Spanish university qualifications and that they grant access to postgraduate studies in the country of issue. Access via this option will not, in any case, imply that the applicant's previous qualification has been homologated to its Spanish equivalent or granted recognition of equivalence for any other purposes than access to the master's degree programme.”

Each master's degree may have its own **specific access requirements**, included in the webpage of the master's degree – (Admission and Enrolment).

Admission to a master's degree is carried out by means of a selection process. In certain cases, this process may include a **selection exam**. The administrators of the master's degree will notify applicants regarding the nature of the exam, and its exact date and place. The information will be available in this application and will also be sent to the consultation mailbox.

At least 5 per cent of the vacancies available will be reserved for **students** with a **certified disability** equal to or greater than 33 per cent. These students must certify their disability by submitting a **certificate issued by the IMSERSO (Institute for Older Persons and Social Services) or the competent body of the Autonomous Community**. The relevant exemption of fees will be applied.

Students who have not completed their access studies before the Pre-Registration Periods, with pending course subjects (maximum of 30 ECTS credits) enrolled in the academic year 2020/21, **can apply for a *Admisión Condicionada (Conditional Admission)*** to Rey Juan Carlos University's master's programmes. In the case of certain master's degrees, it is not possible to apply for pre-registration unless previous studies have been completed (please visit the master's website).

These students whose **admission is conditional** will have to submit documents to certify **their completion of the studies** that enable access to the master's degree **before 31 October 2021**. **Double degree students** who **have passed all subjects and one of their end of degree projects**, will have to submit the relevant **academic transcript**, and **pass their pending end of degree project before 30 June 2022**.

2. PRE-REGISTRATION PERIODS AND LISTS OF ADMITTED STUDENTS

Pre-registration in the official master's degrees of Rey Juan Carlos University will take place online during the established periods: <https://gestion3.urjc.es/gestionsolicitudes>

Applicants will be able to consult their admission status in the online application on the dates established for each period (see [publication of admission dates](#)).

3. REGISTRATION PERIODS

Registration in the official master's degrees of Rey Juan Carlos University will take place in the [periods established](#) in the webpage.

Only students with a *VALIDADA - CONCEDIDO* (VALIDATED – ACCEPTED) application status will be able to enrol in the established dates.

4. DOCUMENTS REQUIRED FOR PRE-REGISTRATION

Applicants will submit and upload **all their scanned documents**, in the formats allowed, onto the online pre-registration **application in order to apply for admission in the university master's degrees**. All documents must be submitted for each separate process of admission to university master's degrees (**maximum of 3**).

At any time, both the administrators of the master's degree and the School of Master's Degrees may require applicants to submit their original documentation verified/certified at the General Registry located in the Móstoles campus, or at any of the other registry offices located in the different campuses of Rey Juan Carlos University, or may require their submission via certified mail to: URJC. Registro General. Avda. Tulipán s/n. 28933. Móstoles. Madrid.

Detailed information of the documents required can be found in the university web page

(https://www.urjc.es/images/EstudiarURJC/Admision_matricula/master/Documentación%20a%20presentar_Versión_ingles.pdf).



At least 5 per cent of the vacancies available will be reserved for students with a certified disability equal to or greater than 33 per cent. These students must certify their disability by submitting a certificate issued by the IMSERSO (Institute for Older Persons and Social Services) or the competent body of the Autonomous Community. The relevant exemption of fees will be applied. [INSTRUCTIONS TO COMPLETE THE PRE-REGISTRATION](#)

Applicants must go to the pre-registration application, available in the link <https://miportal.urjc.es/GestionSolicitudes>, (see [help](#)) and select the option “*Másteres Universitarios*” (Master’s Degrees). Applicants must then select “*Usuarios con cuenta en la URJC*” (If you already have a URJC account, click here) if they already have a URJC account (that is, a username and password), or “*Usuarios nuevos sin cuenta en la URJC*” (If you do not have a URJC account, click here) if they don’t have a URJC account.



5.1- PERSONAL DATA

In this step, applicants must fill out all the personal data required.

- **Users with a URJC account:** If you already have a URJC account, your data will appear on the screen, as recorded in the university’s database. *(If you wish to modify your data, you may do so during the enrolment process once you have been admitted in a master’s degree, or you may request changes via the General Registry (Registro General)).*

- **Users without a URJC account:** You will have to complete the personal data included in the following screen:

🔍 PASO 1: Introduzca sus Datos Personales

¡Atención! En caso de tener que modificar algún dato personal, este cambio se podrá realizar durante el proceso de automatrícula o solicitando el cambio a través de Registro General.

* Campos obligatorios

Tipo Doc*: <input type="text" value="DNI"/>	Documento*: <input type="text"/>	Fecha Nacimiento*: <input type="text" value="dd/mm/aaaa"/>
Nombre*: <input type="text"/>	Primer apellido*: <input type="text"/>	Segundo apellido*: <input type="text"/>
Domicilio*: <input type="text"/>	Número*: <input type="text"/>	Piso*: <input type="text"/> Letra: <input type="text"/>
Provincia*: <input type="text" value="Seleccione la provincia"/>	Municipio*: <input type="text"/>	Cod. Postal*: <input type="text"/>
E-mail*: <input type="text"/>	Teléfono*: <input type="text"/>	Nacionalidad*: <input type="text" value="ESPAÑA"/>

[Help](#)

🔍 Step 1: Personal Data

Note If you need to modify your Personal Data, you can do so during the self-registration process or by contacting the Registration Office (Registro General).

* Required fields

Type Doc*: <input type="text" value="DNI"/>	Doc No*: <input type="text"/>	Date of Birth*: <input type="text" value="dd/mm/yyyy"/>
Name*: <input type="text"/>	1st Surname*: <input type="text"/>	2nd Surname*: <input type="text"/>
Address*: <input type="text"/>	Number*: <input type="text"/>	Floor*: <input type="text"/> Letter: <input type="text"/>
Province*: <input type="text" value="Select province"/>	Town/City*: <input type="text"/>	Post Code*: <input type="text"/>
E-mail*: <input type="text"/>	Phone*: <input type="text"/>	Nationality*: <input type="text" value="ESPAÑA"/>

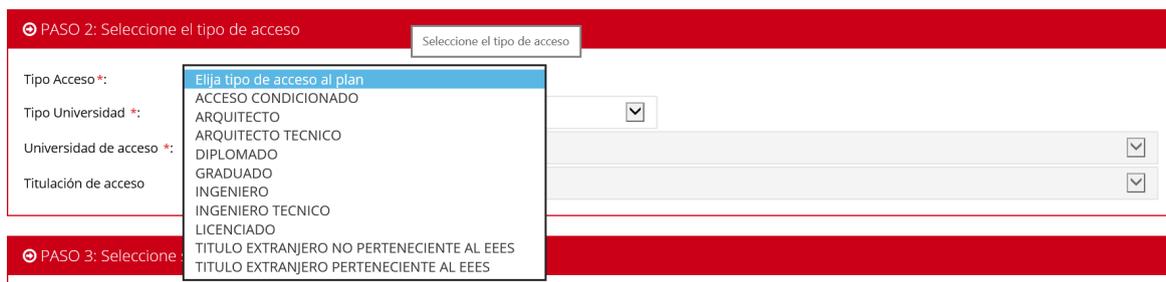
Note: If you applied for admission in University Education through the Public University of Madrid’s Single District (Distrito Único de Universidades Públicas de Madrid), the system will detect you ID number and ask you to confirm your DATE OF BIRTH (dd/mm/yyyy format), or will ask you to enter your Username and Password in the following way:

✓ Los/as estudiantes de nuevo ingreso, es decir, aquellos que no tienen cuenta de la universidad, su usuario de acceso será el DNI sin letra, y como contraseña la f seguida de su fecha de nacimiento. Un ejemplo de usuario y clave sería: Pepe Pérez tiene como DNI 046606498B y ha nacido el 04-05-1987, su usuario de acceso será 046606498B y su clave f04051987.

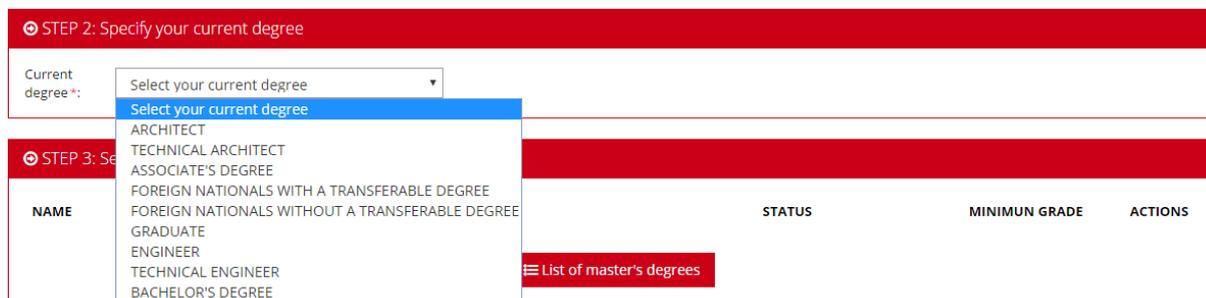
New students, i.e. those students who do not have a university account, will automatically be assigned a username (their ID number, without letters) and a password (the letter “f” followed by their date of birth). For example, Pepe Perez, whose Spanish ID number is 046606498B and who was born on the 4th of May 1987, would be assigned the username 046606498 and the password f04051987.

5.2- ACCESS TYPE

Applicants will then be asked to select the university studies that give them access to the master's degree (degree, bachelor's degree, diploma, engineering degree, etc.), the type of university they come from (Spanish or foreign), the university, and the master's degree they want to apply for.



[Help](#)



Students who have not completed their access studies before the Pre-Registration Periods, with pending course subjects (maximum of 30 ECTS credits) enrolled in the academic year 2020/21, can apply for a *Admisión Condicionada* (Conditional Admission) in Rey Juan Carlos University's master's programmes.

These students whose **admission is conditional** will have to submit documents that certify **their completion of the studies that enable access** to the master's degree before **31 October 2021**. In the case of certain master's degrees, it is not possible to apply for pre-registration unless previous studies have been completed (please visit the master's website). **Double degree** students who have **passed all subjects and one of their end of degree projects**, will have to submit the relevant **academic transcript**, and pass their **pending end of degree project before 30 June 2022**. In both cases, applicants will have to **submit the following documents via registro** o [Registro electrónico de la Universidad](#) (Sede Electrónica), reference "conditional admission documentation", and before the established dates:



- **Official proof that the Degree Certificate has been requested.**
- **Official Academic Transcript or Diploma Supplement (DS)** issued by the previous centre of studies, recording all subjects completed, credits/hours, the grades obtained, the final average grade, and, if relevant, the issue date of the degree certificate.
- **Certificate stating that the qualifications submitted provide access to official postgraduate studies** in the country of origin, issued, stamped, and signed by the university of origin (only necessary for students who submit access qualifications from non-Spanish universities).

Admission will be cancelled for applicants who do not submit the relevant documentation certifying that they have completed their access studies within the established dates.

5.3- MASTER'S PROGRAMMES

Applicants must finally choose the master's degree that they wish to apply for by clicking on the list of **Planes Ofertados (master's programmes offered)**, selecting the name of the master's degree they want to be admitted in, and then clicking on **Accept**.

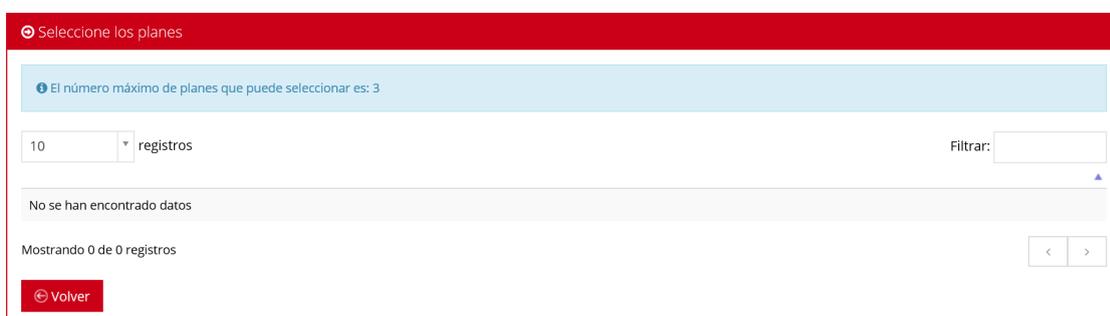
Applicants may apply for admission in a maximum of three (3) master's degrees.

Students who would like to simultaneously study two master's degrees in the academic year 2021/22, will apply for admission in the master's degrees they wish to study following the URJC application procedure for [simultaneity of university master's degree studies](#).



PASO 3: Seleccione su plan

NOMBRE	ESTADO	NOTA ACCESO	ACCIONES
Planes ofertados...			



Seleccione los planes

El número máximo de planes que puede seleccionar es: 3

10 registros Filtrar:

No se han encontrado datos

Mostrando 0 de 0 registros < >

[Volver](#)



Select your degrees of interest

Maximum number of degrees you can select: 3

10 registers Filter:

DEGREE CODE	NAME	SELECT
6258	MÁSTER UNIV EN INGENIERÍA INDUSTRIAL	<input type="checkbox"/>

Showing from 1 to 1 of 1 registers

Cancel Accept

5.4- HOW TO CONFIRM THE APPLICATION

In order to finalise the pre-registration, and as a security measure, students without a URJC account will be asked to type in **the text they see on the screen**, using the **on-screen keyboard** provided. Once the text has been entered, applicants need to click on Accept to confirm their application.

Once applicants have completed the application process, **those applicants who do not have a URJC account** will be sent a **provisional username and password** to the email address they provided in their application. This username and password will give applicants access to the online pre-registration application so that they may upload the required documents, make changes to their application, check the status of their application, etc. Applicants who are admitted to a master's degree will be asked to enter their username and password during the *automatricula* (self-registration process).

At the bottom of the screen, applicants may click on **IMPRIMIR (PRINT)** to print a copy of their application. At the top of the screen, applicants may select Sign Out to log out of the application process.

5.5- HOW TO SUBMIT DOCUMENTS

As previously mentioned, all applicants **must submit scanned copies** of the required documents. To do so, applicants will need to click on **Añadir documentos (Add documents)** for each of the master's degrees that they are interested in.



MÁSTER UNIV EN AUDITORÍA Y CONTABILIDAD SUPERIOR ON LINE

Pendiente

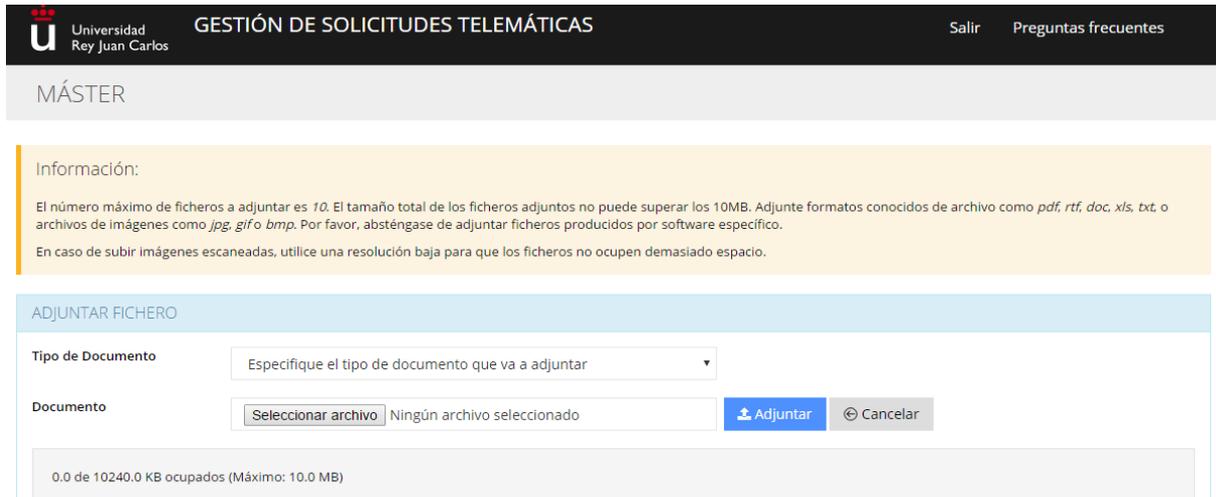
[Añadir Documentos](#)

Sin calificar

Eliminar

Users without a URJC account: Users without a URJC account, once the previous steps have been completed, will have to sign in using the provisional username and password sent to their email address in order to upload the documents.

On the next screen, applicants will be asked to select the files from their computer that they want to upload to their application. Remember that separate sets of documents need to be uploaded for each master's degree the applicant is applying for.



Universidad Rey Juan Carlos

GESTIÓN DE SOLICITUDES TELEMÁTICAS

Salir Preguntas frecuentes

MÁSTER

Información:

El número máximo de ficheros a adjuntar es 10. El tamaño total de los ficheros adjuntos no puede superar los 10MB. Adjunte formatos conocidos de archivo como pdf, rtf, doc, xls, txt, o archivos de imágenes como jpg, gif o bmp. Por favor, absténgase de adjuntar ficheros producidos por software específico.

En caso de subir imágenes escaneadas, utilice una resolución baja para que los ficheros no ocupen demasiado espacio.

ADJUNTAR FICHERO

Tipo de Documento: Especifique el tipo de documento que va a adjuntar

Documento: Selecionar archivo Ningún archivo seleccionado Adjuntar Cancelar

0.0 de 10240.0 KB ocupados (Máximo: 10.0 MB)

Applicants must submit their scanned documents for each of the master's degree applied for, otherwise their application status will be *Pendiente de documentación* (Pending Documentation) and will not be processed. Applicants may submit pending documents during the pre-registration period. If the required documents have not been uploaded within 10 working days of the pre-registration deadline, the application will be **DENEGADA (DENIED)**. This procedure also applies to master's degrees that have specific document requirements. **Please be advised that required documents should be uploaded as soon as possible in order to speed up the application process and schedule a specific exam, if the case may be.**

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...

Applicants with a Conditional Admission must submit, together with the rest of documents, a [compromiso de finalización de estudios](#) (Student Pledge for Completion of Studies), which can also be downloaded from the **pre-registration application**.

It is also compulsory for **all** students to submit the [declaración responsable de veracidad de datos](#) (declaration of Authenticity of documents attached), which can also be downloaded from the **pre-registration application**.



Compromiso de finalización de estudios. Descargue el documento que se muestra, y una vez cumplimentado y firmado tendrá que adjuntarlo a la solicitud de preinscripción desde el enlace "Adjuntar Documentos".

- Carta de compromiso 

▲ Será obligatorio adjuntar esta "Carta de compromiso". El hecho de no entregarla supondrá la denegación de la solicitud.

5.6- APPLICATION STATUS

Applicants will be notified of any changes in their Application Status by a message sent to the email address provided in the pre-registration.

The status of the applicant's pre-registration application can be:

1.1. PENDIENTE (PENDING): The application and submitted documentation are being assessed to determine whether they meet admission requirements.

1.2. PENDIENTE DOCUMENTACIÓN (PENDING DOCUMENTATION): The student has not included all the documents required and the application cannot be assessed. The student will be able to upload pending documents during the pre-registration period. The students will have to upload the required documents to the pre-registration platform within 10 working days of the pre-registration deadline. If the required documents are not uploaded within this period, the application will be DENIED. Please be advised that required documents should be uploaded as soon as possible in order to speed up the application process and schedule a specific exam, if the case may be.

1.3. DENEGADO (DENIED): The application has been denied. Applicants will be notified of the reason why their application has been denied:

- **DENEGADO POR FALTA DE DOCUMENTACIÓN (DENIED BECAUSE REQUIRED DOCUMENTS WERE NOT SUBMITTED):** The student has not included all the required documents within the established period.
- **DENEGADO PORQUE NO CUMPLE REQUISITOS DE ACCESO (DENIED BECAUSE IT DOES NOT MEET ADMISSION REQUIREMENTS).**

1.4. VALIDADA (ACCEPTED): The application has been approved and will become part of the selection process.

VALIDADA CONDICIONADA (CONDITIONAL ACCEPTANCE): For students that apply for a **Conditional Admission**.

Once the status of your application is **ACCEPTED OR CONDITIONAL ACCEPTANCE**, the selection process will begin following the specific requirements of the master's degree.

If a Specific Selection Exam (onsite or otherwise) is to take place, the administrators of the master's programme will email students to notify them regarding the nature of the exam, and its exact time and place.

Once the selection process has been completed, the administrators of the master's degrees will issue the scoring criteria, and the final application status will be one of the following:

1.5 VALIDADA – CONCEDIDO (ACCEPTED – CONFIRMED): Applicants will receive a letter of admission and will be able to enrol during the [established period](#).

1.6 VALIDADA - LISTA DE ESPERA (ACCEPTED – WAITING LIST): Applicants are in a waiting list.

Only applicants with a **VALIDADA - CONCEDIDO (ACCEPTED – CONFIRMED)** status can self-register in the dates established.

The **score** obtained in the **selection process** will be available in the [pre-registration application](#).

The application of students in a waiting list will be passed on to subsequent admission processes, so they do not need to pre-register again. If a vacancy in a master's degree becomes available, it will be assigned to a student in the waiting list, who will be notified accordingly.

5.7- HOW TO DELETE AN APPLICATION

ONLY when their status is **Pendiente (Pending)** and applicants want to delete their application, they can do so by clicking on **ELIMINAR (ELIMINATE)** in the **Actions** column.

