uc3m

"REGÍSTRAME"

CREATE YOUR ACCOUNT FOR ON LINE ADMISSION PROCESS

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This guide helps you to complete your **registration** in order to apply for admission to oficial master´s degree studies at UC3M

STEP 1
User registration form

Access to the platform "Regístrame" through this link and by clicking the icon:

> Register and get your username and password

IMPORTANT

You must only register yourself <u>once</u>

- If you are already or have been a Uc3m student, you **must not** to register again
- If you have already registered in previous years, you **must not** to register again

In case you do not remember your password, you can create a new one by clicking here

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STEP 2
Enter your basic data

Student Basic Data

ℹ️ IMPORTANT: YOU MUST ONLY REGISTER YOURSELF ONCE.
If you are already registered and do not remember your password to complete your application, please **click here**
If you are a NEW USER, please complete your registration:
Please enter your nationality and your ID number.
If you have Spanish nationality please enter your NIF/DNI as document of identification.
If you have another nationality please enter your passport or Spanish residence card number. If you do not have any ID number, the university will provide you with a provisional ID number.

Identification document number

- *Spanish nationality*: DNI with zeros at the beginning and include the letter at the end (Do not include dashes or spaces)

- *Rest of nationalities*: Preferably passport

Nationality [⌄]

Do you have any personal identification document?   ● Yes ○ No

If you do not have any ID number, select "No" and the University will provide you with a temporary one, which you will need to change in case your are admitted

Document number [Document number]

Type of Document [⌄]

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STEP 3

Enter your personal data

Personal data

ℹ All the required data are mandatory.

*First name and Middle name	First name and Middle name
*Family name	Family name
Other Family name	Other Family name
*Date of Birth	dd/mm/aaaa
*Gender	⦿ Male ◯ Female

Enter your **personal data** (all the fields are mandatory with the only exception of "Other family name" for non-Spanish students who only have one surname/family name)

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STEP 4

Enter your contact data

Student Contact Data

ℹ️ Please enter the required contact information. Please, make sure you have entered the correct information, as UC3M will use this information to contact you if necessary.

*Personal e-mail

> Personal e-mail

*Confirm your personal e-mail

> Confirm your personal e-mail

Contact Telephone Number

> Contact Telephone Number

- **Personal email address:** Please make sure that your email address is typed correctly. It will be the email account that we will use in order to contact you if it is necessary.

- **Telephone number:** In case of a non-Spanish telephone number, enter also the prefix of your country

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STEP 5

Create your password and accept the legal and privacy information processing

Entering the password

ℹ️ Please, choose the password that your user will have.
If you are already registered and do not remember your password to complete your application **I forgot my password**

*Password [Password]

*Password verification [Password verification]

Legal and Privacy Information

BASIC INFORMATION ABOUT DATA PROTECTION.

CONTROLLER: Universidad Carlos III de Madrid.

IDENTIFICATION OF PROCESSING: Contacta.

PURPOSE: To provide help and support at the University by generating help forums, presenting incidents, doubts, complaints or suggestions. Point of contact with the University.

EXERCISE OF RIGHTS: You may exercise your rights of access, rectification, erasure, right to restriction of processing, data portability and to object, by sending an e-mail to the following email address: dpd@uc3m.es.

ADDITIONAL INFORMATION: Additional and detailed information about our Privacy Policy can be found at https://www.uc3m.es/home/data-protection.

☐ Check to indicate that you have read it

➡️ Next

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STEP 6
Summary

Summary

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①————————————————————②
User registration form      Summary of the registration form
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Entered information

> ⓘ Your user ID is: ██████████
> Remember that your username and password will be the credentials you will use until you activate your corporate account.

Name and surnames	████████████████
Assigned Identification Number	██████
Nationality	█████
Date of Birth	█████
Gender	█████
Personal e-mail	███████████
Contact Telephone Number	██████

Remarks

> ⓘ If the registration process has been completed correctly, click on the following link: Here
>
> If you had any problem during your registration, please send an email to: admision@postgrado.uc3m.es

🖶 Print   ➜ Finalize

Please check that the information you have entered is correct and select **"Finalize"**

YOU HAVE FINISHED THE REGISTRATION PROCESS. NOW YOU SHOULD CONTINUE WITH THE APPLICATION PROCESS