

# 2015/16



Universidad  
Carlos III de Madrid

**“REGÍSTRAME”**  
**NEW USER: CREATE YOUR ACCOUNT**  
**EDITION 2015/2016**

---

## GUIDE TO OBTAIN YOUR USER NUMBER AND A PASSWORD

### A) STEP 1

#### Enter personal data

Universidad Carlos III de Madrid

---

### Student registration form for Official Masters

[New Registration](#)

**i** If you already are a user/member of the University, please contact the corresponding person. Enter your personal data to create a new user

\* The fields marked with \* are mandatory

\*\* You will receive a validation message

**i** Please enter your nationality and your ID national 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. The university will provide you with a provisional ID number.

Country of origin:

Do you have any personal identification document? ☒ Yes ☐ No

Passport or Spanish residence card:

**Personal data**

**i** All the required data are mandatory with the exception of the family name.

First name and Middle name:  \*

Family name:  \*

Other Family name:

Date of Birth:  (dd/mm/yyyy) \*

Gender: ☒ Male ☐ Female

**Student Contact Data**

**i** Please enter the required contact data. Make sure they are correct since the University will contact you through them.

Personal e-mail:  \*\*

Confirm your personal e-mail:  \*\*

Contact Telephone Number:

[Continue](#)

IMPORTANT: there are required fields to be included.  
Id number

- Spanish: DNI – include zeros and letter at the end (no dashes or spaces)

- Other nationality: preferably passport or Spanish residence card number (no dashes or spaces)

- If you have no personal identify document, request a provisional number by clicking "NO".  
If you have been accepted, you should change the provisional number during the registration process

Include your personal data (first name and first Surname fields must not be left blank).

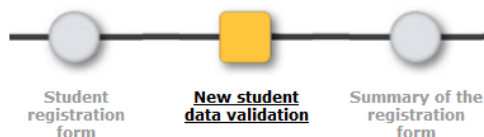
- Name: Please, use capital letters.
- Date of birth
- Gender
- Email (your user number and your password will be sent to this adress).
- Contact telephone number

## B) STEP 2

### Checking the information entered

#### New student data validation for Official Masters

New Registration



##### Entered information



Please, verify that your personal data are correct.

Country of origin	Andorrana
Passport or Spanish residence card	000141414
First name and Middle name	RE
Family name	RE
Other Family name	AWE
Date of Birth	06/11/1991 (dd/mm/yyyy)
Gender	Male
Personal e-mail	af@ede.es
Contact Telephone Number	43545454

Once checked, click on these 2 boxes.

Read before the legal conditions.

##### Legal and Privacy Information



Please, read carefully the Privacy and legal information of personal data.: [Privacy and Legal Information for UC3M](#)

- ☐ I verify that my personal data are correct
- ☐ I understand and accept the legal conditions established in the section Privacy and Legal Information

##### Register



If the information submitted is correct, please continue with the registration process by clicking on ?Register?; if you wish to make any changes, please click on ?Back? to Access the previous screen and change any of your data.



Back

Register

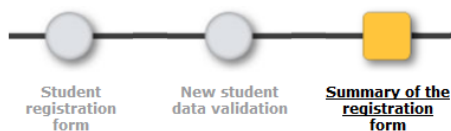
If the information displayed is correct, click "REGISTER". If it is not, you may return to the previous screen by clicking on "BACK".

### C) STEP 3

Please write down the user name (which is your ID) and the password you will receive by email to your personal address (the email given in Step 1)

If you have any doubts please contact us at [admission@postgrado.uc3m.es](mailto:admission@postgrado.uc3m.es)

This should be the final screen:



#### Entered information



You should take note of the indicated user or print the page

Your user is: 000141414

Reference number: 00015270

Name and surnames	RE RE AWE	Nationality	Andorrana
Passport or Spanish residence card	000141414	Gender	Male
Date of Birth	06/11/1991 (dd/mm/yyyy)	Contact Telephone Number	43545454
Personal e-mail	af@ede.es		

#### Remarks



You will receive your password by email shortly

Once successfully registered and username and password provided, please go to the inscription of Official Masters: [Here](#)

If there has been any problem during your registration process or you do not receive an e-mail with your password within 24 hours, please contact the secretary's office of Official Masters personally or go to: [adm-postgrado@uc3m.es](mailto:adm-postgrado@uc3m.es)



Print



Continue

Record your user number and check the inbox of your email (including spam).

Write down the password . You can continue the application process by clicking on "**CONTINUE**".

If you wish, you can print the user keys and password that were assigned to you by the system, and the reference number of the application by clicking on "**PRINT**".

If you receive an email like the following, you can access the application from it by clicking “this link” (the sender is [admission@postgrado.uc3m.es](mailto:admission@postgrado.uc3m.es)).

----- Mensaje original -----  
**Asunto:** Notification of the registered user II  
**Fecha:** Thu, 21 Apr 2011 20:28:42 +0200 (CEST)  
**De:** [REDACTED]@uc3m.es  
**Responder a:** [REDACTED]@uc3m.es  
**Para:** [REDACTED]  
  
Your password is 1372  
  
If you want to access your services contact  
[this link](#)

**YOU HAVE NOW CREATED YOUR ACCOUNT  
PLEASE CONTINUE WITH THE ADMISSION PROCESS**