



## **STUDENT MANUAL**

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

**ACADEMIC YEAR 2022/2023**

## 1. INCOMING STUDENTS. FIRST YEAR

Students who have been admitted in the pre-registration process will self-register through the [Aplicación de Automatrícula](#) (Self-Registration Application) available to that effect, during the established dates ([Dates for self pre-registration and self enrolment](#)) published in the University website.

**New students who do not have a URJC account** will need to enter, on the identification screen, the provisional username and password assigned to them during the pre-registration process. The **username** is the student's **ID number** (DNI, NIE, passport, etc.) and the **provisional password** is the letter "f" followed by the student's **date of birth** with the format "**fddmmyyy**" (for example, for 01/06/1990 the password would be f01061990).

Once students have completed the self-registration process, a message will be sent to the email address they provided **within 72 hours**, notifying them of the new **username and password** which constitute their **URJC account**. This new username and password will provide access to the University's online services, needed to conduct students' academic activity, and will substitute the provisional username and password.

Students who already have a **URJC account** will use it to complete the self-registration process.

**Students need to register for all the subjects they want to complete during the academic year.**

When completing their registration, students must take into account the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#) (Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University), as well as the [Normativas y Reglamentos](#) (Rules and Regulations) applicable to current master's degrees at Rey Juan Carlos University.

### **Conditional registration:**

Students who have not yet completed their undergraduate studies may request **Conditional Admission to the University Master's Degrees** of the Universidad Rey Juan Carlos, during **the last pre-registration period for each Master's Degree**, when at the time of pre-registration they have for completing a maximum of the Final Degree Project plus 9 ECTS (according to Royal Decree 822/2021, of September 28). **"Although in no case may they obtain the Master's degree if they have not previously obtained the Bachelor's degree."**

According to Royal Decree 822/2021, of September 28, priority will be guaranteed in the enrolment of students who have the official university degree of Graduate or Graduate. Therefore, this circumstance must be taken into account when making the admission and it will have to be reflected in the evaluation of the students and, therefore, in the grade given to each student.

In the case of certain master's degrees, it is not possible to request pre-registration without having completed the previous studies (see the master's website) since they do not admit conditional admission.

## 2. SIMULTANEITY OF MASTER'S DEGREES

Students who simultaneously enrol in two master's degrees ([procedimiento de solicitud de libre simultaneidad de estudios de másteres universitarios en la URJC](#), procedure for simultaneity of university master's degree studies at URJC) will have to submit, at the *registro* or [Registro electrónico de la Universidad \(Sede electrónica\)](#), a written statement indicating their preference, to the attention of the School of Master's Degrees and with the reference "preferred master's degree", **before 30 September 2022**.

## 3. SECOND YEAR STUDENTS OR STUDENTS WITH PENDING SUBJECTS

Students who began a master's degree in previous academic years, and who have to register for their **second year or for pending subjects** during this academic year, must complete the self-registration process in the established dates published in the University website ([Dates for self pre-registration and self enrolment](#)), **without completing again the pre-registration process**. These students must take into account the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#) (Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University) and must submit their application at <https://sede.urjc.es/catalogo-de-servicios> in the dates established by the University. **Students with one or more pending subjects will have to wait until the corresponding grades have been recorded before registering for these subjects in the established dates for self-registration of second year students or students with pending subjects.**

Students who registered for the first time in the subject "Master's Thesis" in the academic year 2021/22 but did not present it, will have to register the subject again in the academic year 2022/23, although they will not have to pay second registration fees for the subject, as established in the current regulation. In any case, students must take into account the [Reglamento del Trabajo Fin de Máster](#) (Regulation for Master's Thesis) and the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#) (Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University).

Students enrolled in **master's degrees** that have begun the phase-out process in the academic year 2021/22 may self-register the Master's Thesis in the application. If they have to register for other pending subjects, they will do so by **completing an Expone/Solicita request through the Registro, or Instancia General through [Registro electrónico de la Universidad \(Sede electronica\)](#)**, in the registration dates established ([Dates for self pre-registration and self enrolment](#)), and published in the University website, for second year students and for students with pending subjects. Students enrolled in master's degrees that began the phase-out process in previous academic years, will register for pending subjects by **completing a request form (*Expone/Solicita*) at the Registro or or Instancia General through [Registro electrónico de la Universidad \(Sede electronica\)](#), in the same established dates**. Once their request has been examined, and if it is approved, the registration process will be completed by the School of Master's Degrees, who will inform students by email.

Students who have exceeded the permanence established will not be able to register again in the master's degree. In any case, and in accordance with the [Normativa de Matrícula y Permanencia en los Estudios de Máster de la Universidad Rey Juan Carlos](#) (Regulation for Enrolment and Permanence in Master's Degrees at Rey Juan Carlos University), they may contact the rector at URJC to apply for continuation of their studies when reasons of *force majeure*, which have to be duly documented and proven, have affected their academic performance. This request will have to be made through the corresponding [electronic application](#), in the dates established and published to this effect. Once the requests for extension of permanence have been resolved, they will be answered by email and will also be available at the [Registro electrónico de la Universidad \(Sede electronica\)](#).

#### 4. CREDITS/SUBJECTS RECOGNITION

Students who are able to request Credits/Subjects Recognition will have to first register in the correspondent master's degree, as they will not be able to apply for the recognition until their registration has been processed. These students will not have to register for the subjects they are requesting validation for, in accordance with the [Reglamento sobre reconocimiento de créditos/asignatura y adaptaciones en titulaciones de másteres universitarios](#) (Regulation for credits/subjects validation and adaptations in master's degrees).

Students of **master's degrees** who wish to have access to the Virtual Classroom in order to follow the subjects they have requested recognition for, in case it is denied, **can register for these subjects. If the subjects are finally validated/recognised, the correspondent refund will be processed, upon prior request.**

The request for recognition must be made through the electronic application enabled for this, which can be accessed through the link,

(<https://gestion2.urjc.es/convalidacionesmanuales/> ), or by logging into the Services Portal, clicking on “*Solicitudes*” (Requests), and then on “*Solicitud de convalidación manual*” (Request for manual validation). Students can make this request any time after **completing the registration process and until the 15 October**.

In the event that original documentation or a certified photocopy of the same is requested, you will have to deliver it or send it through the Registro General of the University, the auxiliary registries located on the university campus, or through [Registro electrónico de la Universidad \(Sede electrónica\)](#), or by any means established in the current regulation.

When applying for Credits/Subjects Recognition, students will have to pay the fee established in the Public Prices Decree to process the validation of studies. In addition, if the recognition is authorised, students will have to pay the receipt corresponding to the recognition in accordance with the Public Prices Decree.

Once a decision on the request has been reached, students will have a set period of time to modify their registration information, in case they need to extend it to include subjects that have not been recognised. These changes can be made in the [Aplicación de Modificación de Matrícula](#), which can be accessed through the Services Portal.

## 5. INSTRUCTIONS TO COMPLETE THE REGISTRATION

### \* DELIVERY OF DOCUMENTATION \*

The delivery of documentation that is required in any of the steps of the self-registration, can be done through the following methods:

- In person at the School of Official Masters ([Cita Previa](#))
- Through the Electronic Register ([Sede Electrónica](#)) or any of the Registers located in the different University Campuses.
- Through the Registry of other entities of the Public Administration with the DIR Code **U05600001**.
- Through any of the means contemplated in article 16.4 of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations.

### 5.1 – IDENTIFICATION OF STUDENTS

Once students have completed the self-registration process, a message will be sent to the email address they provided **within 72 hours**, notifying them of the **username and password** which constitute their **URJC account**. This new username and password will provide access to the University’s online services,

needed to conduct students' academic activity, and will substitute the provisional username and password.

Students who already have a **URJC account** will use it to complete the self-registration process.

## 5.2 – WELCOME SCREEN AND SELECTION OF THE MASTER

When logging into the application, students will find a screen welcoming them to the registration process at Rey Juan Carlos University in which the Master's studies you can enrol appear.

If you have more than one option, enter the Master in which you want to enrol



Follow the instructions of the application at all times.

Students can cancel the self-registration process at any time, using the button “Cerrar sesión” (Sign off) which they can access through their profile button.

The self-registration will only be recorded after students browse through all the screens, complete all the required information, and finally VALIDA (VALIDATE) the process. If students abandon the self-registration process without completion of these steps, the registration will not be valid.

### 5.3- PERSONAL DATA CONFIRMATION

As indicated on the next screen, “confirme/modifique” your data, you can only go to the next screen when you confirm your data.

Por favor, revisa tus datos y modifica aquellos que no sean correctos pulsando sobre ellos

Fecha de nacimiento \*  
02/12/1972

Correo electrónico \*  
mmmm@mmm.es

Teléfono móvil \*  
3333

Confirmando que mis datos personales son correctos

### 5.4- SELECTING THE SUBJECTS

In this step of the self-registration, the student must mark the subjects they wish to enrol for this academic year by checking the box to the right of the name of the subject. When checking the subject you will be able to see the semester to which it belongs.

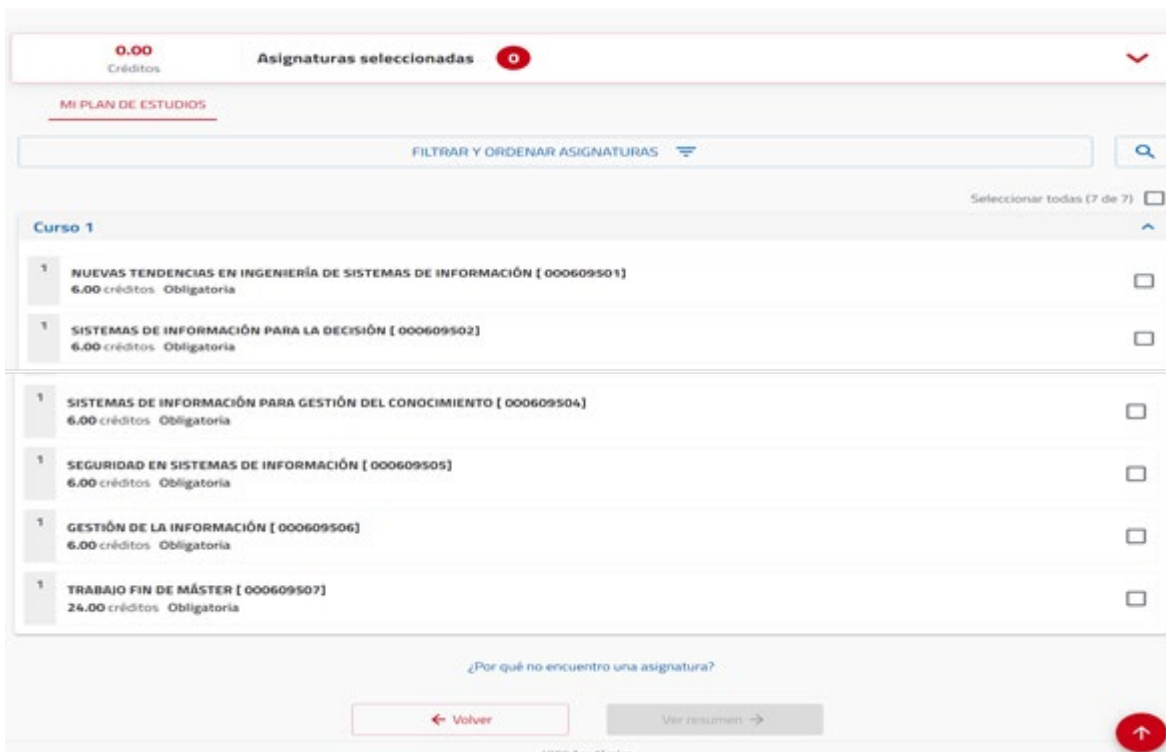
(See [Normativa de matrícula y permanencia en los estudios oficiales de máster de la Rey Juan Carlos](#))

Enrolment will be considered FULL TIME if you are going to enroll 60 credits in the current academic year, without taking into account the credits of the complementary training subjects, or PART TIME if you are going to enroll in less than 60 credits in this academic year.

In the event that the student (Full Time) wants to take a 90-credit master's degree (two academic years), they will have to enrol 60 credits the first year and the other 30 credits the second year. If the master's degree is 120 credits (two academic years), she will have to enrol 60 credits in each academic year.

The use of the option " **FILTRAR Y ORDENAR ASIGNATURAS** " will facilitate the choice of compulsory and optional subjects that you wish to enrol.





Once you have selected the subjects you wish to enrol in, you can advance to the next screen to see the summary of your enrolment or “Volver” (Back) to make any changes to the previous screens.


In the event that your Master has " *optatividad* " (optional) check on the [web del Máster](#) (Master's website) if you must choose a complete itinerary/specialty and the maximum number of credits per type.

## 5.5- SUMMARY OF SUBJECTS

This screen provides an outline of students' registered subjects. This step is only informative.

Once verified, if you agree, you can “Confirmar e ir al pago” (Confirm and go to payment) or if you need to make any changes, “Volver” (Back) to the previous screen to make the changes you want.




MÁSTER UNIVERSITARIO EN INGENIERÍA DE SISTEMAS DE LA INFORMACIÓN ON-LINE  
Alumna Prueba Prueba ▾

MATRÍCULA 2021-22 Período de actividad de Matrícula de Másteres Universitarios

7 Asignaturas seleccionadas Confirmar e ir al pago →

<b>60.00</b>	Obligatoria <b>60.00</b>
Créditos	

<b>1</b>	NUEVAS TENDENCIAS EN INGENIERÍA DE SISTEMAS DE INFORMACIÓN [ 000609501]	
	6.00 Créditos Obligatoria	
	Grupo GRPUNI	PRIMER SEMESTRE
		Castellano


<b>1</b>	SISTEMAS DE INFORMACIÓN PARA LA DECISIÓN [ 000609502]	
	6.00 Créditos Obligatoria	
	Grupo GRPUNI	PRIMER SEMESTRE
		Castellano

<b>1</b>	SEGURIDAD EN SISTEMAS DE INFORMACIÓN [ 000609505]	
	6.00 Créditos Obligatoria	
	Grupo GRPUNI	PRIMER SEMESTRE
		Castellano

<b>1</b>	GESTIÓN DE LA INFORMACIÓN [ 000609506]	
	6.00 Créditos Obligatoria	
	Grupo GRPUNI	SEGUNDO SEMESTRE
		Castellano

<b>1</b>	SISTEMAS DE INFORMACIÓN PARA GESTIÓN DEL CONOCIMIENTO [ 000609504]	
	6.00 Créditos Obligatoria	
	Grupo GRPUNI	PRIMER SEMESTRE
		Castellano

← Volver

UJ00 Académico  
Por 

↑

## 5.6 – DISCOUNTS AND EXEMPTIONS FROM TUITION PAYMENT

If the student has any of the situations that are related, which implies exemption from total or partial payment, they will have to indicate it on this screen, and then **prove it\*** (if it is not a digital certificate, they must submit a certified copy or collated from it) at the School of Official Master's Degrees, **presenting the corresponding documentation within a period of 10 working days from the date of registration** through the platform [MODIFICACIÓN - ANULACIÓN DE MATRÍCULA módulo modificación de datos \(DESCUENTOS\)](#) or through the means of delivery described above\*.



For non-EU foreign students who have some type of exemption, they will not be able to select it at the time of enrolment, and **they will have to submit the request for the change** attaching to the same justification of **the effective residence permit and the exemption to apply**, within 10 working days from the completion of the registration through the platform [MODIFICACIÓN - ANULACIÓN DE MATRÍCULA módulo modificación de datos \(DOCUMENTO IDENTIDAD y DESCUENTOS\)](#) or through the means of delivery described above\*.

It will not be necessary to justify the request for a “BECA DEL MINISTERIO DE EDUCACIÓN” (SCHOLARSHIP FROM THE MINISTRY OF EDUCATION); the URJC will carry out the appropriate checks directly with this organization.

Remember that, if you have applied for a Scholarship from the Ministry of Education and after the period of allegations has elapsed, you must pay the amounts corresponding to your enrolment in the period indicated, even when you file an Appeal for Reversal of the Ministry Resolution. If they do not pay the corresponding amount within the established period, their registration will be cancelled due to *non-payment*, applying current regulations.

## 5.7- TERMS AND METHODS OF PAYMENT

### 5.7.1- SINGLE PAYMENT AND FRACTIONED PAYMENT

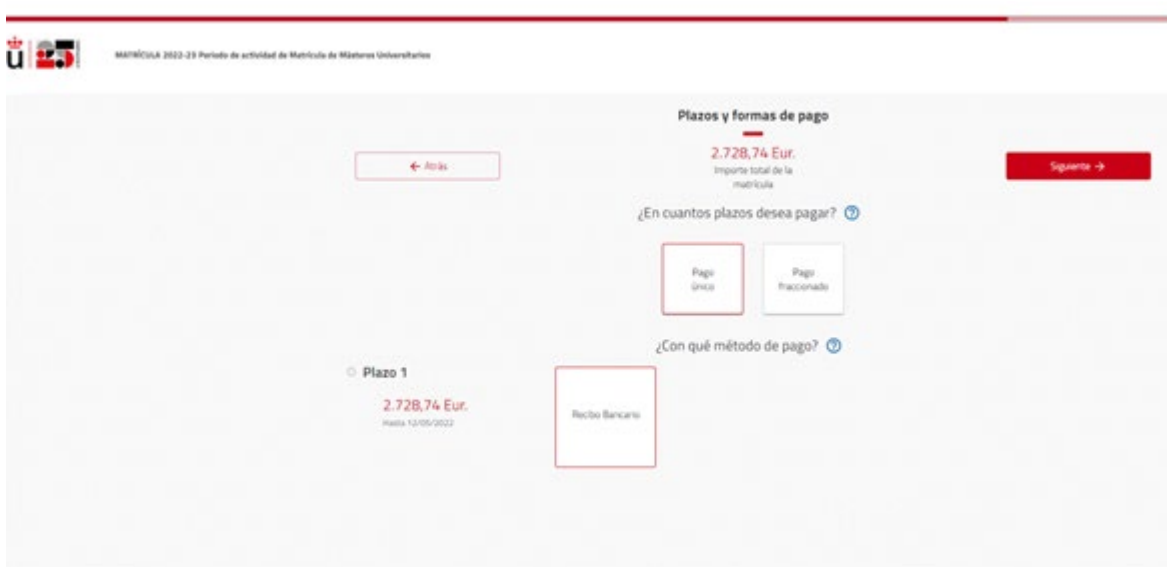
When completing the self-registration, students can choose between the modalities of **single payment and fractioned payment**.

**If the Decree that regulates public prices for university studies 2022/23 has not been approved before the registration process, the prices applied will be those established in the current Decree. If these prices are modified**

by the approval of a new Decree, the opportune adjustments will be processed. We therefore **RECOMMEND** that students select **PAGO FRACCIONADO (FRACTIONED PAYMENT)**, adjusting their enrollment in future domiciled installments.\*\*

### SINGLE PAYMENT:

Students who take advantage of the modality will have to pay their registration receipt at CaixaBank (only by cashier and telematic means, payment by window is not enabled) or Banco Santander by the means established for this purpose in these entities and within the period indicated in the payment letter. **If after this period the corresponding amount has not been paid, the enrollment will be canceled ex officio by the University, due to non-formalization of it, without the need for prior notice.**



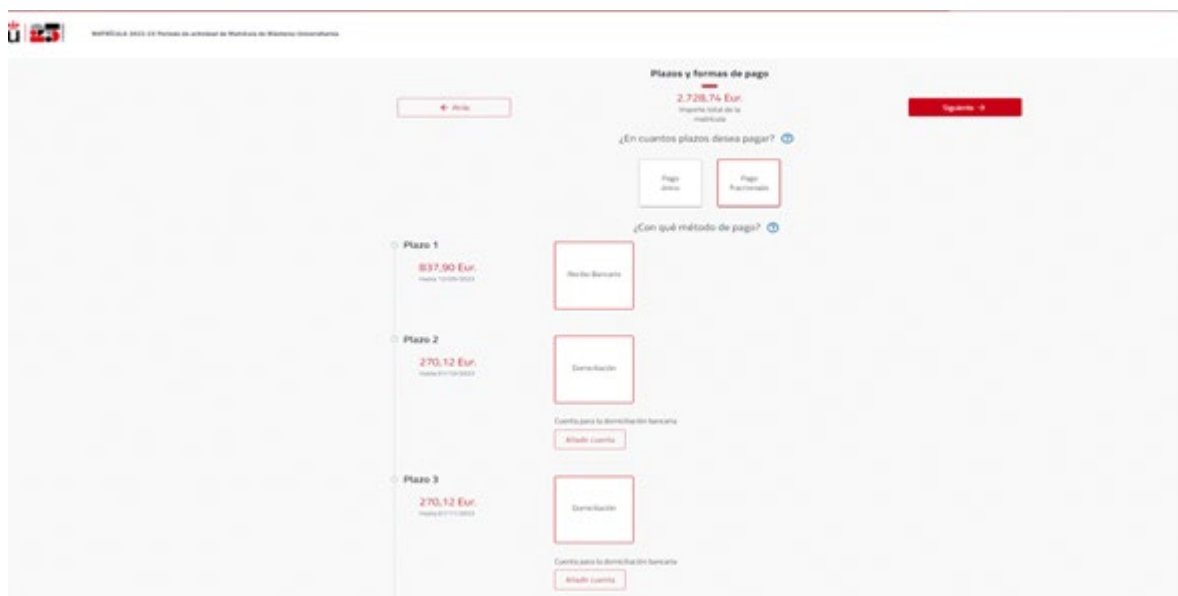
**Foreign students** who cannot make the national payment indicated in the previous paragraph and who therefore need to make the payment through an **International Bank Transfer**, should contact the School of Official Masters through the Inquiry Mailbox URJC| <https://ayuda.urjc.es> section ***Máster-Gestión económica, descuentos y exenciones*** indicating in the subject: ***“Transferencia Bancaria Internacional”*** (International Bank Transfer). (Transfer and/or currency exchange costs will be borne by the student). **If after this period the corresponding amount has not been paid, the enrolment will be cancelled ex officio by the University for non-formalization of it, without the need for prior notice.**

## FRACTIONED PAYMENT:

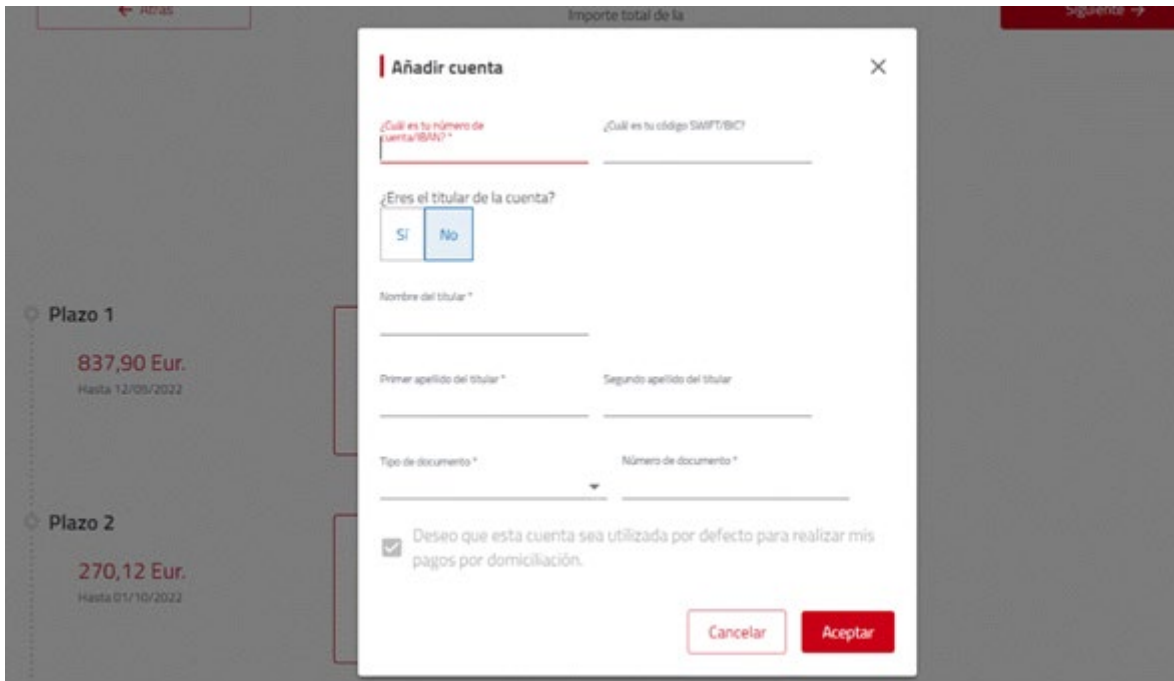
Students who select the modality of **fractioned payment**, will pay the invoice corresponding to the **first payment at any branch of BANKIA or Banco Santander** in the established dates, and **will direct debit the rest of payments at a bank account within the Single Euro Payments Area (SEPA)**. If the first payment is not paid in the established dates, the University will proceed to **cancel ex officio the student's enrolment, due to its Non-formalisation, without prior notice**. If they do not satisfy the remaining payments in the dates established, the registration will be cancelled due to **Non-payment**, in accordance with the current regulation.

It consists of dividing the registration fee into **eight (8) instalments**: the first corresponding to 30% of the total amount and the other seven (7) corresponding, each one of them, to 10% of the total amount. Students who enrol in the **September call** and choose fractioned payment, will have **seven (7) instalments** because the first and second instalments will have to be paid at the same time.

Students who accept the **fractioned payment** method will have to choose and pay the first tuition receipt as a bank receipt, with the rest of the tuition receipts being domiciled in a bank account belonging to “**La Zona Única de Pagos en euros (SEPA)**” (The Single Payment Zone in euros) (SEPA).



For the selection of fractioned payment in your registration, you must have the **IBAN number of your bank account** at hand to complete the following screen



For this payment method, it will be necessary for the HOLDER of the bank account to complete, sign and deliver the **“Orden de domiciliación de adeudo directo SEPA” (SEPA Direct Debit Order)** that will be generated together with the Payment Letter of your registration at the end of the registration process. In addition to the previously described forms of **delivery\*** of documentation, you can also deliver it through the Inquiry Mailbox | <https://ayuda.urjc.es> section **Máster-Gestión económica, descuentos y exenciones**, accessing with your password and username, **if this document has been signed by means of a valid ELECTRONIC SIGNATURE.**

Those students who **in previous courses had already delivered the aforementioned direct debit order to the School of Official Master's Degrees for studies of University Master's Degrees and have not changed their bank account**, will not have to present it again. In the event of changing studies from a Bachelor's Degree to a University Master's Degree, or corresponding, it will be necessary to submit the new SEPA Direct Debit Order.

If said document is not delivered, the University will not have the necessary authorization to make the direct debit charges to the indicated bank account, so the type of enrolment payment will be automatically modified, becoming a **SINGLE PAYMENT** by bank receipt.

The charges for direct debit instalments will be passed through the indicated bank account, between the 1st and the 5th of each month, from October to April, as indicated in the payment letter resulting from your registration. **If the**

corresponding amount is not paid within the periods established for the following payments, the registration will be cancelled due to *Non-Payment*, applying current regulations.

### 5.7.2- FOREIGN STUDENTS WITH RESIDENCE PERMIT

Foreign students who have the condition of effective residence (the stay authorization granted to students or researchers will not be equivalent to the condition of residents) must accredit it within a maximum period of 10 business days from the completion of the registration, through the platform [MODIFICACIÓN - ANULACIÓN DE MATRÍCULA módulo modificación de datos \(DOCUMENTO IDENTIDAD\)](#) and through the means of delivery described above.\*

### 5.8- INVOICE

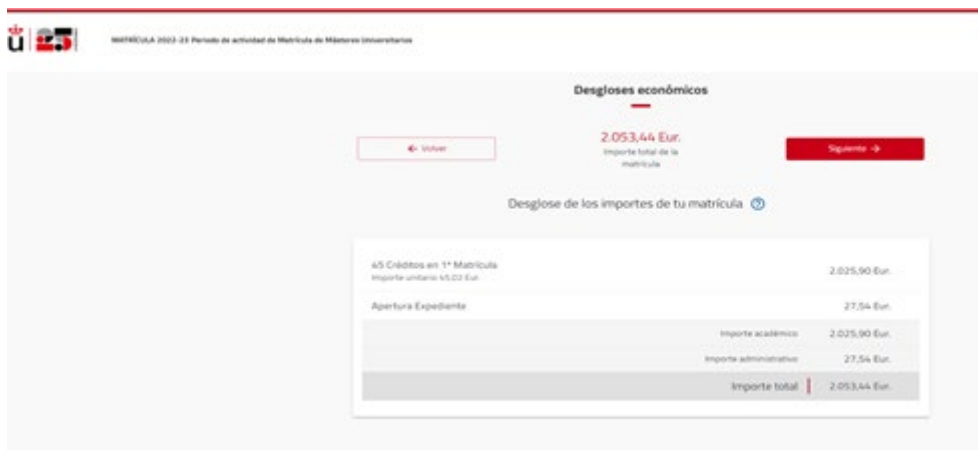
Students may request an invoice in order to pay the registration fees in their name or to charge them to a company or institution. Invoices must be requested by completing the procedure [Solicitud de emisión de Factura](#) (Request an Invoice), included in this link.

**BY REQUESTING AN INVOICE, STUDENTS WILL NOT BE ABLE TO USE THE REGISTRATION RECEIPT TO PAY THEIR REGISTRATION FEES and will be paid through transfer to the account provided. If students have already paid the registration fees, they will be issued a payment certificate, and in no case an invoice.**

Once the application form has been completed (and stamped if it is in the name of a company), you can deliver it to the School of Official Master's Degrees or send it through [Registro electrónico de la Universidad](#) (Sede Electrónica)(the Electronic Register of the University, Face-to-face Registration or the Inquiry Mailbox <https://ayuda.urjc.es>), section *Máster-Gestión económica*, accessing as a URJC student.

### 5.9 – ECONOMIC BREAKDOWNS

This screen shows the breakdown of payments that students must satisfy. The screen provides the information that will then appear in the Receipt of Payment, which students must print/save.



If any of the information is incorrect, students must go back to previous screens to correct the mistakes. Once students verify that the information on this screen is correct, they must continue with the self-registration process in order to finish it.

## 5.10- FINISHING THE SELF-REGISTRATION PROCESS

Once the summary of their registration has been reviewed, to validate the registration, the student must select the option “**Confirmar y finalizar**” (Confirm and finish).



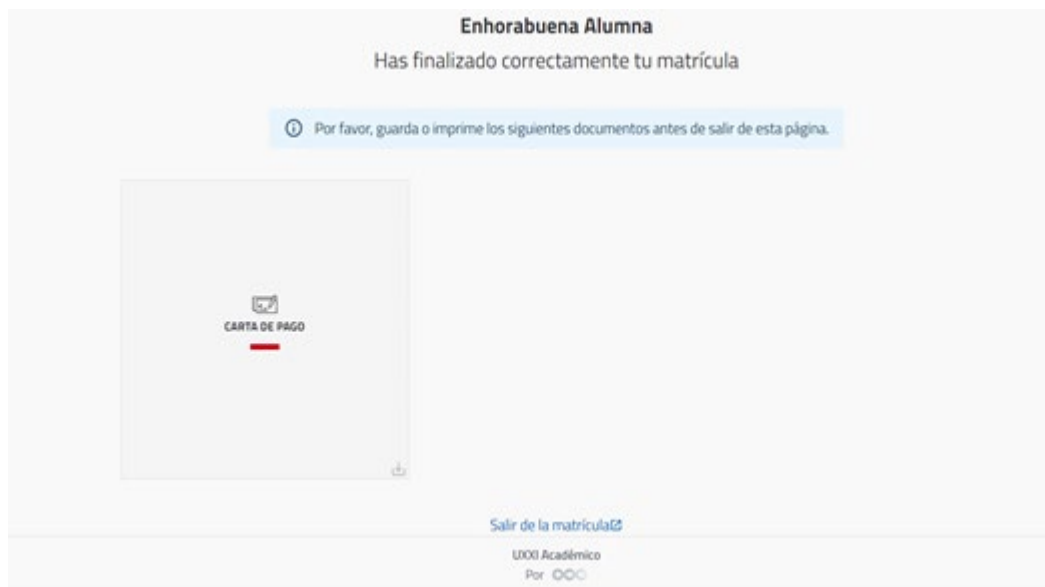
In the event that the student wants to abandon the self-registration without recording it, they will have to “**CERRAR SESIÓN**” (CLOSE SESSION) by accessing the link that will appear next to their name/profile. His self-registration will not be loaded into the system and will not be registered until he does it again and “confirme y finalice” (confirms and ends) it.



Students are responsible for the veracity and correction of the data provided, exonerating Rey Juan Carlos University from any kind of responsibility, and guaranteeing and responding for their accuracy, validity, and authenticity.

### 5.11- PRINTING THE RECEIPT OF PAYMENT

Once students have finished the self-registration process, they will obtain the link to the correspondent “**Carta de Pago**” (Receipt of Payment).



In the “CARTA DE PAGO” (PAYMENT LETTER) appears the **summary of subjects** for which you have finally been enrolled, and **the amount and breakdown** of the enrolment and of all concepts:

Centro: Escuela de Másteres Oficiales		Plan: MÁSTER UNIVERSITARIO EN INTERNATIONAL TOURISM MANAGEMENT								
Núm. exp: 315	Alumno/a: ALUMNA PRUEBA PRUEBA									
Año acad: 2022-23	TULIPAN N:7 E:5 P:5 L:N									
N.L.F.: 00142536M	28933 MADRID									
<b>DATOS DE MATRÍCULA</b>										
Código	Asignatura	Plan	Cv	T	C	Gr	Créditos	D	V	Mt
626201	INTERNATIONAL TOURISM ECONOMICS: IMPACTS AND MODELS	6262	1	B	1	GRPUNI	3	15	V	1
626202	RESEARCH METHODS IN TOURISM	6262	1	B	1	GRPUNI	3	15	V	1
626203	LEGAL ENVIRONMENT IN THE TOURISM INDUSTRY	6262	1	B	1	GRPUNI	3	15	V	1
626204	MANAGEMENT ACCOUNTING: PLANNING AND CONTROL	6262	1	B	1	GRPUNI	3	15	V	1
626205	INFORMATION TECHNOLOGY AND SYSTEMS	6262	1	B	1	GRPUNI	3	15	V	1
626206	LEADERSHIP AND MANAGEMENT SKILLS	6262	1	B	1	GRPUNI	3	15	V	1
626207	ENVIRONMENTAL SUSTAINABILITY IN THE TOURISM INDUSTRY	6262	1	B	1	GRPUNI	3	15	V	1
626208	QUANTITATIVE METHODS FOR DECISION MAKING IN TOURISM	6262	1	B	1	GRPUNI	3	15	V	1
626209	INTERNATIONAL MARKETING MANAGEMENT	6262	1	O	1	GRPUNI	3	25	V	1
626210	INTERNATIONAL TOURISM AND HOSPITALITY CONSULTANCY	6262	1	O	1	GRPUNI	3	25	V	1
626211	STRATEGIC MANAGEMENT IN THE TOURISM INDUSTRY	6262	1	O	1	GRPUNI	6	15	V	1
626213	ENTREPRENEURSHIP IN TOURISM: THE BUSINESS PLAN	6262	1	O	1	GRPUNI	3	25	V	1
626214	FUNDAMENTALS OF REVENUE MANAGEMENT	6262	1	O	1	GRPUNI	3	25	V	1
626220	INTERNSHIP	6262	1	B	1	GRPUNI	6	1	V	1
626221	MASTER'S DEGREE FINAL PROJECT	6262	1	B	1	GRPUNI	12	1	V	1
<b>CONCEPTOS</b>										
Concepto						Caat.	Ip. unt.	Total		
CRÉDITOS EN 1ª MATRÍCULA						60.00	45.02	2,701.20		
APERTURA EXPEDIENTE						1.00	27.54	27.54		
<b>Importe total</b>								<b>2,728.74</b>		
<b>PAGO</b>										
Pago	Referencia	Importe	Emisión	Vencimiento	Cobro	Cuenta bancaria alumno				
1	2021793950345	2,728.74	03-05-22	17-05-22						

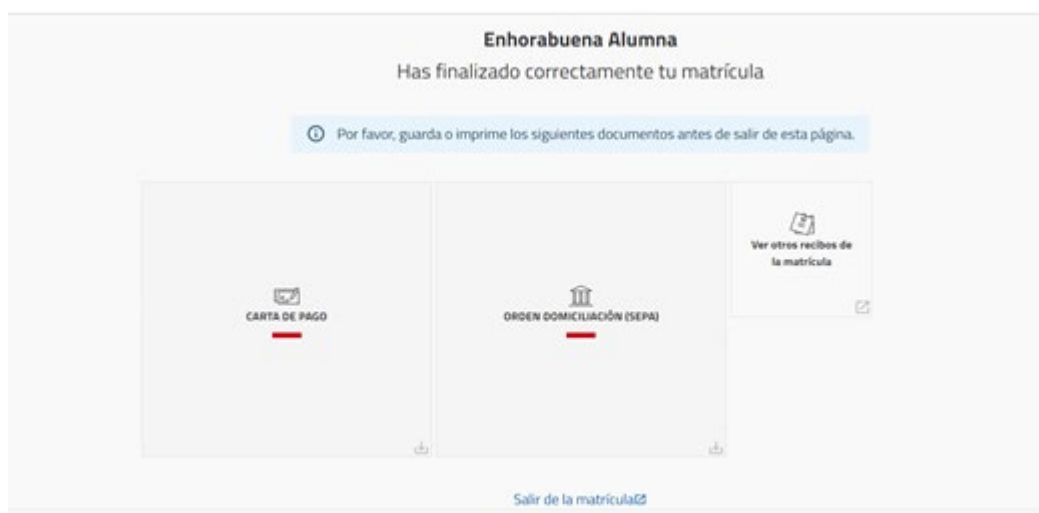
To formalize your registration, you must make the payment of the payment letter generated in bank receipt before the expiration date at CaixaBank (by cashier or electronically, payment by window is not available in this entity), Banco Santander or by international transfer (only students who are abroad). Students who request the issuance of an invoice must wait to receive it for their payment by transfer and the formalization of their enrollment.

The registration of students who do not pay this receipt in the established dates will be cancelled, due to its *Non-formalisation*, without prior notice.

The registration of students who do not satisfy the remaining payments in the dates established to do so will be cancelled due to *Non-payment*, in accordance with the current regulation.

## 5.12- PRINTING ORDER OF DIRECT DEBIT (SEPA MANDATE)

Students who have registered with the fractionated payment method must bear in mind that according to SEPA regulations (Single Euro Payment Area), the direct debit order (SEPA Direct Debit Order) constitutes the authorization and expression of consent provided by the holder of the bank account to the University in order to allow it to initiate collections by debiting the indicated account.



Therefore, the bank account holder must **complete and sign the Mandate** and submit it to the School of Master's Degrees through the means previously mentioned.

## 5.13- AFTER FINISHING THE SELF-REGISTRATION PROCESS

- Once the registration has been completed and validated, you will not be able to access it again to make changes or modifications. You may request such modifications according to the [REGLAMENTO SOBRE LA ANULACIÓN Y MODIFICACIÓN DE MATRÍCULA DE MÁSTERES UNIVERSITARIOS](#), on the established dates and through the platform [MODIFICACIONES DE MATRÍCULA](#):
  - You can request a change of subjects and groups (if there is more than one) in [MODIFICACIÓN DE MÁTRÍCULA \(ASIGNATURAS, GRUPOS/TURNOS\)](#)

- You can request the modification of your identity document, provide proof of residence, modify the forms of payment or modify the selected exemptions, through the [MODIFICACIÓN DE DATOS](#) Module.
- You can request the cancellation of your registration through [ANULACIÓN TOTAL DE MATRÍCULA](#)
- Once the self-registration is finished and **if you are a new student at URJC**, you will receive an email with the definitive User. With it you can access the service portal <https://miportal.urjc.es> to establish the definitive password. With this username and password, you can access all the computer resources of the University.
- If at the end of the self-enrolment, you cannot print or save the corresponding payment letter, “Portal de Servicios” (Service Portal): <https://miportal.urjc.es> **MATRÍCULA\_RECIBOS**.
- In the event that the Sepa Mandate Order could not be downloaded, you can access it from your “Portal de Servicios” (Service Portal): <https://miportal.urjc.es> **Datos personales Cuentas bancarias del estudiante**.

For any questions that may arise during the self-registration process, the interested person can contact the School of Official Master's Degrees through the inquiry mailbox: <https://ayuda.urjc.es> \_MÁSTER\_MATRÍCULA or by phone 91-6655060 (**opciones 1-2-1**)