“ONLINE ADMISSION APPLICATION”

COURSE 2023-2024
For new students without ID-UAM (name.surname@estudiante.uam.es), please follow this link: https://secretaria-virtual.uam.es/Navegacion/InicioAdmision.Posgrado.html#

Press to enter. You may enter your login and password in the following screen.

If you are a new student, you will find this screen
If you do not remember your login and password, press here

Please introduce your user/login number and password previously obtained

If you do not know your access keys or are not able to login, click aquí
If you are a student with ID-UAM (name.surname@estudiante.uam.es), follow this link to apply for a Master Degree:
https://secretaria-virtual.uam.es/Navegacion/InicioAlumno_cons.html

Press to enter. You may enter your login and password in the following screen.
Please, introduce your ID-UAM (name.surname@estudiante.uam.es)

Please, introduce your password here

Consigue tu acceso
- Si no conoces tus claves o tienes algún problema para acceder, pulsa aquí. Recomendamos el acceso mediante un ordenador con lector de pdf.

Having problems logging in?
- If you do not know your access keys or are not able to login, click aquí.
INSTRUCTIONS TO APPLY FOR A MASTER DEGREE

UAM students may select the following options at SIGMA, through “Accesos”

Non- UAM students visualize these options
You will visualize all the Master Degrees you have requested this or in previous years on this screen, unless you are applying for the first time.

Press this button and you will find our Master Degrees offer.
IMPORTANT: You will be able to apply for up to three Master Degrees, but you must prioritize them. In the case of Secondary Education Masters, each speciality will be considered as an individual Master Degree application.
Selecting this box you acknowledge that you have been informed of the following: that you will be able to download your vouchers and letters (those that will be sent to you by e-mail) after finishing the application process. They will be available in the “Imprimir Comprobantes” screen.

If you have applied to more than one Master Degree, you will see them on this screen.
### Changing priorities order

You may change their priority while their status is "SOLICITADO POR EL ESTUDIANTE" (SO) by selecting the Master Degree and dragging it upwards or downwards.
Please, write here any comments for the Coordinator or Administrative Staff that you consider appropriate.
You must enter your personal data on this screen, unless you are already a student at UAM, but we suggest you to revise them in any case. You may not access the following screen unless you introduce your personal data.

Please, introduce a valid email address as most communications are by email. Check your email. If you are not a UAM student, please, fill only your personal email box.
Personal data regarding date and place of birth, address, and email may be modified by the student, but not those regarding Name, DNI/Passport, the student may send an email to posgrado.oficial@uam.es with an scanned copy of his/her DNI/Password asking the Administration to update this info.
If you are a UAM-student, you may visualize your records. Just press the arrows to select them.
**Non-UAM students may fill their studies details as follows:**

**University of origin:** You may select your University through this drop-down list. If you cannot visualize your University, please, do not continue with your application and send an email to posgrado.oficial@uam.es with a scanned copy of your Academic Record in order to include your University on the list.

**Spanish students** may select their University through the list, whereas **foreign students** may choose the “Otro Centro” option and write down the details directly.

**Last year of studies (Último año cursado)**
- Studies can be selected from the list available, if you cannot find them, please, select the “Otro Estudio” option and write the details directly.
- Please, select whether your previous studies are a 4 or 3 year Degree and if you have finished them. Do not write on the “Estudios Parcialmente Cursados” box.
- If you have finished your Degree, please, specify the date you have requested and paid your Degree at your Faculty.
- The **Equivalence of average grades** (for students who have obtained their degrees at foreign Universities) may be obtained through the following link [http://www.mecd.gob.es/servicioal-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html](http://www.mecd.gob.es/servicioal-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html)
Select your University and Country, if you cannot find it, send an email to posgrado.oficial@uam.es

**Select your University and Country, if you cannot find it, send an email to posgrado.oficial@uam.es**

Last year of studies

Non-UAM students will have the option to include their average grade equivalence

You may select one of these options

Please, do not write on this box

Date of Bachelor’s Degree finalisation and payment (if applicable)
1st.-Press this button to select the documents to attach

2nd.- Select one of the following documents

3rd.- Once selected and attached, press “Grabar” to record it

To continue, press “Siguiente”

All the attached documents will appear on this screen. If you wish to replace one of them, first delete it and attach the new one.
**Application Fee**

The application fee can only be paid by means of TPV. This fee is the payment in concept of file opening (27,54€) and it will be deducted from the total amount of the enrolment fees.

If the payment of this fee is not accomplished, the status of the application will show as “Solicitud temporal”. You can enter anytime and proceed with the payment while the Admission period is open. Only when this fee is paid you will be able to continue with the application procedure.
Application register Voucher can be obtained by means of this screen.

Once the admission application is settled, you may access mentioned application and print the following documents:

- Conditional and final Admission letter
- Waiting list communication letter
- No admission letter
- Application voucher

Once the Centro de Estudios de Posgrado has generated and sent it.