First Enrollment in a PhD Programme

- This information is addressed to candidates accepted within a PhD Programme and that are just now initiating their PhD studies at UAM, that is, that enroll for the first time within their PhD Programme.
- In the upcoming years, you will have to enroll again every beginning of the academic year in order to keep your file open. Otherwise, your file will be closed and you will no longer be part of the PhD Programme in which you are carrying out your research.
- If you need information about enrollment in the second and following years, please check in our website our guide for renovating your enrollment ("Matrícula segunda y siguientes tutelas académicas")
- In order to enroll ("automatrícula") you will need a computer, internet access and a printer in case you want to print your enrollment receipt or your payment documents ("abonaré", only for students without a Spanish bank account).

Access to the enrollment platform

Once admitted into the PhD Programme of your choice, you must enroll at UAM within the provided deadlines established in the applicable academic calendar. Being enrolled will grant you academic follow-up and access to student resources at UAM as well as other needed resources to carry out your research. Only after enrollment it will be possible to grant you your PhD candidate status and rights that are attributed to you as per the applicable regulation.

How to enter the enrollment application:

a) Using the following SIGMA link:

b) From our website EDUAM:

Once you arrive to the "automatrícula” screen, click on Enter (1)

Next, you must log in in SIGMA, completing your user "usuario" (1) and password "contraseña" (2):
a) Are you currently a UAM student? (Students that have been enrolled at UAM during the previous academic year) User and password are the same as the ones you have been using previously on SIGMA, linked to your email account @estudiante.uam.es

b) Are you a former UAM student or have you been admitted in another occasion to UAM? Use the same user number (NIA) and password as you used to have.

c) Are you a new student at UAM? (You have never been enrolled before at UAM and you have just been admitted for the first time) Use the user number (NIA) and password that you created during your application.

In any case, if you have forgotten your username and/or password, there is a link (4) with instructions to get them back.

Start-Up screen

In this screen, you can see different options depending on your profile. In order to enroll, please select "Matrícula Sigma@" (1), and then "Matrícula" (2,3) in the drop-down menu.
Enrollment

Enrolling at UAM requires to fill out information in several tabs, clicking on until the process is completed in full, always in one single session:

Personal information "Mis Datos personales"

This tab will show the information included previously during registration and application process, or the pre-existing information on Sigma if you are a former UAM student. Please review this information and modify or complete any mistakes; it is important that the information appears exactly as presented in your ID/Passport, and no short names.

You will need to confirm and agree with information regarding Data Protection Act (1).

You will need to confirm if you want to receive information about possible adaptations of the teaching methods for specific learning needs, if you qualify to receive them (2).

Click on (3)
Survey "Cuestionario Estadístico"

This information is purely for statistics. After you complete it, click on (1)

Courses to enroll "Asignaturas a matricular"

1º Check that Part-Time or Full-Time is correctly assigned (1):
   If you have been admitted Full-Time: "0- Matrícula a tiempo completo"
   If you have been admitted Part-Time "1- Matrícula a tiempo parcial"

2º Enroll:
   Go to the tab "Plan" (2)
   Choose the course "TUTELA PRIMER AÑO" (3) clicking on (4)
The course "tutela primer año" will disappear from the tab "Plan" and will appear under MI SELECCIÓN (1). You can edit or delete the course (2).

In addition, in the upper part of the screen you can see "Mi matrícula" (3) with the number of courses ("Asignaturas") which must be 1, and Credits ("créditos"), that must be 0.

3º If instructed to do so, please enroll in Additional Training Courses ("Complementos de Formación").

If the Academic Comitee of your PhD Programme assigned you Additional Training Courses ("Complementos de Formación"), they will appear in your Admission Letter and they will be included aswell in your enrollment, under the tab "Plan". You will have to include them as well as "Tutela primer año", following the same steps.

If everything is correct, click on (4)

Tab "Fuera de plan"

Do not use this tab as is not applicable to your enrollment.

Payment information "Información del pago"

Fee exemption "Aplicación Descuento".

This box (1) can’t be checked. If you legally qualify for fee exemption (Spanish recognized large family, disability...), you must notify the administration at EDUAM (doctorado.gestion@uam.es). In that case, the box "Aplicación descuento" will be checked and will show the applicable exemption.

Scholarship "Tipo de beca"

If you have any of the scholarships of the drop-down menú, check this box (2), and select the correct scholarship.
Deferred payment "Pago a plazos"
Check this box (3) if you want to pay for your enrollment in four installments.

Method of payment "Forma de pago"
Check the box of your selected method of payment (4):

- "Domiciliación bancaria" Bank debit order: You must add the bank account number (24 digits, including IBAN) and the personal information of the holder of the account. **It must be a Spanish bank account.** After your enrollment there will be a document called "ORDEN DE DOMICILIACIÓN DE ADEUDO DIRECTO SEPA" which you must complete, sign and send to EDUAM via email at doctorado.gestion@uam.es

- "Entidad financiera" Direct payment: You can pay in person in any Banco Santander office in Spain, by printing the document "abonaré" within ten days after your enrollment. Save your proof of payment, but it is not necessary to send it to EDUAM.

**Announcement for foreign students without Spanish bank account:** If you are not currently in Spain, once you download your payment document "abonaré", you can pay via bank transfer to UAM bank account. Please contact doctorado.gestion@uam.es and ask for UAM bank details. The amount received at UAM must be exactly what is due, so transfer must be done in euros and consider the possible transfer fees. When the transfer is done, please send us proof of payment to doctorado.gestion@uam.es.

**Other charges "Otros importes" (5)**
Your first enrollment has some extra fees that will be shown here: school insurance (if you are younger than 28), opening of your file, administrative fees.

Click on **Enrollment confirmation “Confirmación de la matrícula”**
In this tab you will see a summary of your enrollment: courses ("tutela" and additional training courses), credits (if that's the case), fees, exemptions, total amount and method of payment.
Enrollment documents "Documentación de matrícula"

After confirmation, you can see here your Enrollment form "impreso de matrícula" (1) and payment document "abonaré" (2) if you selected direct payment "Entidad financiera". If you selected deferred payment, you will see here documents for the first installment. The documents for the other three installments will be available for
downloading later on, while consulting your enrollment. If you chose Bank debit order “Domiciliación bancaria”, you will see here the “SEPA” document to sign. If you click on the different buttons you can see documents ( broader access, 4), send them via email ( broader access, 4) or download them ( broader access, 1, 2). In order to sign your enrollment form ( broader access, 5) you must introduce again your user and password. You can sign later if you don’t sign it now.

Click on ( broader access, 6)

Closing enrollment

When the process is done, the screen will show the message “Su matrícula se ha procesado correctamente.” Click on ( broader access, 1) to exit.

Don’t forget:

- If you chose “Entidad financiera”, you must print the payment document “abonaré” in order to pay the fees.
- If you chose “Domiciliación bancaria” you must print “Mandato de domiciliación bancaria”, sign it and send it to doctorado.gestion@uam.es
- After finishing the process, your enrollment is conditional to payment of the fees and to meeting the requirements of access to the PhD, and it will be cancelled if you don’t submit the required documents in time.