

## INFORMATION ABOUT PAYING TO RESERVE A PLACE

### Exemptions from payment.

In the following cases you will not have to pay to reserve a place: Large Family (special category), Victims of Terrorism, Orphans of civil servants or members of the armed forces who died in active service, Disability (degree of disability above 33%) and Victims of gender-based violence. [Detailed information](#).

For the exemption to take effect, you must attach the supporting document to the on-line registration tool, together with the other required documentation.

### Steps to follow when making the payment

- Enter in “receipt management application”: “*Gestión de Recibos*”
- Click on “*Otros pagos*”
- Go to “*Nuevo pago*”
- Open drop-down menu and select type of exemption “*Payment for pre-registration in master`s degree*” (“*Pago de reserva de plaza en Másteres Universitarios*” in Spanish).
- Then: “*Crear movimiento*”
- Select form of payment:
  - o On-line payment. TPV payment (virtual payment or card payment). Maestro, Mastercard, Visa and Visa Electron credit and debit cards are valid. Please make sure your card has 3D system or similar running. Have your card ready before starting the payment process. If you are not sure about using this form of payment, do not commence the process.
  - o Bank receipt (only for residents in Spain): print two copies of the receipt (one for you, the other for the bank) and pay in any Spanish branch of the Santander Bank.

