School of Graduate Studies



MANUAL PAYMENT

RESERVATION FROM PLACE AND ENROLLMENT

UC3M COURSES



For payment enter the site: <u>https://sigma.uc3m.es/cosmos/Controlador/?apl=Uninavs&gu=a&idNav=inicio</u> <u>&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNOTCS&ambito=</u> <u>MENU&idioma=en&pais=GB</u> VALID CARDS: VISA and MASTERCARD

1.- Enter the ID / Passport and 4-digit password (for former students)

Conversided Carlos III de Madred	If you do not remember your password, you must access https://cambiatuclave.uc3m.es/
Sign in Passport/ID Password	
Log In	

For new students

	Username and password indicated in the registration
Control El de Madrid	
Iniciar sesión	
Le Dei	
Contraseña	
Entrar	
Pulse aquí si no puede ver correctamente la página	

Click on "Fees" button

Universidaad Caritos III de Ma		
Home		
Home		
• You are accessing an asset owned by the institution. Only authorized u	sers have the right to access this asset, any unauthorized attempt will be audit	ed and stored if required. Access by unauthorized personnel to this resource is explicitly prohibited.
Applications		
Student document management	Fees	Continuing education



2.- Click "Search"

₽	Universidad Carlos III de Madrid				
	Tasas / Gestión de Movimientos > Trámite de Pago TPV				
	 Student Identificator Number Name Identity card / Passport 	318790			
	Search of pending payments				
	Academic Year	2015/16-0 💌			
			(Q) Search		

3. Click "Action"

⊧ Uni	iversidad Carlos III de Madri	d					
Tasa	s / Gestión de Movimientos > Trámits	de Pago TPV					
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				(a) Back			
	Action *	Center ‡	Study Plan *	Academic Activity *	Study Type *	Amount *	Movement type *
	0	5 - Formación Continua	1212/1 - No Informada	ITC - Inscripción TCS	4 - Carlos III Courses	600	Single Payment/First Payment
				۵			

4. Click "Pay"



5. Click "Accept"

=	Universidad Carlos III de Madrid			
	Tasas / Gestión de Movimientos > Trámite de Pago TPV			
	Selected payment information			
	* Center	5 Formación Continua		
	Academic activity	ITC - Inscripción TCS		
	* Type of study	4 - Carlos III Courses		
	 Application fee 	600 C		
		C	Your payment will be processed by credit card or debit card.	
			Back Accept	



6. Enter data Card

elected payment information Center Academic activity Yype of study Application fee	S - Pormación Cor ITC - Inscripción e 4 - Carlos III Cour E	Santander Elavon	(English •	
		1 choose sayment = 2 checking	anne 🛆 3 contracting Pa 4 ment	
		Payment details	Payment by Card 🚟 😭 👛 🗠	
		Amount 1.000,00 €	Card Number	Card Number
		Merchant UC3M - Adm. Electrónica	Expiry Date	
		Terminal 47792932-1	m nun aa	Expiry Date
		Order 27090	Security Code	- CVV Number
		Date 14/04/2016 16:26		CVV Number

After entering the card details click "Accept" and make payment.

The system generates a screen to confirm payment with the bank.

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0 <	Tasas / Gestión de Movimientos > Trâmite de Pago TPV			
	Selected payment information Center Academic activity Yope of study	5 - Formación Cor ITC - Inscripción e 4 - Carlos III Cour	Wait while confirming payment information	
	Application fee	c	Please wait	
			This process of confirmation of payment with the bank may take several minutes.	
			Hafter a few minutes is not received confirmation with the automotivational cancel the payment. To cancel the jayment at this time press:	
			(C) Return	

7. Completed payment click "Continue"

Selected payment information Center Academic activity Type of study Application fee	5 - Permatión Cor ITC - Inscripción + 4 - Carlos III Cour E	5	Santander Elavon		[English •	i	
		1 method	ayment 📼 2 Maguested	A 3 serving	Ra 4 Transaction		
		Paymer	nt details	AUTHORIZED	OPERATION WITH CODE:		
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		Terminal	47792932-1	Entra en iupay y descub	re una nueva forma de comprar, más		
		Order reference number	27093	sencilla, rápida y seg	ura. Información en www.iupay.es		
		Date	14/04/2016 16:35				

8. Payment voucher

The application generates a payment voucher and you can download the document.

After click en "Continue".



elected payment information			
Center	5 - Formación Continua		
Academic activity	ITC - Inscripción en Titulos Propios		
Type of study Application fee	4 · Carlos III Courses		
		Payment has been made correctly	
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		CONFIRMATION OF PA	
	Mr./Ms. I), has made a EUR fee payment	
	for the application to U	C3M Courses Registration for the academic year 2015/16-0.	
	The enumeri details at	te se felleurs	
	The payment details an	e as fullows.	
	Payment identification	on: 27092	

If you have not generated the payment voucher, you can order by sending an email to: formacioncontinua@postgrado.uc3m.es, indicating the number of payment authorization to provide it with the bank.

The next screen indicates that the payment was successful. Click "OK"

C Taxa / Settlón de Hanolmentus- Takoñe de Pago TTV
The electronic payment was successful

9. Exit application

Click the name and then click "Exit"

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		My profile	4
	Student Identificator Number 28071	About	0
	Name Lassify and / Passport	Contact Exit	8
		Exit	Q
	Search of pending payments		
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