TUTORIAL FOR SELF-ENROLMENT IN UNIVERSITY MASTER'S DEGREE COURSES

To help you successfully complete your self-registration, we have prepared this tutorial which we recommend you read carefully.
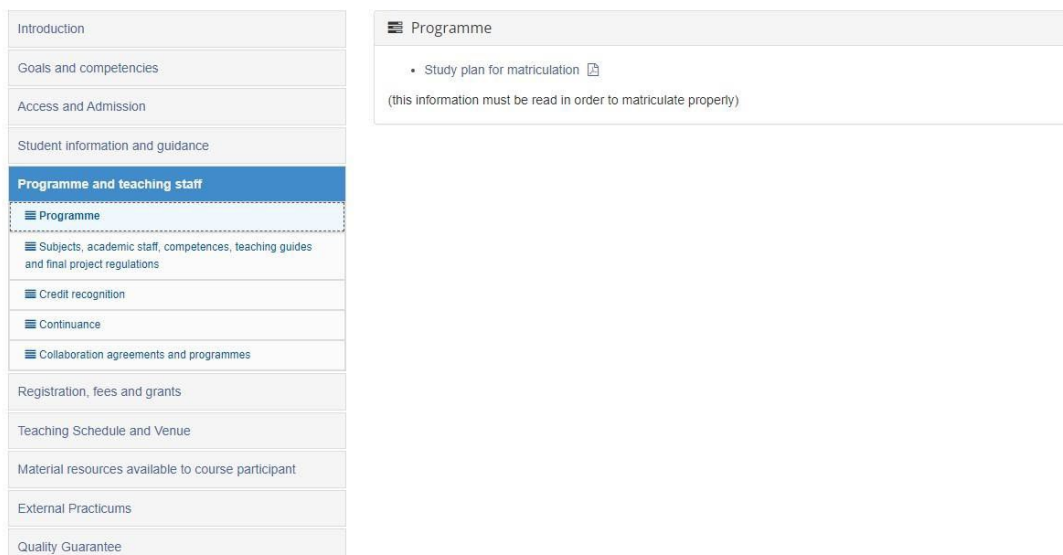
IMPORTANT PRELIMINARY CONSIDERATIONS

1. Please read carefully the REGISTRATION PROCEDURE published on the Graduate School website and the REGULATION.

2. Download or print the Study Plan in which you are going to enrol; it is essential for a correct enrolment.

3. Search for your Master´s degree from CATALOGUE OF COURSES and Access the Study Plan for matriculation.

You can't download it or consult it within the *Automatrícula* Program.

You've already got it? Perfect!, let's go with the *Automatrícula*!

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ACCESS AUTOMATRICULA

Supported browsers: Mozilla Firefox, Google Chrome, Edge, Safari.

Enter your username and password.

When you completed the registration process we sent you an email with your username and password. If you don't remember it, go to PRE-ENROLMENT and click on *Forgot your password*?

Before starting the enrolment, the application asks you to fill in a survey about statistical data. If you do not complete the survey, you cannot continue. You can consult the data protection policy of the UAH and the rights you are entitled to a Personal data protection. When you are done, check the **COMPLETE** button and press close once the survey is complete.

NOW YOU CAN START YOUR REGISTRATION

The Automatrícula application will guide you through a series of "wagons" that you have to complete. **Please note that you have 30 minutes to complete your registration**. Shall we get started?

1- PERSONAL DATA WAGON

If your email address and telephone number are correct, click confirm and continue. If they are not, change them.

2- DEDICATION WAGON

Select whether you are going to study the Master's degree full-time or part-time. Consult the Study Plan to enrol correctly. If you need more information, click (?)

3- REQUEST FOR ADVANCED CALL WAGON

If you are a new student in the Master's Degree, click **NO**.
If you are a student in your second or subsequent years, click (?)   If you meet the academic requirements you can press **YES**.

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If you have clicked **YES**, you have to select for which subjects you are going to request the early call in the subject summary wagon.

4- OUTGOING MOBILITY WAGON

If you are going to study the Master within a mobility programme, click YES: in the Subject Summary wagon you must select which subject(s) you are going to study within this programme. More information (?)

5- SUBJECT SELECTION WAGON

This is the moment to select the subjects you want to enrol in: first, you have to consult the *Study Plan for enrolment.*

The subjects are grouped by course, but in *filtering* you can group them by type or establish another order.

As you add subjects, you will see how the credits add up. Remember that there is a minimum number of credits to enrol for full time or part time.
Check the box to the right of the subject to be enrolled and scroll down for more information.

Some optional subjects have a limited number of places. If there are no places available, you cannot select it. Choose another subject taking into account your Study Plan.

If you can't find a subject, you can find out why by clicking on *Why can't I find a subject*?

6- SUBJECT SUMMARY WAGON

You can see a summary of the selection you have made in the previous step, and go back if you need to make changes, or confirm and go to the payment. This is where you have to tick the subjects you are going to take in a mobility programme or apply for the early call.

7- DISCOUNTS WAGON

If you are eligible for tuition fee exemptions or reductions, please check the relevant section.

You can only check the corresponding box if you have previously submitted the supporting document. If you have not presented it, you must continue with the self-enrolment process and when you have finished, send the corresponding document to the Postgraduate Student Secretary's Office. We will contact you to inform you whether or not the discount is applicable.

Scholarship MEC you can only check this box if you have previously applied for the general scholarship of the Ministry of Education and Vocational Training for the academic year

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2024/2025 within the established deadline, which ended on 10/05/2024, and you meet the necessary academic requirements.

In no case can this discount Will be selected by students enrolling in Short Courses.

Non-resident foreign students with a discount You can only check this box if you are a beneficiary of an AUIP or ACOES scholarship.

Fundación Carolina, MAEC-AECID, MESCYT, MUJERES POR ÁFRICA, OEI. Complete the enrolment, and in the next wagon select single payment and bank receipt payment method, continue with the enrolment and validate it. The type of reduction or exemption that may apply to you will be applied at the Student Secretary's Office at the end of the enrolment period. When we have applied it, we will contact you.

8- TERMS AND METHODS OF PAYMENT WAGON

Select payment option:

Select whether you are going to pay the enrolment fee in a **single payment or in instalments**. You cannot pay in instalments of less than 350€.

Select how you will pay.

Direct debit:

a) It is necessary to have an account opened with a bank in Spain.

b) You must enter all the details of a bank account for which you must be the account holder. Entering these details means that you have given your authorisation for the University to make the payments. You do not need to attach the SEPA order.

c) Receipts shall be presented for collection within five days of the expiry of each deadline.

Bank receipt: print or download the receipt to pay at any Santander bank branch in Spain.

RedSys (virtual payment or card payment)**. VERY IMPORTANT:**

a) You must have a credit or debit card of the following systems: Maestro, Mastercard, Visa and Visa Electron, with 3D Secure or similar system implemented.
b) Check that the amount to be paid is within the limits of your card.
c) If you do not meet requirements a) and b) do not start the process, because you will not be able to validate your enrolment.
d) f you meet them, have the card ready before you start the process.

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If you have chosen the bank receipt payment method or RedSys and you have paid in instalments, to pay the rest of the monthly instalments you have to do it from the bill management application, hosted at **MI PORTAL**

More information:

9- ECONOMIC BREAKDOWNS WAGON

On this screen you will see a summary of your registration with the amounts broken down. You have the option to add a voluntary Accident Insurance for 6€.
If there is any error, you can go back to the previous screens and modify what you consider necessary.

10- VALIDATION OF ENROLMENT WAGON

Once the data has been verified, all that remains is to confirm and finalise. Once confirmed, you can consult, print or download your registration form (also available on MI PORTAL).

If everything went well, you will be able to read the message **CONGRATULATIONS** you have successfully completed your registration.

We hope you have found this guide useful. If you need more help you can contact the Secretary's Office for Postgraduate and Undergraduate Studies through these contact channels:

secalum.posgrado@uah.es

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