Information and issues with the Automatrícula (self-registration) platform

- IMPORTANT INFORMATION:
- **THE SELF-REGISTRATION PERIOD IS EXPECTED TO BEGIN ON 19 OCTOBER BETWEEN 10:00 TO 12:00 (THE DAY FOLLOWING THE PUBLICATION OF THE ALLOCATION OF PLACES).**

- Check the Regulations on Formal Registration 2021/2022
- Check the Continuance Regulations

Information about the self-registration platform

While registering, we recommend watching this video tutorial (in Spanish).

- Quick guide to registration
- FULL registration guide

- LINK TO THE AUTOMATRÍCULA (SELF-REGISTRATION) PLATFORM*

**The login credentials for the self-registration platform are your ID number and an access PIN. The ID number in question is the one you provided during the pre-registration process. The access PIN is the one you used for the pre-registration process, i.e. the same one that allows you to check the allocation on the DUA website.*

If you encounter an ERROR on the self-registration platform:

First check the video tutorial and the Issues section at the bottom of this page. If the issue you are experiencing is not addressed there, please send us an email to matriculamaster@ugr.es before the end of the registration period indicating the following:

- Email address: the one that appears in your pre-registration.
- Subject: ERROR AUTOMATRÍCULA (Issue with the self-registration platform)
- Body of the email: include your full name, ID number, a short description of your issue and a screenshot showing the problem.

It is very important that you follow these guidelines to get an answer as soon as possible.

Questions about your registration and your master's degree after self-registering

Academic-related questions

You can find most answers to your academic-related questions (timetables, teaching staff, courses, etc.) on the website of the master's degree. If you do not find the answer you need, please contact the coordinator of your master's degree. You will find their contact details on the corresponding master's degree website.

Administrative questions

- **Can I cancel my registration?**

You can cancel your registration and receive a refund of the fees paid (amount depending on the credits registered) between 28 September and 23 October. You can request the cancellation of your registration during this period by visiting the following link: UGR e-Administration Platform.

- **I have completed my self-registration. What do I have to do next?**

Use the student PIN you have obtained on the last page of the self-registration process to access your «Acceso identificado» Student Account. This platform allows you to carry out, among others, the following procedures (remember that your username is the ID number you have used for registration, which appears on the receipt. If your ID document is a Spanish DNI, do not enter the letter):

-**Log into the «Acceso identificado» Student Account and have access, at least, to the following sections**: Mis pagos UGR (My UGR payments), Resguardo de matrícula (Registration receipt), Consulta de expediente (Consultation of academic record), Gestión de mi foto UGR (Management of my UGR photo) and Correo electrónico (Email).

-**Pay your payment form electronically**. You can find more information in the Registration Guide and at the following link. **Once you have paid your fees, it will take about 48 hours for them to appear as paid on your «Acceso identificado» Student Account.**

-**Create a UGR email account**: It is mandatory to have an UGR email account to receive notifications and have access to the PRADO teaching platform. Once you have created your email account, you can access it via the following link: https://www.ugr.es/estudiantes/correo-electronico

-Upload the ID photo that will appear on your University Smart Card (TUI). Your photo will be validated in September. You will be able to apply for the TUI once we notify you that your photo has been validated. More information

- **Submitting your documentation**

Source: https://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/informacion-e-incidencias-automatricula

From October onwards, a long period will be allowed for the submission of registration documents. If you have authorised us to retrieve certain information during self-registration, you will not need to provide any supporting documents related to that information. You can find more information in the Registration Guide.

- **How can I change the courses I have registered for?**

An online application to modify your registration will be available during the period indicated in the Academic Calendar. You will find this self-modification application (Autoalteración) on your «Acceso identificado» Student Account.

- **How can I change the number of credits I have registered for?**

  - If you want to reduce your number of courses while maintaining full-time student status, you can reduce your registration up to a minimum of 42 ECTS credits. If you need to further reduce your credit load, you must first apply for a change to part-time registration by the deadline indicated in the Academic Calendar. Updated information can be found at the following **link**
  - If you want to register for more courses, you can increase your credits up to 75 ECTS during the registration modification periods. Please note that you should first discuss this option with the coordinator of your master's degree.

Remember that the number of credits required to obtain most master's degrees is 60 ECTS.

- **Do you need to apply for a visa?** Request your certificate of registration or letter of acceptance at the following link: https://sede.ugr.es/procs/Certificados-de-Master-Matricula-de-asignaturas-en-un-curso

If you cannot find the answer to your question on our website, you can contact the team of the International School for Postgraduate Studies (EIP).

Issues with the self-registration platform

- **Once you have paid your fees, it will take about 48 hours for them to appear as paid on your «Acceso identificado» Student Account (option Mis pagos UGR [My UGR payments]).**
- Important information: In the Personal Details tab of the self-registration platform, please check the following: (i) you have not included **the letter of your ID card if it is a Spanish DNI**, (ii) you have entered your birth details, (iii) you have copied your family address, and (iv) you have entered two different telephone numbers.
- Please take into account that the first year of the Master's Degree in Accountancy and Auditing is 54 ECTS credits. The remaining credits must be taken during the second year, and you must register for them using your «Acceso identificado» Student Account in September of that second year.
- **What should I do if I am not entitled to the 99% bonus?** This bonus is only applied if you are not awarded a grant from the Spanish Ministry of Education and Vocational Training. If you do not know whether or not you meet the requirements, indicate under “Tipo de matrícula” (Type of registration) ”(Y) Becario MEC” ([Y] MEC grant holder) and apply for a grant from the Ministry. If you are not awarded a grant from the Ministry, you will be eligible for the bonus, provided you meet the requirements of Article 12 of the following document: https://www.juntadeandalucia.es/boja/2020/148/BOJA20-148-00016-8541-01_00175892.pdf!(Decree on registration fees). In most cases, you will be eligible for this bonus if you have passed first-time registration credits when studying an official degree programme at an Andalusian public university during the academic year 19/20. If you are a graduate who studied outside Andalusia or finished your degree 3 years ago, you are not entitled to this bonus. If your registration fees do not reflect the discount (0.99*13.68*first-time registration credits passed during the previous year), select the option ”(Y) Becario MEC” (Recipient of a grant from the Spanish Ministry). Subsequently, you can apply for a 99% bonus on your registration fee via the Registro Electrónico during the month of October (not before). To do this, you must present the degree certificate of your completed studies and a declaration of responsibility that you can download here.

Source: https://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/informacion-e-incidencias-automatricula