



# UNIVERSIDAD DE GRANADA

**Vice-Rectorate  
for Teaching and Learning  
International School  
for Postgraduate Studies (EIP)**

**Registration guide  
Master's Degrees  
Quick guide**

# Welcome!

This guide provides you with information about the registration process. Additionally, the website of the International School for Postgraduate Studies (EIP) provides further details on a number of administrative procedures that you may need to complete during the academic year.

For academic-related information, you should always contact the coordinator of your master's degree. You can check the calendar, timetables, curriculum and contact details of your coordinator on the website of your master's degree.

1

The University of Granada will send you a notification to the email address you provided during pre-registration.

2

Before starting the Automatrícula (self-registration) process, please check the academic information available on the website of your master's degree.

3

Complete your registration using the Automatrícula (self-registration) application. The following pages explain this process step by step.

4

When you finish the process and record your registration, you will obtain a key to login to your «Acceso identificado» Student Account. You will also be able to download the payment form and a receipt of your registration.

5

**You are now a master's degree student! However, you will still have to complete a few more formalities during the year.**

# OVERVIEW

7

Submit the registration documents. Which documents do you have to submit? What is the deadline for submitting them? How do you submit them? You will find all the information you need in this guide.

6

Pay the registration fee within the established deadlines.



You will receive an email (in Spanish) from the University of Granada to the email address you provided during pre-registration

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**Subject: UNIVERSIDAD DE GRANADA. MATRÍCULA DE MÁSTER OFICIAL. ENVÍO DE INSTRUCCIONES (University of Granada. Registration for a official master's degree. Instructions)**

*Estimado/a:*

La Escuela Internacional de Posgrado de la Universidad de Granada le da la enhorabuena por haber sido admitido para cursar durante el curso 20XX/20XX el

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**MÁSTER UNIVERSITARIO EN ....**  
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**\*\* INSTRUCCIONES PARA FORMALIZAR LA MATRÍCULA \*\***

Antes de iniciar la formalización de matrícula, revise la información del siguiente enlace. Encontrará un videotutorial y la respuesta a la mayoría de las dudas que le pueden surgir:

*Hello,*

The UGR's International School for Postgraduate Studies (EIP) congratulates you on being admitted to the

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**MASTER'S DEGREE IN....**  
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during the academic year 20XX/20XX.

**\*\* INSTRUCTIONS TO COMPLETE YOUR REGISTRATION \*\***

Before starting the registration process, please check the information on the following link. There you will find a video tutorial and a FAQ section:

# 2

Before starting the self-registration process, check the academic information and timetables:

» The start date of each master's degree programme is specified on the [master's website](#). If you have any questions about courses, timetables or other academic matters, please contact the coordinator of your master's degree.

■ CERTIFICADOS OFICIALES ACEPTADOS POR LA UGR PARA LAS LENGUAS EXTRANJERAS Y SU CORRESPONDENCIA CON EL MARCO PARA LAS LENGUAS

CERTIFICADOS OFICIALES ACEPTADOS

» ARTES Y HUMANIDADES

MÁSTER	
- Máster Universitario en Arqueología (M71.56.1)	E : 2
- Máster Universitario en Culturas Árabe y Hebrea: Al-Andalus y Mundo Árabe Contemporáneo (M13.56.2)	E : 3
- Máster Universitario en Dibujo - Ilustración, Cómic y Creación Audiovisual (M60.56.3)	E : 0
- Máster Universitario en Enseñanza del ELE: Cultura y Metodología (M73.56.1)	E : 2
- Máster Universitario en Estudios de Asia Oriental (MA2.56.1)	E : 3
- Máster Universitario en Estudios Latinoamericanos: Cultura y Gestión (M20.56.2)	E : 3
- Máster Universitario en Estudios Literarios y Teatrales (M90.56.2)	E : 3
- Máster Universitario en Estudios Superiores de Lengua Española (M70.56.2)	E : 3
- Máster Universitario en Filología y Tradición Clásicas (M66.56.3)	E : 2
- Máster Universitario en Filosofía Contemporánea (M16.56.2)	E : 3
- Máster Universitario en Historia: De Europa a América. Sociedades, Poderes, Culturas (EURAME) (MA3.56.1)	E : 0
- Máster Universitario en Interpretación de Conferencias (MA5.56.1)	E : 3
- Máster Universitario en Investigación y Análisis del Flamenco (MB6.56.1)	E : 3
- Máster Universitario en Lenguas y Culturas Modernas	E : 3

# 3

## Complete the online registration process

### Step 1

#### Automatrícula (self-registration) login screen

»» Login to the [Automatrícula \(self-registration\) platform](#).

Your login credentials are your ID number and your pre-registration key. If you do not remember your pre-registration key, check the notifications you have received from the Distrito Único Andaluz (DUA).

You will only be able to access the self-registration platform and register within the established period, once you have received the corresponding email from the University of Granada. If you have any queries within the registration period, [please contact us](#).



# 3

## Complete the online registration process

### Step 2

#### Degree programme selection screen



When you log in, the application displays the master's programme to which you have been admitted. This programme must match the one indicated in the registration email you received.

In this section, you will find access to the University of Granada's applicable regulations. You must read them and give your permission to receive electronic communications in order to continue.



# 3

Complete the online registration process

## Step 3

Personal details screen



Please enter your personal information on this screen.

If you do not yet have a fixed address in Granada, please indicate your family address.

The screenshot shows a web form titled 'Datos Personales' with the following fields:

- Tipo de Identificación:** D.N.I.
- DNI:** 001
- Fecha de Nacimiento:** 11/05/1992
- Apellidos:** DE PRUEBA
- Nombre:** ALUMNO
- Sexo:** (dropdown menu)
- Fecha de Nacimiento\*:** (dropdown menu)

Navigation buttons: Anterior, Siguiente



# 3

## Complete the online registration process

### Step 4

#### Academic data screen



On this screen you must fill in the academic details of the degree granting you access to the master's programme.

If you cannot find your degree programme or the one retrieved from your application form is not correct, please select the closest match. Later on you can ask the International School for Postgraduate Studies (EIP) to correct your degree programme information. You can apply for this correction from October onwards via the [UGR Electronic Register](#).

ALUMNO DE PRUEBA MATRICULANDO EN MÁSTER UNIVERSITARIO EN ESTUDIOS...

Anterior Siguiete

Datos de Acceso

Forma de Acceso  
-

Fecha de Expedición del Título  
-

País donde obtuvo el título  
-

Datos de la titulación NO Española

Si la titulación es Extranjera, indique cual  
-

Si es Universidad del Extranjero u otro Organismo, indique cual  
-

CSIRC  
CENTRO DE SERVICIOS DE INFORMÁTICA Y REDES DE COMPUTACIÓN

© Centro de Servicios de Informática y Redes de Computación  
Si tiene algun problema contacte con el personal de atención al usuario

# 3

Complete the online registration process

## Step 5

Statistical data screen



On this screen you will be asked to answer several questions for statistical purposes.

If you do not know the answer to a question or would prefer not to answer it, you can leave the option "No Consta" (No records).

TABLA DE MÁSTERES OFICIALES

ALUMNO DE PRUEBA MATRICULANDO EN MÁSTER UNIVERSITARIO EN ESTUDIOS LITERARIOS Y...

Anterior Siguiete

Datos solicitados por el M.E.C.

Nº de Hijos si Familia Numerosa

0

Estudios del Padre

No Consta

Estudios de la Madre

No Consta

Trabajo del Padre

No Consta

Trabajo de la Madre

No Consta

Trabajo Remunerado

No Consta

Trabajo del Alumno

No Consta

Vinculación con la UGR

Centro tipo de vinculación

en el Sistema Universitario Español

Datos solicitados por el I.N.E.

# 3

## Complete the online registration process

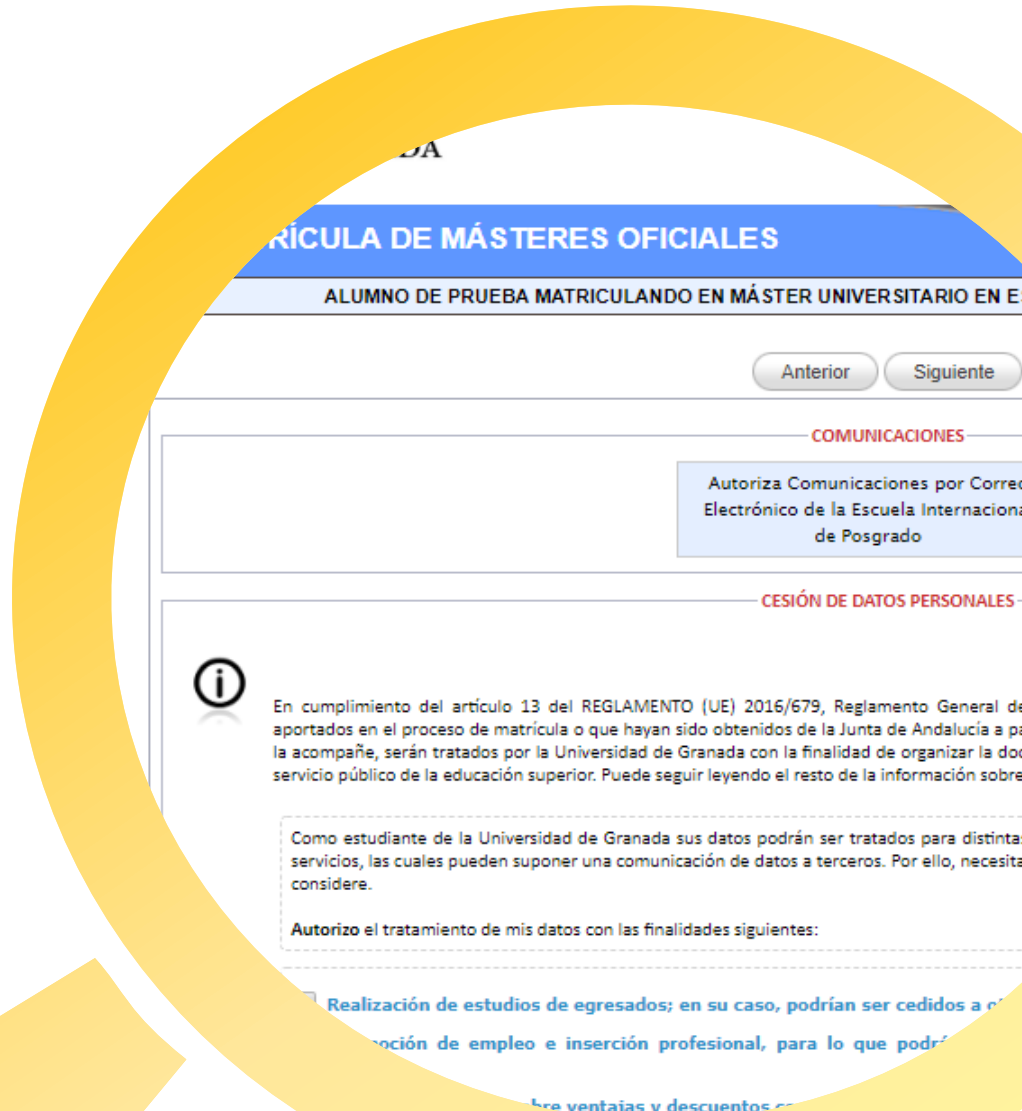
### Step 6

#### Permissions screen



On this screen we will ask you for permission to:

- retrieve some of your data from other administrations: DNI (Spanish ID card), qualifications, any bonuses/exemptions to which you may be entitled. Authorizing us to retrieve this information will save you from having to provide documentation;
- request your certificate of absence of sexual offences (Spanish criminal record check). If you do not give us permission to request it, you will need to present it to the Employment and Work Placement Office (CPEP) to be allowed to do a work placement (this only applies to certain master's degrees involving work placements with minors);
- process your personal data.



# 3

## Complete the online registration process

### Step 7

#### Course choice screen



You must register for compulsory courses. Before choosing your courses, it is important that you check the information provided by the coordinator on the website of your master's degree (timetables, possible specialisations within the master's degree, etc.). Checking this information will prevent errors in your registration.

After completing your registration, you will be allowed to change your courses within the modification periods set out in the [calendar](#). No changes can be made before that time.



# 3

## Complete the online registration process

### Step 8

#### Type of registration and payment screen



On this screen you must indicate your type of registration ("Ordinaria" [Ordinary registration], "Becario MEC" [Beneficiary of a grant from the Spanish Ministry] if you are applying for a grant from the Spanish Ministry of Education and Vocational Training, etc.), whether you belong to a large family and what method of payment you will use.

Once you complete these sections, the table will update to show your registration fee.

TIPO DE MATRÍCULA	0 (Ordinaria)
FAMILIA NUMEROSA	No es Familia Numerosa
MODO DE PAGO	Pagar en UN plazo

Detalle de la tasación	
- Tasas	
Tasas Administrativas :	0,00 €
Tasas Académicas :	400,00 €
Seguro :	0,00 €
<b>TOTAL TASAS :</b>	<b>400,00 €</b>
- Exenciones	
Exenciones Administrativas :	0,00 €
Exenciones Académicas :	0,00 €
<b>TOTAL EXENCIONES :</b>	<b>0,00 €</b>
- Total	
PLAZO 1 :	400,00 €
<b>TOTAL A PAGAR :</b>	<b>400,00 €</b>

- ATENCION -  
Se dará cumplimentada al pulsar el siguiente botón [FINALIZAR MATRÍCULA]. Una vez matriculado, sólo podrá acceder al curso de la Secretaría de la Escuela de Posgrado. El pago deberá hacerse efectivo en 15 días.

Revisar asignaturas

FINALIZAR MATRÍCULA

# 4

When you finish the process and record your registration, you will obtain a key to access your online student account. You can also download the payment forms and a receipt of your registration.

Opciones

Carta de Pago

Carta de Pago

Resguardo de Matrícula

Ver Horario

Ver PIN UGR

Plazo Único ▼

Pago Electronico

Payment form 1. Please download it and pay within 15 days.

Payment form 2 (if the payment is split into two instalments).

Registration receipt; it contains a summary of the courses registered. Please download it.

Timetable. If you cannot download it, please check the timetables on the website of your master's degree.

Your [«Acceso identificado» Student Account PIN](#)\*. Please check it and write it down.

\*«Acceso identificado» is the UGR's online management platform.

5

**You are now a master's degree student!**

**However, you will still have to complete a few more formalities during the year.**



# 6

## Paying your registration fee

One-off payment	Payment in two instalments	Financed payment
When you complete your registration, you will obtain a payment form with the total registration fee.	When you complete your registration, you will obtain two payment forms, each corresponding to half of the registration fee.	To request this payment method, you will need to visit the Secretary's Office of the International School for Postgraduate Studies (EIP) (prior appointment is required).
You must pay the form within 15 days of registration.	You must pay the first payment form within 15 days of registration and the second payment form before the second half of December.	You can check the conditions in the Regulations on Formal Registration.

## How can I make the payment?

**Electronically** through your «Acceso identificado» Student Account (*Mis pagos UGR* [My UGR payments]) option) or **in cash** at an [authorised partner bank](#). Unless we specifically request it, you do not need to provide us with any payment receipts.



# 7

## Submitting your registration documents

Documentation to be presented at the Secretary's Office of the International School for Postgraduate Studies (EIP) (ground floor); [prior appointment](#) for Official Master's Degrees is required. Submission period: between October and December.

You can also send us a certified copy of the documentation through the register office of an official body, such as a Spanish Government Delegation.

**These documents must only be provided if you did not authorise automatic retrieval of your data during self-registration:**

Did you get your degree from the University of Granada?	Did you get your degree at another Andalusian university?	Other
-Large family card, disability card or any other document entitling to exemptions/bonuses (original and copy).	-Large family card, disability card or any other document entitling to exemptions/bonuses (original and copy).	-Large family card, disability card or any other document entitling to exemptions/bonuses (original and copy).
	-Your ID card (original and copy).	-Your ID card (original and copy).
	-Degree certificate that gave you access to the master's degree (original and copy).	-Degree certificate that gave you access to the master's degree (original and copy). If you graduated from a foreign university, please check the <a href="#">Registration Guide</a> .

- You do not need to submit your receipt of registration/payment or any other documents not specifically requested by us.
- If your master's degree has any additional access requirements (e.g. Master's Degree in Civil Engineering, Master's Degree in Teacher Training), please provide originals and copies of any documentation proving that you meet these requirements.
- All documents issued by foreign administrations must be presented.