


# REGISTRATION GUIDE UNIVERSIDAD EUROPEA



**All admitted students who have reserved their place at the Universidad Europea receive an e-mail with a link to complete their final registration.**

**Clicking on the link will take you to the platform where you can complete the necessary formalities.**



Once you have booked your place, you will be presented with the following screen.

TITULACION

**CHECK THE CURRICULUM**

Grupos de Educación Primaria

CURSO

**CHECK THE YEAR**

2020

ESTADO

67%

Reserva de Plaza

✓  
 MIS DATOS

✓  
 TASAS

✓  
 PROCESO

4  
 RESERVA

5  
 DOCUMENTACIÓN

6  
 MATRÍCULA

**YOU WILL REACH PART 5 OR 6**

~~Reserva de plaza~~

¡Enhorabuena, has sido admitido! Por favor, para formalizar tu reserva de plaza, debes proceder a su pago bien mediante tarjeta de crédito/débito o a través de transferencia online. Una vez hayas realizado el pago, podrás continuar en tu proceso de admisión.

**Tarjeta de crédito/débito**

Si seleccionas esta opción de pago te rediregiremos a una plataforma de pago segura

Tarjeta de crédito/débito

**Otros métodos de pago**

PASO 1

Si seleccionas esta opción, te rediregiremos a una plataforma de pago segura.

Realizar transferencia

PASO 2

**Domiciliación bancaria**

Domiciliación bancaria

Domiciliación bancaria

# WHAT DO I DO ONCE I'VE PAID FOR MY PLACE?

WE RECOMMEND YOU TO CHOOSE PAYMENT BY CARD.

-ONCE PAYMENT HAS BEEN MADE BY CREDIT CARD, YOUR PLACE IS **DEFINITELY RESERVED**. LET US KNOW BY E-MAIL.

-IF YOU PAY BY BANK TRANSFER VIA FLYWIRE, SEND PROOF OF THE TRANSFER TO YOUR ADVISOR BY EMAIL AND COPY US. IF YOU DO NOT SEND YOUR PROOF OF PAYMENT, THEY WILL NOT AUTOMATICALLY DETECT YOUR RESERVATION.

## DOCUMENTS TO BE COMPLETED

THE UNIVERSIDAD EUROPEA GIVES YOU A SHORT DEADLINE FOR COMPLETING THE DOCUMENTS. THIS IS A **RECOMMENDED DEADLINE**, BUT YOU MAY SEND THE DOCUMENTS LATER. THIS DOES NOT AFFECT YOUR ENROLMENT.

**-ONCE YOU HAVE PAID FOR YOUR PLACE, EXIT THE PLATFORM.**

**-A UNIVERSITY ADVISOR WILL EMAIL YOU A LIST OF DOCUMENTS TO COMPLETE. THESE DOCUMENTS WILL ONLY BE ACCESSIBLE ONCE CONTACT HAS BEEN ESTABLISHED WITH THE PERSON AT THE UNIVERSITY. THIS WILL TAKE A MAXIMUM OF ONE WEEK.**

# LA CREDENCIAL

THE CREDENCIAL IS YOUR LEGAL ADMISSION DOCUMENT TO THE UNIVERSITY.

- IT IS **ONLY** POSSIBLE TO MAKE THE CREDENCIAL **FROM THE END OF FEBRUARY**
- STUDENTS IN THEIR FINAL YEAR CAN ONLY OBTAIN IT **BY/AFTER JULY**
- YOU WILL NEED TO UPLOAD THE CREDENCIAL IN YOUR **STUDENT AREA** WHICH OPENS DURING SUMMER.

# WHICH PAYMENT OPTION SHOULD I CHOOSE?

YOU HAVE 3 OPTIONS FOR PAYING YOUR TUITION FEES: -CREDIT CARD - ANOTHER METHOD

***-DIRECT DEBIT***

FOR STUDENTS FROM EUROPEAN UNION, YOU MUST SELECT THE DIRECT DEBIT OPTION.



## FORM FOR THE PAYING AGENT (THE PERSON PAYING THE TUITION FEES)

Formulario para la Domiciliación Bancaria

Nombre del responsable económico	Apellidos del responsable económico
<input type="text" value="Juan"/>	<input type="text" value="Martinez"/>
Tipo de documento	Nº de documento
<input type="text" value="NIF"/>	<input type="text" value="141232564F"/>
Correo electrónico del responsable económico	IBAN
<input type="text" value="isabelvallesanz+205@gmail.com"/>	<input type="text"/>

Account number beginning with FR for French accounts.

**Fill in the required fields with the first name and surname of the paying agent (who may be the student if the tuition fees are deducted from his/her account). The identity document to be selected must be "Passport" and enter the number of the passport or identity card if the paying agent does not have a passport.**

**This paying agent may be changed during the course. Click on "Continuar".**



*If the system detects an error, a message will be displayed and you will need to change incorrect information.*

### Formulario para la Domiciliación Bancaria

Nombre del responsable económico	Apellidos del responsable económico
<input type="text" value="Juan"/>	<input type="text" value="Martinez"/>
Tipo de documento	Nº de documento
<input type="text" value="NIF"/>	<input type="text" value="14123256F"/>
Correo electrónico del responsable económico	IBAN
<input type="text" value="isabelvallesanz+205@gmail.com"/>	<input type="text" value="AZ96AZEJ000000000012345678"/>

Documento de identidad no válido, solo admite números y letras. Solo admite 8 números y 1 letra. La letra introducida no es válida

Once you have filled in your details, this greyed-out screen will appear. You should then check your e-mail. If the paying agent is not the student, the student will also receive an e-mail. Check your e-mail inbox and your SPAMS/PROMOTION/SOCIAL NETWORKS (particularly for Gmail).



Tu transacción está siendo validada. En breve recibirás nuestra confirmación.

### Reserva de plaza

¡Enhorabuena, has sido admitido! Por favor, para formalizar tu reserva de plaza, debes proceder a su pago bien mediante tarjeta de crédito/débito o a través de transferencia online. Una vez hayas realizado el pago podrás continuar en tu proceso de admisión.

<p><b>Tarjeta de crédito/débito</b></p> <p>Si seleccionas esta opción de pago te redirejiremos a una plataforma de pago segura</p> <p><a href="#">Tarjeta de crédito/débito</a></p>	<p><b>Otros métodos de pago</b></p> <p>PASO 1</p> <p>Si seleccionas esta opción, te redirejiremos a una plataforma de pago segura.</p> <p><a href="#">Realizar transferencia</a></p> <p>PASO 2</p>	<p><b>Domiciliación bancaria</b></p> <p>Domiciliación bancaria</p> <p><a href="#">Domiciliación bancaria</a></p>
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**EXAMPLE OF E-MAILS RECEIVED IF THE STUDENT AND THE PAYING AGENT ARE THE SAME PERSON.**



Cualquier fecha ▾ Contiene archivos adjuntos > Dirigidos a mi Excluir Social No leídos Búsqueda avanzada

1-50 de muchas

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Universidad Europea	Recibidos	Solicitud de firma que contiene - Domiciliación_Bancaria_Grado_Domiciliado_Bilingue.pdf - Martínez: UNIVERSIDAD EUROPEA te ha enviado un documento solicitando tu f...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Universidad Europea	Recibidos	Solicitud de firma que contiene - Hoja_Matricula_Grado_Domiciliado_Bilingue_2021_2022.pdf - Español: UNIVERSIDAD EUROPEA te ha enviado un documento solicitando ...

***If the paying agent is not the student, then each will receive a different e-mail. You must follow the instructions in the e-mails you receive.***



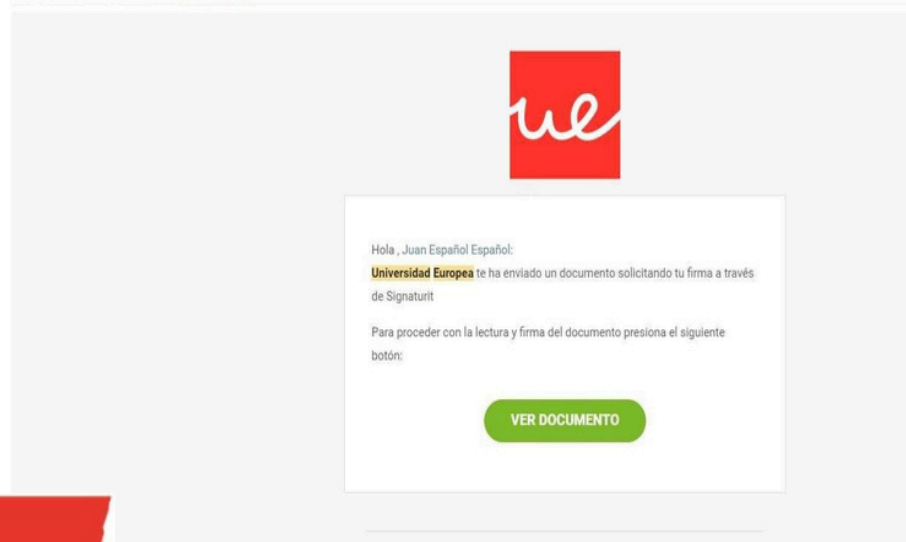
Here is an example of the email you received. Click on VER DOCUMENTO .

1

Solicitud de firma que contiene - Hoja\_Matricula\_Grado\_Domiciliado\_Bilingue\_2021\_2022.pdf » Recibidos x

Universidad Europea [cccrm@universidadeuropea.es](mailto:cccrm@universidadeuropea.es) a través de signaturit.com para isabelvallesanz+201

español > francés Traducir mensaje



2



Click on "Empezar".

## SAMPLE REGISTRATION DOCUMENT

The registration document will appear.

Process status.

### IMPORTANT:

Orange areas= mandatory

Green areas= editable

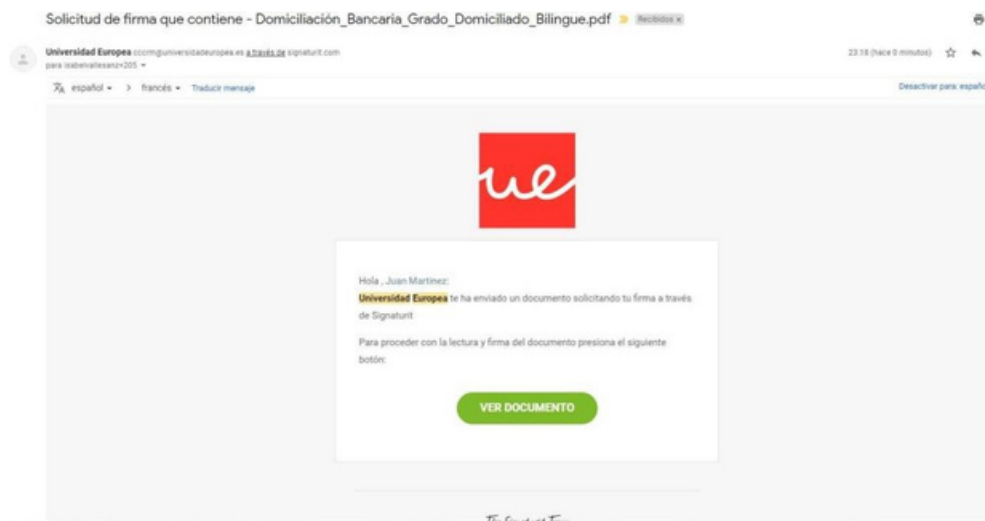
Choose your "Turno de preferencia" (preferred time) and the "modalidad Presencial".

Seguro escolar: tick "No" unless you are already registered with Spanish social security.

Matriculación de asignaturas: Choose "Primer curso completo" (First complete course)

You must accept the privacy policies and validate.

## DOCUMENT TO BE COMPLETED BY THE PAYING AGENT (WHO MAY BE THE STUDENT)



*The documents are already pre-filled. Fill in the missing information and accept the conditions of confidentiality.*

## EXAMPLE OF BANK DETAILS

Once you have filled in the details, you must sign the document.

IBAN  
ES7921000813610123456789

SWIFT/BIC CAIXESBBXXX

ENTIDAD BANCARIA BANK CAIXABANK, S.A.

DIRECCIÓN ADDRESS Traversera de les Corts, 263

POBLACIÓN CITY/TOWN Barcelona C.P. ZIP CODE 08014 PROVINCIA PROVINCE/STATE BARCELONA PAÍS COUNTRY Spain

Periodicidad de pago: (Campo obligatorio) (Campo obligatorio) de Admisión las modalidades de pago de la Docencia.  
Payment period: (Compulsory field) (Compulsory field) in the Admissions Regulations.

▼

Choose your method of payment: in one instalment, in 10 instalments or in 12 instalments.

Autorizo a la Universidad Europea de Madrid, a presentar el recibo de cobro de la RESERVA DE PLAZA en la cuenta facilitada por el estudiante.  
I authorize Universidad Europea de Madrid to issue a bill for the PLACE RESERVATION FEE to be drawn from the account provided by the student.

En In, Villaviciosa de Odón a on, 13/05/2021

SÍ / YES  
 NO / NO

Firma del titular de la cuenta / Responsable económico  
Signature of account holder / Financially responsible person

Pulsa para firmar

Select NO if you have paid for the reservation by credit card.

▼

Anual - Domiciliado

Mensual - Domiciliado

Mensual Diferido - Domiciliado

Anual - No Domiciliado

el recibo de cobro de la RESERVA DE PLAZA en la cuenta facilitada por el estudiante.

I authorize Universidad Europea de Madrid to issue a bill for the PLACE RESERVATION FEE to be drawn from the account provided by the student.

En In, Villaviciosa de Odón a on, 13/05/2021

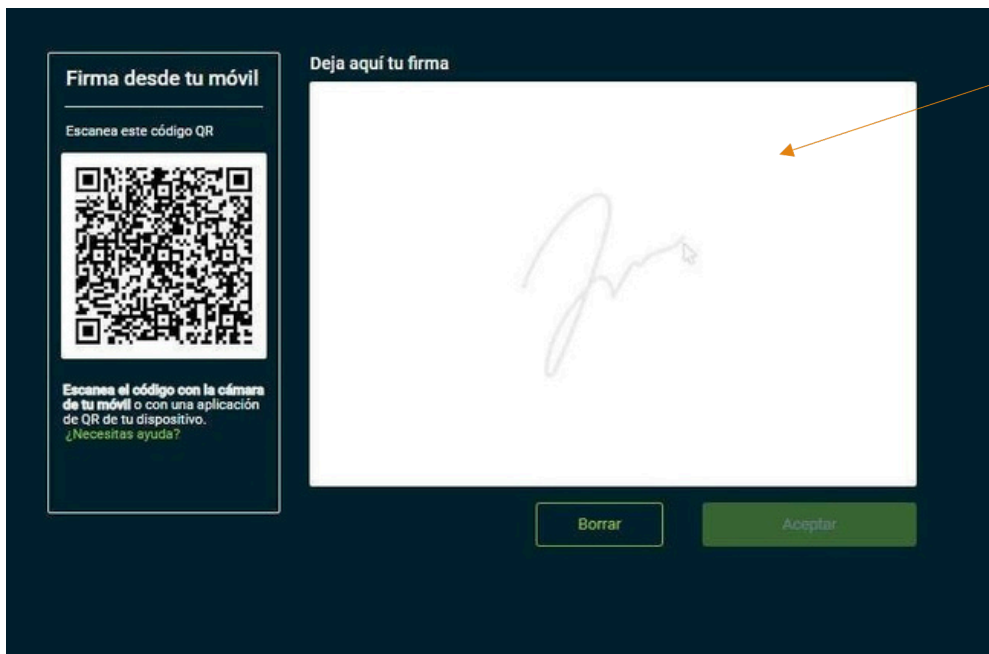
SÍ / YES  
 NO / NO

Firma del titular de la cuenta / Responsable económico  
Signature of account holder / Financially responsible person

Pulsa para firmar

Sign the form.

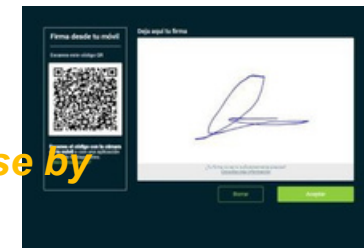
The final section covers electronic signatures.



- You have two options:
- 1 Sign with your mouse
  - 2 Scan the QR code on your phone and sign from your mobile.



Once you have signed, you need to finalise by clicking on the green rectangle.





miembros de la Unión Europea, eslovenos, islandia, Liechtenstein, Lituania, Noruega, San Marino y Suiza. Tu título de estudiante podrá ser emitido en cualquier momento durante el proceso de inscripción. Atención: España, San Marino y Liechtenstein.

IBAN  
ES7921000813610123456789

SWIFT/BIC CAIXESBBXXX

ENTIDAD BANCARIA CAIXABANK S.A.

DIRECCIÓN Travesera de les Corts, 263

POBLACIÓN BARCELONA C.P. 08014 PROVINCIA BARCELONA PAÍS España

Periodicidad de pago: **Alcampo obligatorio**. Consultar en la normativa de Admisión las modalidades de pago de la Docencia.  
Payment period: **Compulsory field**. Please check the tuition payment terms in the Admission regulations.

Menú de Opciones - Opciones

Mensual Diferido - Domiciliado

Firmar con el nombre del responsable / Firmar con el nombre del responsable

SI / YES

NO / NO

En fin, Villaviciosa de Odón a on, 13/05/2021

*For the document relating to the paying agent, you will also need to sign the document as indicated on the previous page.*

*Ultimately, you will need to sign the general terms and conditions of sale on every page.*

Nº SOLICITUD / APPLICATION NO.: 2204932

Nº EXPEDIENTE / TRANSCRIPT NO.:

**UNIVERSIDAD EUROPEA DE MADRID - CONDICIONES GENERALES DE MATRICULACIÓN**

**1. Objeto.** Universidad Europea de Madrid S.A.U., entidad titular de la Universidad Europea de Madrid, prestará al estudiante los servicios propios de educación superior en los estudios matriculados. El estudiante se obliga a cumplir lo previsto en estas Condiciones Generales de Matriculación y se somete plenamente a las Normas académicas y de régimen interno dictadas por la Universidad Europea de Madrid, en el ejercicio de la autonomía universitaria que le es propia. Como pago de la contraprestación económica por dichos servicios, el estudiante y el responsable económico que en su caso se designe, se comprometen a abonar la cantidad total resultante de la matriculación del estudiante que se refleja en el "Detalle económico de la matrícula" que se pondrá a disposición del estudiante en nuestra web (<https://universidadeuropea.com/tu-experiencia/informacion-alumno/informacion-economica>) una vez formalizada la matrícula. El importe de los precios para cada curso académico se concreta en el documento de "Tabla de Honorarios Académicos" que está a disposición del estudiante, y que éste, en el momento de formalizar su matrícula, declara conocer y aceptar. De conformidad con lo dispuesto en el art. 20.º de la Ley 37/1992, de 28 de diciembre, del Impuesto sobre el Valor Añadido, los importes que se abonan a la Universidad están exentos de IVA. En el caso de que la legislación vigente declarara la sujeción y no exención al pago del impuesto, la Universidad repercutirá sobre dichos importes el IVA correspondiente que fuera aplicable.

Atención al estudiante, el responsable económico y el titular, es el titular de los datos personales que podrá encontrar en esta página web de la Universidad, en el enlace <https://universidadeuropea.com/tu-experiencia/informacion-alumno/informacion-academica>. El desistimiento del contrato de matrícula supone la devolución de los importes abonados en concepto de apertura de expediente y docencia, no siendo reembolsable en ningún caso el importe correspondiente a Reserva de Plaza.

Nombre y apellidos del estudiante / Student's first name and last name(s): Juan Español Español

NIF / NIE / Pasaporte / Passport: 65004204v

Firma / Signature: Púlsalo para firmar

Campo 15 de 20

Acciones
Necesitas aceptar la Política de Privacidad
Revisar

be approved by Universidad Europea de Madrid.  
Changes or modifications to enrollments can only be made within the terms published by the University for this purpose, according to its academic calendar, and must in all cases be approved and validated by the University. Once this period has elapsed, no more modifications may be made.  
The University reserves the right not to offer degree programs or to delay their start dates if the minimum number of students required for each course is not reached. It also reserves the right to change the location and campus where it is taught. In courses where the minimum number of students required to form a group is not reached, the University may organize independent study through the personal academic supervision of the student by a mentor. Likewise, some courses will be necessarily offered partially or wholly online. The student will be duly informed of these circumstances. Class and Internship schedules and assessments are established by the relevant School; students must adapt to them based on the groups they are enrolled in. The student accepts to be enrolled on new degree programs, or those adapted to the European Higher Education Area, and is aware that these degree programs are still awaiting the final approval of the academic authorities. In this case, if the University cannot teach these degree programs due to a lack of authorization, the University accepts no liability which may arise from this situation. However, the University will offer students an alternative program from the official degree programs which are already approved and form part of the official academic offer of the current academic year. Changes or modifications to enrollments can only be made within the terms published by the University for this purpose, according to its academic calendar, and must in all cases be approved and validated by the University. Once this period has elapsed, no more modifications may be made.

**11. Language requirements:** According to the terms included in the Bachelor's Degree Admission Regulations, the admission and the enrolment in some of the Bachelor's Degrees are subject to the level of language obtained at the admission tests. For these degrees, irrespective of the level obtained at the language test mentioned above, the University reserves the right to ask the student to take additional language tests, at any moment during the academic year, in order to assure they maintain the required level according to the Bachelor's Degree Admission Regulations. The university has the right to cancel the student's admission or enrolment without refunding the amount paid by the student or by the person economically responsible in case the student does not reach the language level required at the admission process or at the subsequent language tests that the university may consider necessary for the student to take, as mentioned in the previous paragraph.

**12. Internal Regulations of the University.**  
The student hereby accepts and is aware of the internal Regulations of Universidad Europea de Madrid and its academic regulations to which they are subject as a result of their status as students throughout the entire period they are linked to the University. These Regulations are duly published at <http://universidadeuropea.es/en/uem-student/academic-information/regulations>. Any student following a campus-based program is obliged to attend classes and prove their attendance using the technological tools provided by the University for this purpose.

**13. Renewal of discounts.** In the event that the student is a beneficiary of a discount as a result of membership of a group with which the University has a valid agreement in force, as from the second year of studies the University reserves the right to request that the accreditation be substantiated, on an annual basis, by both the student and the group, justifying that the ties with this group remain in force and that the requirements under which the discount is granted remain valid. The signature of these general conditions implies the consent by the student for the University to require the group or institutions with which it has signed the corresponding discount agreement to substantiate the ties of membership with said group or institution.

**14. Processing of personal data.** UNIVERSIDAD EUROPEA DE MADRID, S.A.U., in its capacity as the data controller, will process the personal data included in this form with the aim of performing academic management, better understanding the preferences of the owner thereof by means of evaluating their profile and carrying out studies on their behavior, through internal and external sources, in order to send them advertising and promotional material relating to their own products and services and those of third parties, complementing its data with external sources, such as on social networks, and using their image in on-campus work sessions, even once their relationship with UNIVERSIDAD EUROPEA DE MADRID, S.A.U., has ended. The processing of the personal data included in this form is based on the development and execution of the relationship formalized with the owner thereof and that is detailed in this document, as well as on compliance with the legal obligations by UNIVERSIDAD EUROPEA DE MADRID and the unequivocal consent of the data subject. Similarly, the personal data processed by UNIVERSIDAD EUROPEA DE MADRID, S.A.U., in order to achieve the purposes detailed above may be communicated to regional, state, European or international public bodies and administrations, which act as financial guarantors for information on academic results, and to financial entities for the management of collections and payments. The data owner has the right to access, rectify and delete the data, limit its processing, oppose its treatment and exercise their right to the portability of their personal data, all free of charge, as detailed in the full information on data protection. The data owner may revoke the consent they have given to receive commercial or promotional communications at any time, by contacting UNIVERSIDAD EUROPEA DE MADRID, S.A.U. at its registered office address at C/ Tavo, s/n, 28670, Villaviciosa de Odón (Madrid), or by sending an email to [dp@universidadeuropea.es](mailto:dp@universidadeuropea.es), including the following reference as the subject: "unsubscribe from advertising." The data holder may consult additional and detailed information on data protection at: <https://universidadeuropea.com/en/privacy-policy>.

Nombre y apellidos del estudiante / Student's first name and last name(s)  
**Juan Español Español**

NIF / NIE / Pasaporte / Passport  
**65004204v**

Firma / Signature

Acepto la **política de privacidad**  
 Acepto que se traten y encripten en el documento los datos personales biométricos de la firma para garantizar la legalidad y seguridad de la misma  
Aceptar

UNIVERSIDAD EUROPEA DE MADRID, S.A.U., in order to achieve the purposes detailed above may be communicated to regional, state, European or international public bodies and administrations, which act as financial guarantors for information on academic results, and to financial entities for the management of collections and payments. The data owner has the right to access, rectify and delete the data, limit its processing, oppose its treatment and exercise their right to the portability of their personal data, all free of charge, as detailed in the full information on data protection. The data owner may revoke the consent they have given to receive commercial or promotional communications at any time, by contacting UNIVERSIDAD EUROPEA DE MADRID, S.A.U. at its registered office address at C/ Tavo, s/n, 28670, Villaviciosa de Odón (Madrid), or by sending an email to [dp@universidadeuropea.es](mailto:dp@universidadeuropea.es), including the following reference as the subject: "unsubscribe from advertising." The data holder may consult additional and detailed information on data protection at: <https://universidadeuropea.com/en/privacy-policy>.

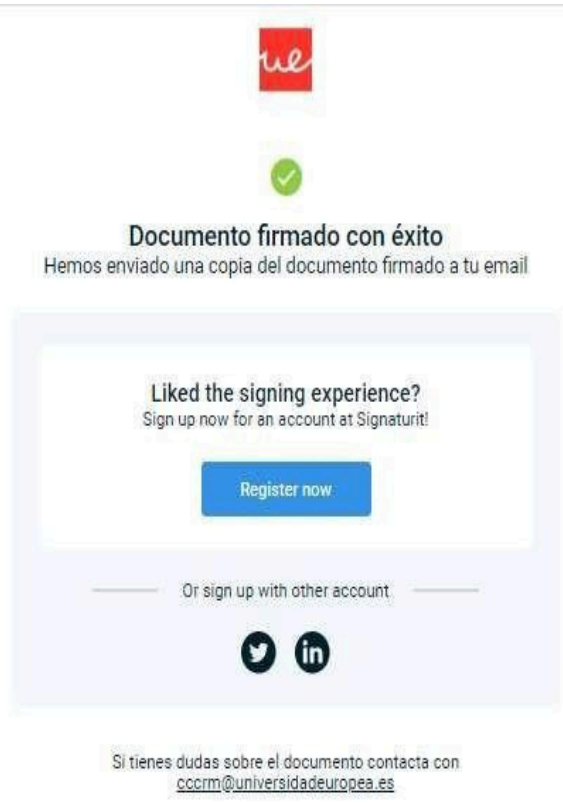
Nombre y apellidos del estudiante / Student's first name and last name(s)  
**Juan Español Español**

NIF / NIE / Pasaporte / Passport  
**65004204v**

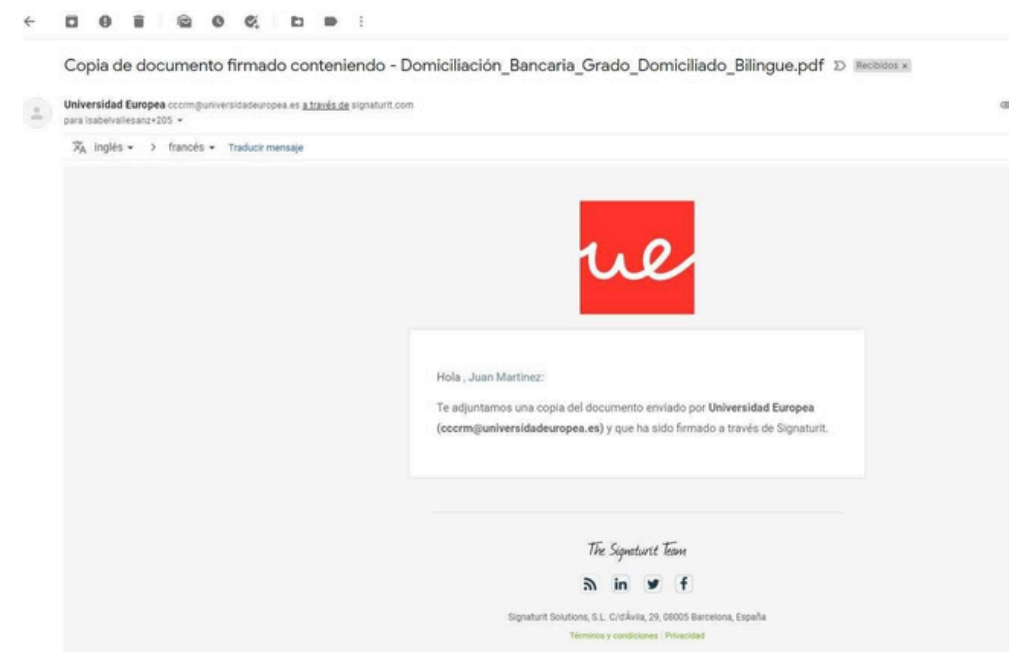
Firma / Signature

Acepto la **política de privacidad**  
 Acepto que se traten y encripten en el documento los datos personales biométricos de la firma para garantizar la legalidad y seguridad de la misma  
Enviar documento

Accept the conditions for the protection of personal data and validate.

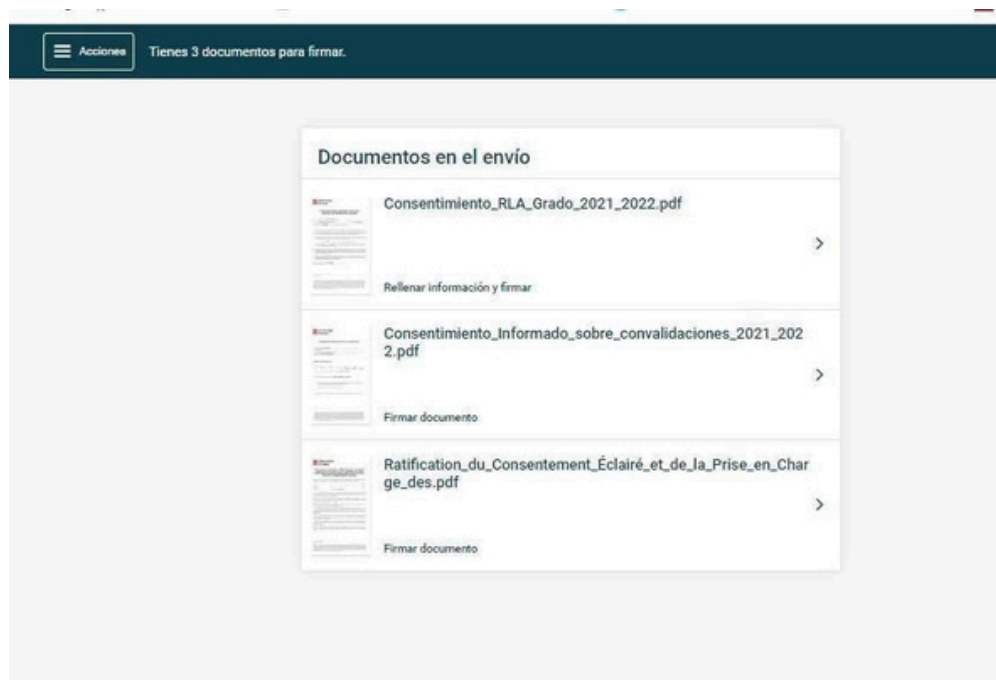


← *Once all the documents have been signed and validated, you will receive this message.*



*The user will receive an e-mail with a copy of the completed document.*

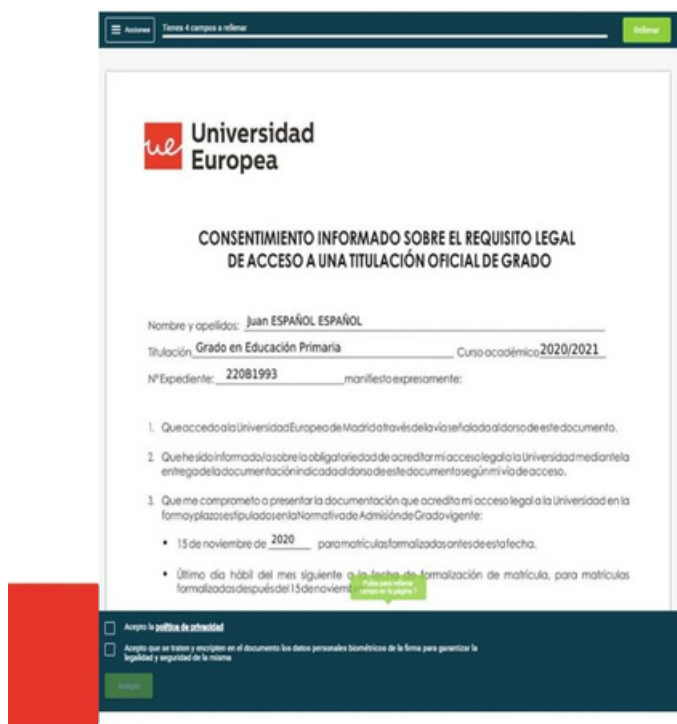
*Once you have registered, you will receive further documents to complete.*



**In the RLA document (Requisito Legal de Acceso), you must select the box corresponding to the Credencial UNED.**

The other documents will be sent to you at a later date, and this varies from year to year.

*The documents vary depending on the course. Here is an example of the document indicating your consent to transmit your legal access to the university, the **Credencial**. Students enrolled on physiotherapy and CAFYD courses at the UEC will be required to complete a consent form stating that they must achieve a B2 level in Spanish before the start of the academic year.*



Universidad Europea

**CONSENTIMIENTO INFORMADO SOBRE EL REQUISITO LEGAL DE ACCESO A UNA TITULACIÓN OFICIAL DE GRADO**

Nombre y apellidos: Juan ESPAÑOL ESPAÑOL

Titulación: Grado en Educación Primaria Curso académico: 2020/2021

Nº Expediente: 22081993 manifiesto expresamente:

- Que accedo a la Universidad Europea de Madrid a través de la vía señalada al darme de este documento.
- Que he sido informado/a sobre la obligatoriedad de acreditar mi acceso legal a la Universidad mediante la entrega de la documentación indicada al darme de este documento según mi vía de acceso.
- Que me comprometo a presentar la documentación que acredita mi acceso legal a la Universidad en la forma y plazos estipulados en la Normativa de Admisión de Grado vigente:
  - 15 de noviembre de 2020 para matriculas formalizadas antes de esta fecha.
  - Último día hábil del mes siguiente a la fecha de formalización de matrícula, para matriculas formalizadas después del 15 de noviembre.

Acepto la política de privacidad

Acepto que se usen y almacenen en el documento los datos personales biométricos de la firma para garantizar la legalidad y seguridad de la misma

*The documents are pre-filled. They simply need to be signed.*



During summer, the Universidad Europea will give you access to your online file (**portal estudiante**). This is where you need to : -

**download your Credencial de la UNED**

-Issue your **school certificates**

-View and **download your invoices**

-Make any request relating to your file to the Universidad Europea

# How to send your Credencial.

*Go to Universidad Europea student portal ([www.universidadeuropea.es](http://www.universidadeuropea.es)) by clicking on "Entra" then "Estudiantes":*



Log in to your student space and follow the instructions below:

Click on "información académica" - then on "Solicitudes".

In "Solicitudes", click on "aquí".

Click on "Crear solicitud

Tick the "Requisito Legal de acceso" box then click on Siguiete

Enter the title "credenciales o RLA" and add the document. Finish by clicking on "enviar".



## MORE INFORMATION ON THE STUDENT PORTAL

On this student portal, you can **carry out all your administrative tasks**.

- In the "Asuntos económicos" section, you can request **invoices**.
- In the "Asuntos académicos" section, you can request your **certificates** (school certificates or other certificates if required).
- In the "Asuntos académicos" section, you can also manage the **cancellation of** your application. A **chat tool** is available in the bottom right-hand corner of your portal.

We invite you to browse the menus to familiarise yourself with this area, which is your point of communication with the authorities.

**ALL YOUR REQUESTS MUST BE MADE  
THROUGH THIS PORTAL.**



 FEEDUC

