INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR POSTGRADUATE ADMISSION

STEP 1

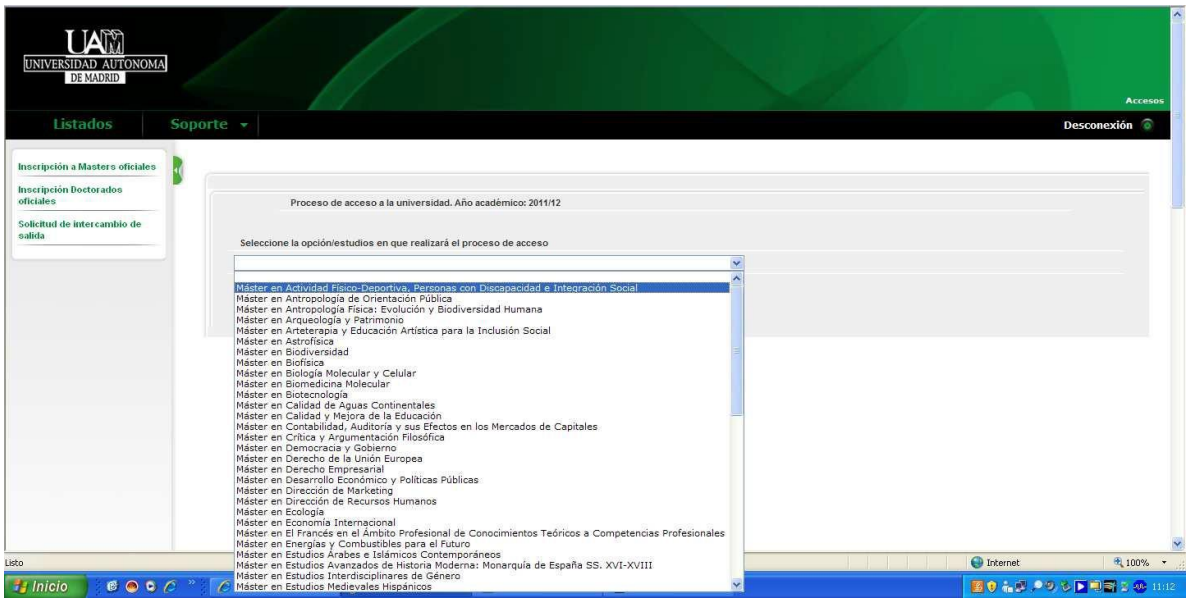
If you are student of the Universidad Autónoma de Madrid enter with your ID (Passport or user number) and your password, as you enter to consult your record.

If you are not student of the Universidad Autónoma de Madrid please sign in first to get the password.

STEP 2

Please select "**Inscripción a Másteres Oficiales**".

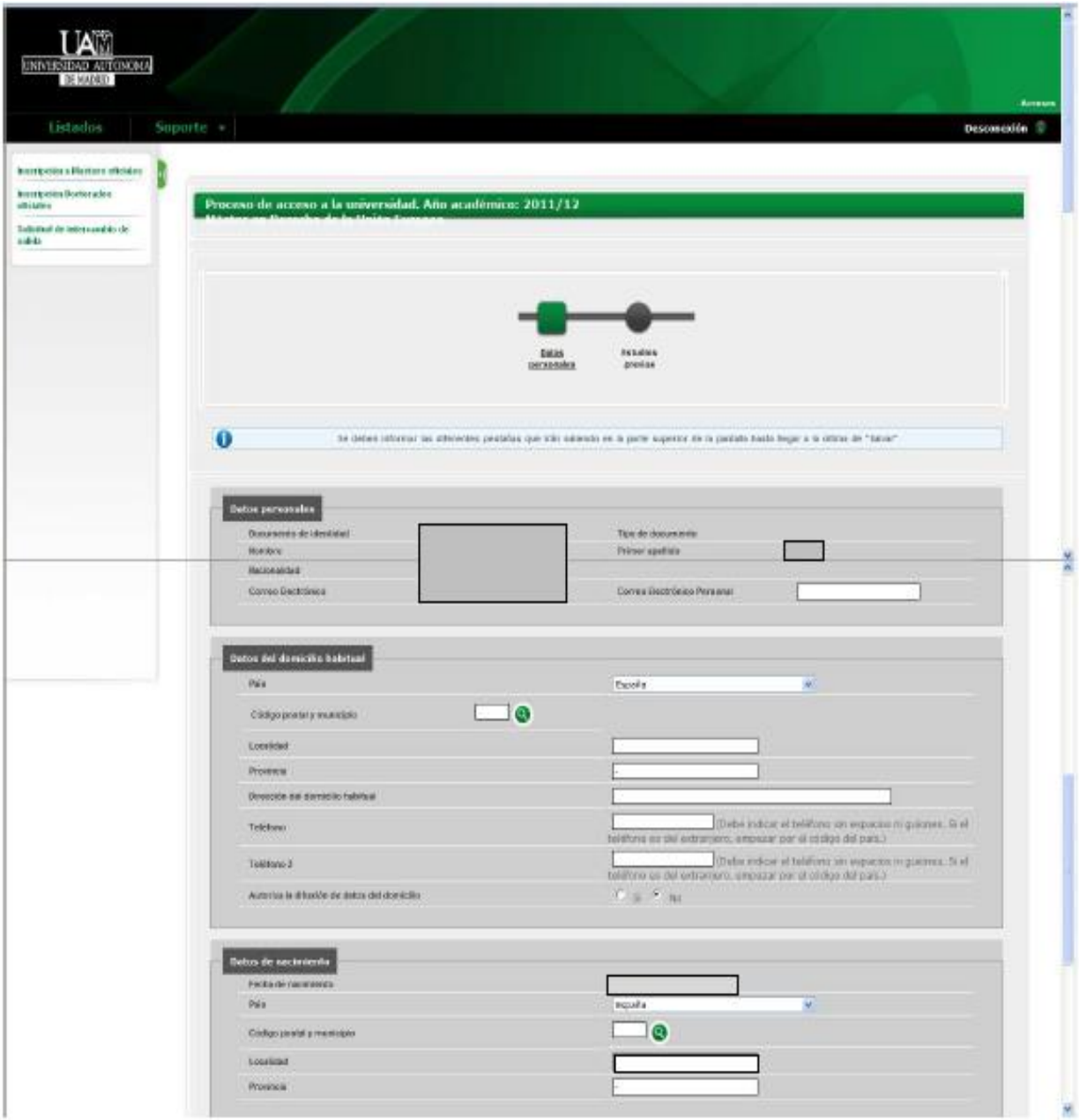
STEP 3



Select the study that you wish to apply on the list

STEP 4

In the PROFILE TAB must complete their data. UAM students will have the complete information in any case should be revised and updated. If all fields are not filled you cannot move to the next tab.

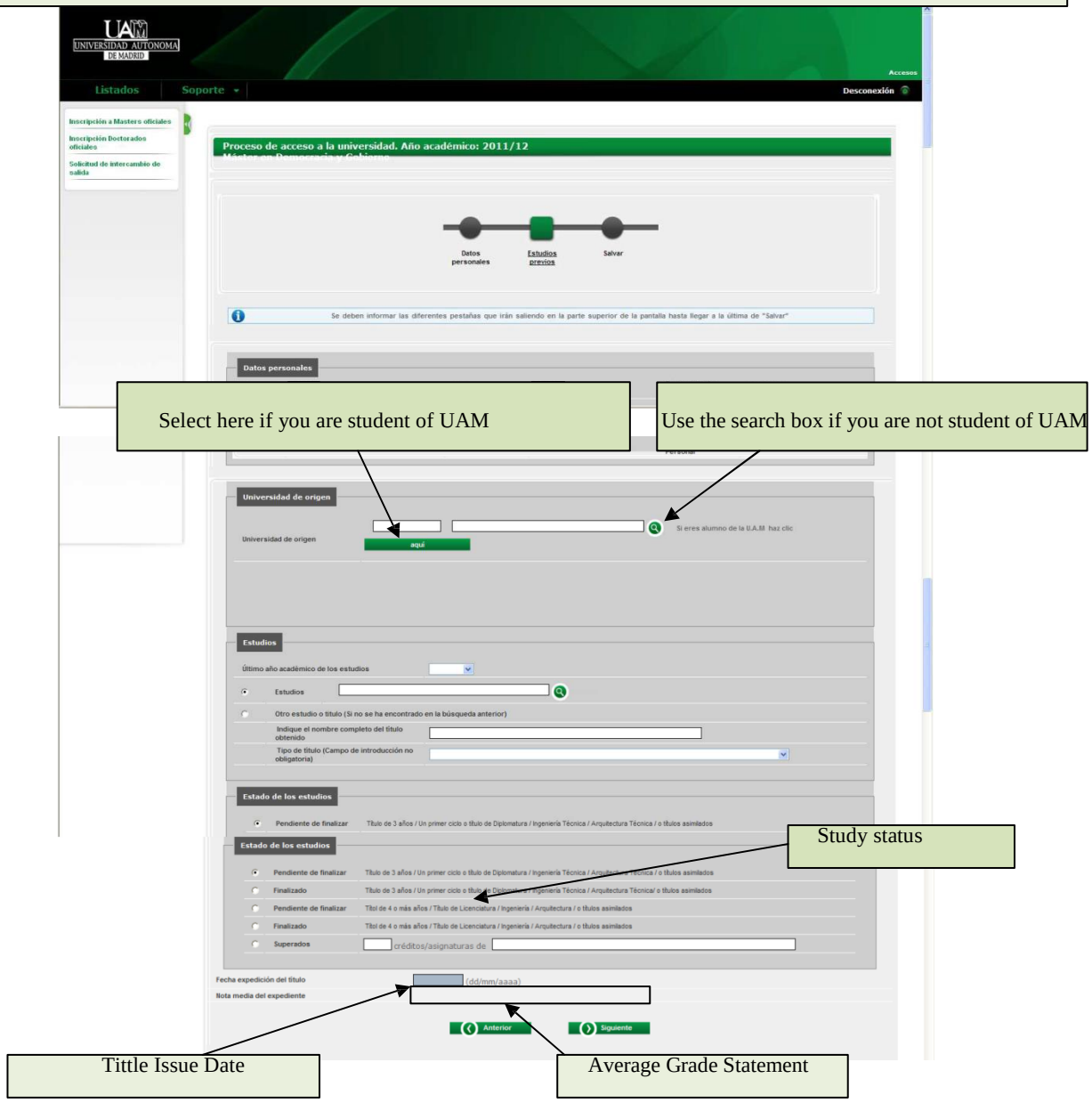


STEP 5

In the TAB “ESTUDIOS PREVIOS” must fill data on studies so it is being accessed.

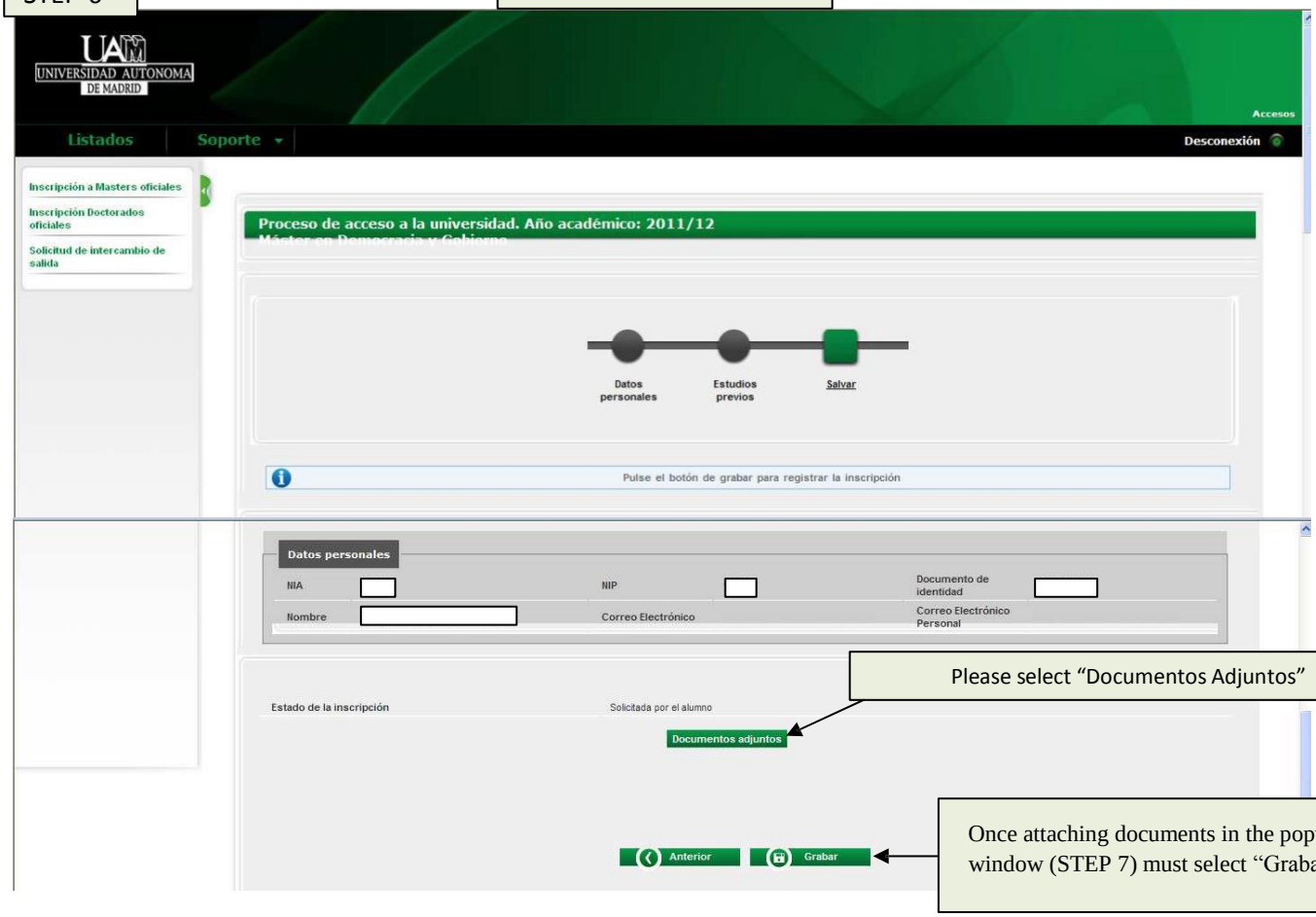
If you are an UAM student
Should to click on the box below where appear a window to select your record. Other window will open to select the degree relating with your studies; will automatically load all data from their studies.

If you are not an UAM student filled the fields as follows:
- The University of Origin. A search engine will appear that includes all Spanish and foreign universities listed. If you do not find a foreign university not continue your application and contact posgrado.oficial@uam.es, sending a copy of diploma or transcript evidencing the University in order to register.
- The Center, School or Faculty. Students of Spanish Universities should use the search engine. Students of Foreign universities must choose another center and write the data directly.
- The last year of academic studies.
- Studies. Studies must select from the search engine, if they are not (in some cases as foreign studies) select another study and introduce directly the data.
- Status studies. Report whether it is 3 or 4 years and if it is over or not. The credits field only can be filled in case of Doctoral studies.
- The date of issue of the title.
- The average rating (from 0 to 10 points; students from foreign universities whom has been required the average grade should request it from ANECA http://notasmedias.aneca.es).



STEP 6

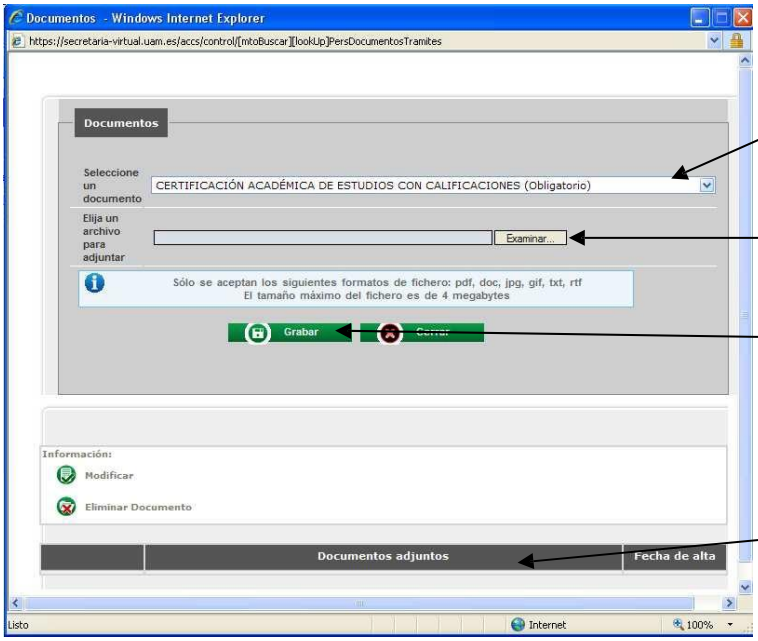
SAVE OPTION



Please select “Documentos Adjuntos”

Once attaching documents in the popup window (STEP 7) must select “Grabar”

STEP 7



1.-Select the document to annex in the drop down

2.-Please attach the document

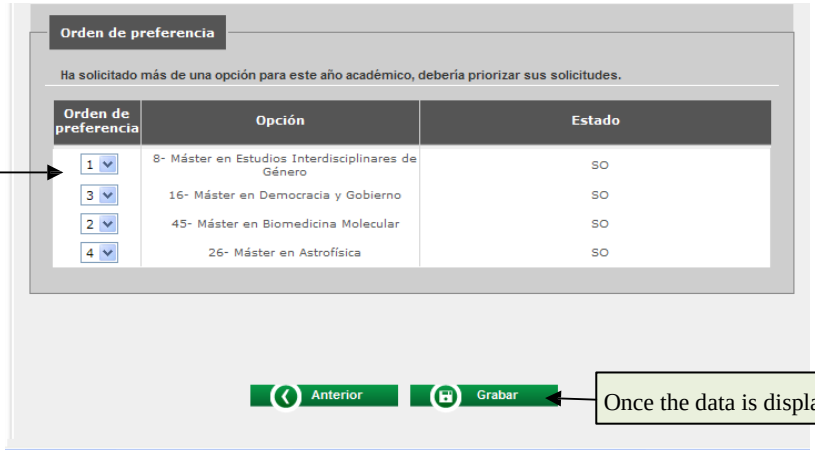
3.-Select “Grabar” after attach the document

All documents attached appear in this window

Compulsory documents must be introduced to record the request and to continue the process.
If a document has multiple pages all should be part of the same file.
Each document must be inserted into the appropriate label.
EXAMPLE: If I will introduce certification studies, you must include the file notes academic certification of all its pages.

STEP 8

APPLICATION TO SEVERAL MASTERS

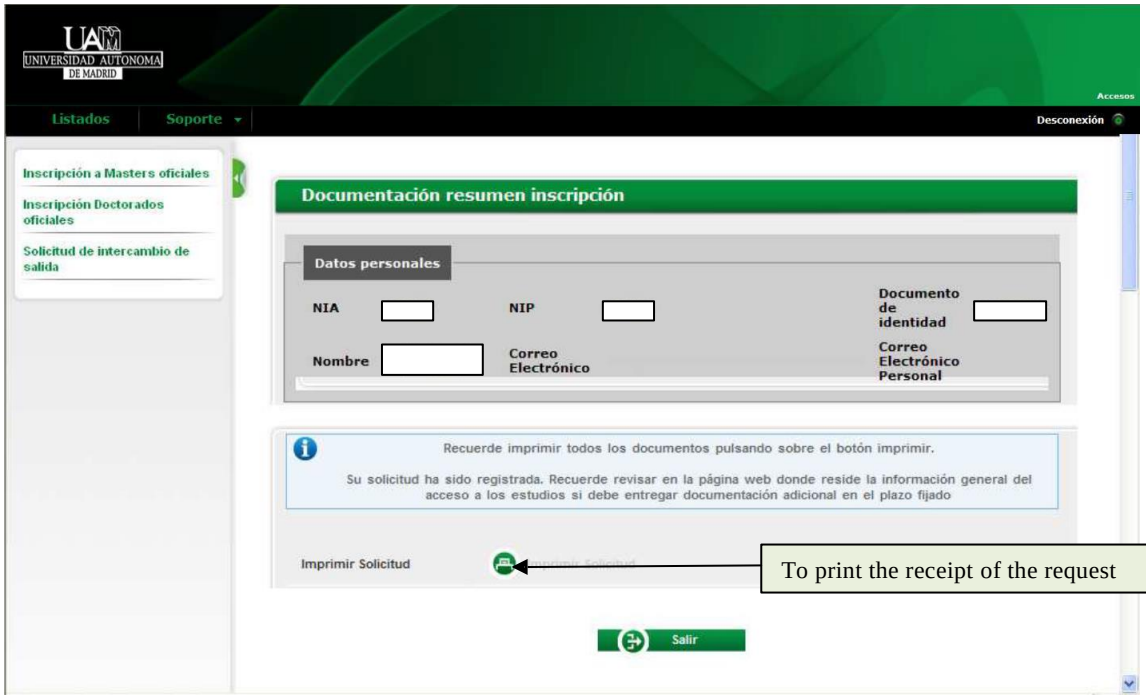


Please select your order of preference of the master's requested

Once the data is displayed should record the application

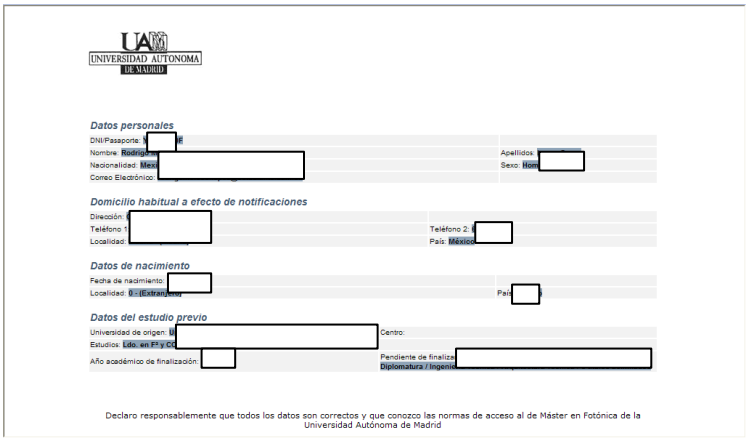
STEP 9

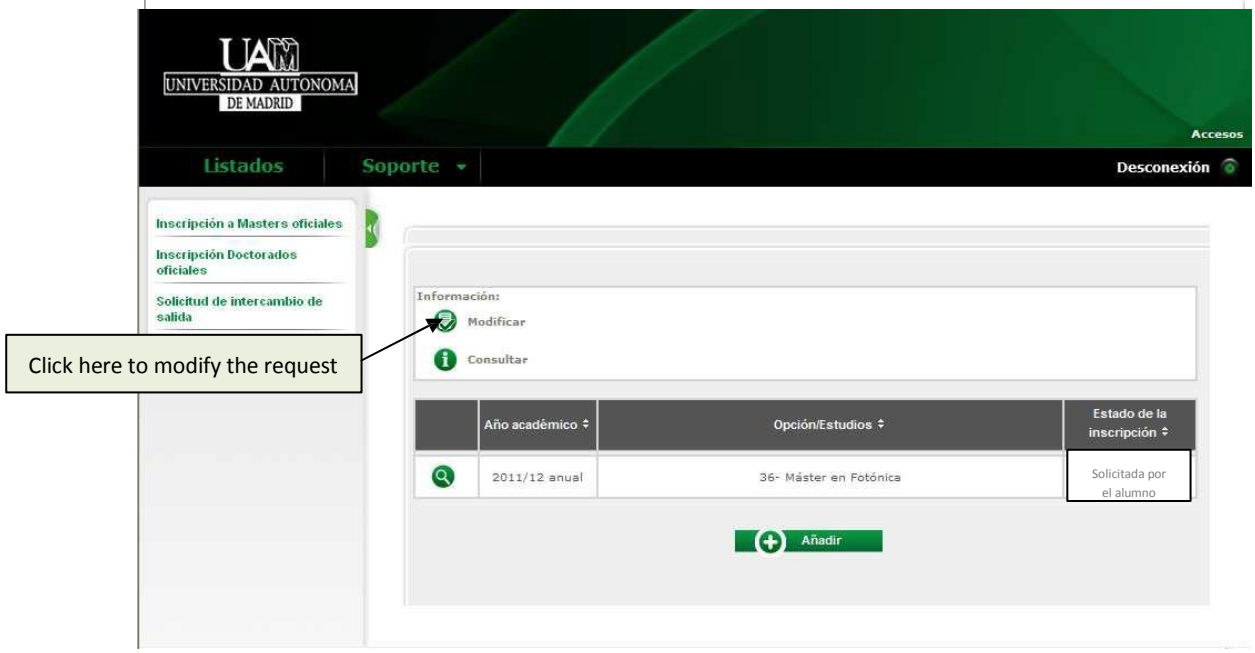
THIS SCREEN WILL APPEAR IF THE REQUEST HAVE BEEN SENT



To print the receipt of the request

Printed the receipt



CHECK THE REQUEST ADMISSION

To check the request admission you can access in the same section where you initially introduced. If the status of the request is “Solicitada por el Alumno” you can still modify your details using the signaled section.