

## Master Enrollment

**It is the student's responsibility to be informed of all the** Universidad Politécnica de Madrid's **enrollment processes and regulations.**

Pursuant to the Universidad Politécnica de Madrid's Enrollment Regulations, students must enroll annually.

## Enrollment Process

Enrollment is formalized through the self-enrollment application.

The steps you must follow to formalize enrollment are:

1. **(only for first-time students)** Request a service account at the following address: [https://www.upm.es/gsr/correo\\_alumnos/solicitud.upm?c=ni](https://www.upm.es/gsr/correo_alumnos/solicitud.upm?c=ni)
2. Make an appointment for self-enrollment at [https://www.upm.es/citaprevia\\_automatricula/](https://www.upm.es/citaprevia_automatricula/) A date and time will be randomly assigned, as of which point you may enroll.
3. As of the date and time for the appointment, you may self-enroll at: <https://automatricula.upm.es/automatricula>

Enroll on time and properly; otherwise, you will lose the spot assigned to you.

## Cancelling Enrollment and Cancelling Classes

As a general rule, once enrollment has been formalized, its content may not be modified, barring the cases set forth in article 20 of the Enrollment Regulations. It is very important to remember that students who wish to may cancel total enrollment with no need for justification until 21 September 2022. In this case, the entire amount paid shall be returned, except for Secretary Office fees, school insurance, or any other mandatory insurance.

Regarding cancellation of electives, if done within 5 business days after the date of enrollment, 100% of fees or public prices paid for the cancelled classes shall be returned. After this deadline (as of the 6th business day) and until 21 September, 50% shall be returned (barring cases set forth in article 20 of the Enrollment Regulations).

**Un-Enrolling from 2nd-Semester Classes. With an appointment for self-enrollment from 1 through 7 February 2023 you may un-enroll up to 12 credits and receive a 100% return of the amount paid, provided that the un-enrollment does not enter into conflict with articles 5 and 9 of the Enrollment Regulation.**

**Extraordinary Enrollment Period. With appointment through self-enrollment. From 8 through 14 February 2023 and only for the cases set forth in article 6.1 of the Enrollment Regulation.**

## Notifications

The Post-Graduate Office may send certain specific communications to the student's Universidad Politécnica de Madrid institutional email (name@alumnos.upm.es), so it is advisable to read the messages received in the account, since these emails are sufficient as means of notification for summons and other notifications.

## Public Prices

Payment Discounts:

Students entitled to [discounts ANNEX V](#) on payment must indicate this in self-enrollment, marking the pertinent box. Afterward, and before 30 September, they must send the Post-Graduate Office documents to prove these discounts. In the event that the documentation is not provided, enrollment prices will be adjusted without the discount.

Payment Methods:

The enrollment fee may be paid in one single payment or in several installments until March 2023.

In both cases, the student may make payment in any of the following ways: with the Payment Form at any of the banking institutions indicated on said form, by card, or by direct bank debit. If **direct bank debit** is selected, after enrollment and before 30 September, the student must **deposit the bank debit document (SEPA) in the Post-Graduate Office mailbox**, signed by the account holder, **writing the record number** on the top right.

## Master Program Information

[University Master's in Computer Engineering](#)

[University Master's in Software and Systems](#)

[University Master's in Artificial Intelligence](#)

[University Master's in Software Engineering](#)

[Master's Program in ICT Innovation: Data Science \(EIT Digital Master School\)](#)

[Master's Program in ICT Innovation: Human Computer Interaction and Design \(EIT Digital Master School\)](#)

[Master's in Science in Health & Medical Data Analytics \(EIT Health\)](#)

[University Master's in Data Science](#)