

# Quick guide to application to PhD admission

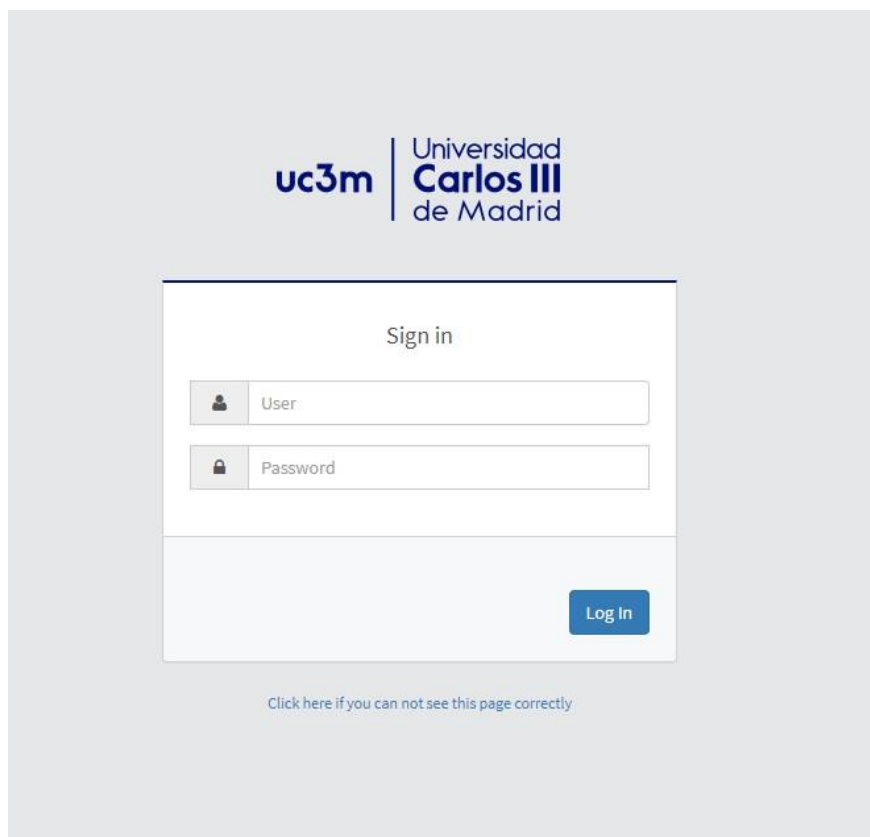
Access the admission web application.

<https://sigma-web.uc3m.es:8443/SolicitudEntradaIDOC.html#>



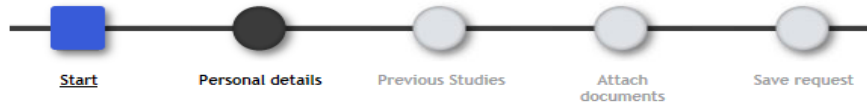
The screenshot shows the homepage of the PhD admission application system for Universidad Carlos III de Madrid. At the top left is the university's logo. The main heading reads "SOLICITUD DE ADMISIÓN A LOS PROGRAMAS DE DOCTORADO DE LA UNIVERSIDAD CARLOS III DE MADRID". Below this is a photograph of two people in an office setting. To the right of the photo, there are three bullet points in Spanish and English: "Bienvenidos/as al formulario de inscripción en PROGRAMAS DE DOCTORADO de la Universidad Carlos III de Madrid." and "Welcome to the Universidad Carlos III PhD Programs Application System.", "Recordad que para salir ordenadamente del sistema tenéis que pulsar el botón **Desconexión**" and "In order to log out please click the button **Exit**", and "Si estáis más de 60 minutos sin actividad, vuestra sesión expirará automáticamente." and "Your session will expire after 60 minutes of inactivity.". Below the text is a language selection section titled "Seleccione un Idioma / Choose a language" with two options: "Castellano/Spanish" with a Spanish flag icon and "Inglés/English" with a British flag icon. At the bottom left, there is a small copyright notice: "© Universidad Carlos III de Madrid".

Enter your ID (DNI, NIE or passport number) and the password you have previously chosen (if you do not remember it, please recover your password [here](#))



The screenshot shows the login page of the application system. At the top, the logo for "uc3m Universidad Carlos III de Madrid" is displayed. Below the logo is a "Sign in" section containing two input fields: "User" and "Password". The "User" field has a person icon on the left, and the "Password" field has a lock icon on the left. Below these fields is a blue "Log In" button. At the bottom of the page, there is a link that says "Click here if you can not see this page correctly".

Select the doctoral program of your interest and the itinerary that you prefer. If you are applying for a scholarship, indicate it in the Comments field. Don't forget to read and accept the data protection disclaimer.



**i** Select the programme you want to apply for

Study Option

Center / Curriculum	
Order of preference	Center / Curriculum
1	27 - Doctoral School / 390 - Ph.D. in Social Sciences (RD 99/2011)

**i** You can use the mouse to drag and drop the rows in order to sort centres and itineraries

Speciality
Full Time. Starting in November
Part Time. Starting in March
Full Time. Starting in March
Part Time. Starting in November

**Student's comments**

(1970 / 1970)

He leído el texto sobre Protección de Datos y acepto

I have read and accept the Data protection notice

Verify personal information.

**Pre-registration for access**

▸ Name and Surname		▸ DNI/Passport	
▸ NIP		▸ NIA	
▸ Study Option	Media Research Ph.D. program	▸ Type of studies	Official Doctorates
▸ Academic year	2018/19		

Start   **Personal details**   Previous Studies   Attach documents   Save request

**Personal details**

ID number (ID, passport, etc.)	Document type	National ID
First Name	Surname	
Second Surname	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
Nationality	Spanish	
E-mail address	@alumnos.uc3m.es	Personal E-mail address <input type="text"/> @gmail.com

**Address**

Country	Spain
Postcode/Zip Code	28903
City / Town	Getafe
Province / State	Madrid
Address (street, nº)	<input type="text"/>
Phone (including country and area code)	<input type="text"/> (Do not include any spaces or special characters, for example -.)
Mobile (Cellular) Telephone (including country code)	<input type="text"/> (Do not include any spaces or special characters, for example -.)
Address disclosure	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Birth details**

Date of birth	(dd/mm/yyyy)
Country	<input type="text"/>
Postcode/Zip Code	<input type="text"/>
City / Town	<input type="text"/>
Province / State	<input type="text"/>

If you are a former UC3M student, select the record which grants you access to Ph.D. If not, click on *New File*. Use the drop down menu to indicate your former University if said University is Spanish; if not, enter its name on the text field.



**Home University**

Home University

Faculty

If your University is not included in the previous list add its name here

Universidad Española  Si  No

Department (Field Not Mandatory)

**Education and Training**

Exact title of diploma

Diploma type

**State of studies**

Last year completed

State of studies

Pending  Finished

When was your degree issued?

Check the requirements and admission criteria of the program of your interest at the website and upload the required documents by selecting each field and then choosing the corresponding document. Check that the document format and size meet the requirements to be uploaded to the application. You will not be able to continue your application if you do not upload all the required documents.

Authorization of disclosure of both educational and professional information are mandatory for non-UC3M students with a professional background, in which case these documents must be provided according to the template that can be downloaded [here](#).



Documents

Select a document

- Academic record's official transcript, including final average grades (only for non-UC3M former students). UC3M students shall provide a pdf copy of their academic record. (Mandatory)
- Additional documents you may consider relevant to your application
- Authorization of disclosure of educational information (not required for former UC3M Students)
- Authorization of disclosure of professional information (Mandatory for students with a professional background)
- Copy of DNI (Spanish citizens) / Copy of Passport or Residence Permit (Rest) (Mandatory)
- Copy of official degree certificate (or payment receipt for certificate issuance fees), or Statement of Responsibility declaring all required academic training has been successfully passed (Mandatory)
- Curriculum Vitae PHD in Mathematical Engineering (Mandatory)
- Endorsement for thesis project (Mandatory)
- ID/Passport-size photo
- Official certificate issued by former school stating the applicant's academic background qualifies for access to Ph.D. level studies
- Part-time enrollment application - PhD in Mathematical Engineering
- Ph.D. Thesis Project Proposal (Mandatory)
- Proof of knowledge of English language skills
- Reference letter(s): to be directly submitted by the professor to [oficinaleg@doctorado.uc3m.es](mailto:oficinaleg@doctorado.uc3m.es) indicating candidate's full name-Ph D in Mathematical Engineering-UC3M on the subject line. (not to submit here)

Finish the application and print your receipt by clicking on the highlighted icon.



Print

**i** Your application has been registered.

- To print any of the documents, click on the print icons next to them.
- To log out click the Exit button on the upper part of the screen

	Documents
	Application Document

**i** I hereby declare the truthfulness of the information recorded and that the documents presented are faithful copies of the original. In the case of the aforementioned not being verified, the student shall assume the legal consequences that could derive from this action, and the University, in accordance with the regulations currently in vigor, shall not recognize as valid any of the accompanying documentation presented nor its effects. Furthermore, the University can, at any time, request presentation of the original documents to determine the veracity of the same.

For more information, visit the following link:

[https://www.uc3m.es/ss/Satellite/Doctorado/en/TextoDosColumnas/1371211150890/Admission to Ph.D. Programs](https://www.uc3m.es/ss/Satellite/Doctorado/en/TextoDosColumnas/1371211150890/Admission%20to%20Ph.D.%20Programs)