

## REGISTRATION GUIDE

1. The first step is creating **an account at the Complutense University website**. You should fill out a form with your personal data. You can find [here](#) the link for the form. On its top right corner you can choose English as the language of the form.
2. Once you have filled out and submitted the form, you will receive an e-mail at the address you provided with a confirmation link. In case you do not receive this message in your inbox, please, check your junk box.
3. On the right side of [this page](#), you can find the **Matrícula Online** (Online Registration) section. Please, introduce your **Usuario** (User, the same as provided when creating your account) and **Contraseña** (Password). Click **Entrar** to log in.

The screenshot displays the website's header with the logo and 'UNIVERSIDAD COMPLUTENSE CURSOS DE VERANO'. A search bar and 'CAMPUS DE EXCELENCIA INTERNACIONAL' are visible. The main navigation menu on the left includes 'Presentación', 'Información y Matrícula', 'Equipo', 'Programación', 'Actividades Extraordinarias', 'Patrocinio', 'Galería de Imágenes', 'Prensa', and 'English version'. The central content area is titled 'Información y Matrícula' and features a 'Matrícula Online' section with a login form. The form includes fields for 'usuario' and 'contraseña', and an 'Entrar' button. A green circle highlights the login form. Below the form are links for 'Prensa', 'Galería', 'Patrocinador general', and 'Siguenos en' with social media icons. The footer contains 'Localización y Contacto', 'Anexo legal', 'Información y matrícula', 'Sedes Cursos Transporte', 'Campus Virtual', and 'Ediciones anteriores'.

4. In your account you can choose the English version of the site clicking the English option on the top of the page. It will allow you to read some commands and menus in English.
5. On the left side commands, you can access to **‘Registration’ (1)**. Then, click on **‘Registration process’ (2)** to find the **‘Select Course type for Registration’** menu.

6. The section you should choose to find our course is the third one: **‘Cursos Verano El Escorial’**. Among the new options that appear after this, you should click on **‘Curso de Verano’** (3).

The screenshot shows the 'Fundación Complutense matrícula online' website. On the left is a navigation menu with items: Personal Details, Course Catalogue, Course List, Registration (marked with a green arrow and '1'), Registration Process (marked with a green arrow and '2'), Registered Courses, Courses Completed, and My Shopping Basket. The main content area is titled 'CLASSIFICATION CRITERIA' and has two radio buttons: 'Classify courses by Training Unit' (selected) and 'Classify courses by Knowledge Area'. A red box on the right says 'It has no courses offered'. Below this is a section titled 'Select Course Type for Registration' containing a list of course types: CONGRESOS/WORKSHOPS, CENTRO SUPERIOR DE IDIOMAS MODERNOS, CURSOS VERANO EL ESCORIAL, CURSO DE VERANO (highlighted with a green arrow and '3'), JORNADA, TALLER, ENCUENTRO, ARTES ESCÉNICAS, ESCUELA LATINOAMERICANA, ESCUELA COMPLUTENSE DE VERANO, and FORMACIÓN ABIERTA. The footer contains the text '2011 © Fundación Universidad Complutense de Madrid'.

7. Right after that, you will be offered all the available courses listed by code. Our course code is 73101, and the course title appears in bilingual Spanish and English: “Codicología Árabe: el patrimonio manuscrito islámico en la Biblioteca de El Escorial / Arabic Codicology: the Islamic manuscript heritage in the El Escorial Collection”.

Fundación Complutense matricula online

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Personal Details Course Catalogue Course List Registration Registered Courses Courses Completed My Shopping Basket

Classification Criterion: Training Unit

If you are interested in one of the courses shown below, please select it to start the online registration process.

Code	Name	Period	Places Occupied
71101	CÁNCER: DEL LABORATORIO AL PACIENTE	Del 30/06/2014 a 04/07/2014	70%
71102	CIENT AÑOS DE OCTAVIO PAZ	Del 30/06/2014 a 04/07/2014	70%
71103	LA LUZ PINTADA: TÉCNICA Y LENGUAJE	Del 30/06/2014 a 04/07/2014	70%
71104	ÁFRICA SUBSAHARIANA. CONFLICTOS, RETOS Y RESPONSABILIDADES EUROPEAS	Del 30/06/2014 a 04/07/2014	70%
71106	CATALUÑA 1714-2014 ¿UN PROBLEMA DE IDENTIDAD O DE COMUNICACIÓN?	Del 30/06/2014 a 04/07/2014	70%
71108	ARTE EN LAS MATEMÁTICAS. MATEMÁTICAS EN LAS ARTES	Del 30/06/2014 a 04/07/2014	70%
71109	EL MUNDO: 25 AÑOS DE HISTORIA	Del 30/06/2014 a 04/07/2014	70%
72101	ABORDAJE DE LA ENFERMEDAD VALVULAR CARDIACA EN EL SIGLO XXI	Del 07/07/2014 a 11/07/2014	70%
72102	EL JUDISMO: CONTRIBUCIONES Y PRESENCIA EN EL MUNDO CONTEMPORÁNEO	Del 07/07/2014 a 11/07/2014	70%
72103	ORTEGA Y GASSET: LIBERALISMO, SOCIALISMO, NACIONALISMO, AUTONOMISMO Y FEDERALISMO (EN EL CENTENARIO DE LA GENERACIÓN DE 1914)	Del 07/07/2014 a 11/07/2014	70%
72104	LA POLICÍA GLOBAL	Del 07/07/2014 a 11/07/2014	70%
72106	EL SECTOR DE LOS VIDEOJUEGOS EN EL CONTEXTO SOCIOCULTURAL	Del 07/07/2014 a 11/07/2014	70%
72107	CONSERVACIÓN DEL MEDIO AMBIENTE	Del 07/07/2014 a 11/07/2014	70%
72108	EL ATLETA DE ÉLITE: HOMBRE VS CABALLO. AVANZANDO JUNTOS	Del 07/07/2014 a 11/07/2014	70%
72109	AL OTRO LADO DE LAS REJAS: BIENESTAR EN ANIMALES SALVAJES	Del 07/07/2014 a 11/07/2014	70%
72110	LOS SERVICIOS PÚBLICOS A DEBATE	Del 07/07/2014 a 11/07/2014	70%
72111	LA POLIS REPRESENTADA: TEATRO Y DEMOCRACIA	Del 07/07/2014 a 11/07/2014	70%
72112	FISCALIDAD INTERNACIONAL: LA INICIATIVA BEPS Y OTROS RETOS ACTUALES	Del 07/07/2014 a 11/07/2014	70%
72113	EMPRENDER CON CONOCIMIENTO: CLAVES PARA MONTAR SU NEGOCIO	Del 07/07/2014 a 11/07/2014	70%
72114	ELECCIONES, PARTIDOS Y GOBIERNO DE LA UNIÓN EUROPEA: HACIA LA UNIÓN POLÍTICA	Del 07/07/2014 a 11/07/2014	70%
73101	CODICOLOGÍA ÁRABE- EL PATRIMONIO MANUSCRITO ISLÁMICO EN LA BIBLIOTECA DE EL ESCORIAL ARABIC CODICOLOGY: THE ISLAMIC MANUSCRIPT HERITAGE IN THE EL ESCORIAL COLLECTION.	Del 14/07/2014 a 18/07/2014	70%
73102	ARTE, MÚSICA Y FILOSOFÍA EN ÁFRICA. CLAVES PARA UNA REFLEXIÓN	Del 14/07/2014 a 18/07/2014	70%
73103	ESTRUCTURAS FAMILIARES MEDITERRÁNEAS: PASADO MEDIEVAL Y ECOS ACTUALES	Del 14/07/2014 a 18/07/2014	70%
73104	ESPAÑA: SALUD, SOCIEDAD Y ESTUDIOS POBLACIONALES EN ENVEJECIMIENTO. COHORTE MEDICES	Del 14/07/2014 a 18/07/2014	70%
73105	EN DEFENSA DE LO PÚBLICO	Del 14/07/2014 a 18/07/2014	70%
73106	MUJERES, COMUNICACIÓN Y CONFLICTOS ARMADOS: DE LA I GM A NUESTROS DÍAS	Del 14/07/2014 a 18/07/2014	70%
73107	LA ERA DIGITAL: ENTRE EL PARAÍSO Y EL INFIERNO	Del 14/07/2014 a 18/07/2014	70%
73108	IMÁGENES DE UNA TRAGEDIA: LA I GUERRA MUNDIAL Y EL CINE	Del 14/07/2014 a 18/07/2014	70%
73109	ANIMALES Y HUMANOS: UNA HISTORIA DE APORTACIONES MUTUAS	Del 14/07/2014 a 18/07/2014	70%
73110	MOVILIDAD Y DESARROLLO HUMANO SOSTENIBLE	Del 14/07/2014 a 18/07/2014	70%
73111	LAS APORTACIONES DE LA CRISTALOGRAFÍA A LA INDUSTRIA DEL SIGLO XXI	Del 14/07/2014 a 18/07/2014	70%
73114	EL TEATRO EN TIEMPOS DE CRISIS	Del 14/07/2014 a 18/07/2014	70%
73115	COMER: COCINA, NUTRICIÓN Y SALUD	Del 14/07/2014 a 18/07/2014	70%
74101	MÉTODOS DE PROPAGANDA ACTIVA EN LA GUERRA CIVIL: TEATRO, CINE, POESÍA, MÚSICA Y PINTURA	Del 21/07/2014 a 25/07/2014	70%
74102	IMAGEN Y PERCEPCIÓN HOY EN ESPAÑA DEL MODELO NÓRDICO A TRAVÉS DE SUS MANIFESTACIONES CULTURALES	Del 21/07/2014 a 25/07/2014	70%
74103	LA JUSTICIA EN ESPAÑA: VIEJOS PROBLEMAS, NUEVAS SOLUCIONES	Del 21/07/2014 a 25/07/2014	70%
74104	LA FAMILIA: UN ASUNTO DE ESTADO	Del 21/07/2014 a 25/07/2014	70%
74105	REPENSAR LA POLÍTICA PARA GENERAR CONFIANZA	Del 21/07/2014 a 25/07/2014	70%
74109	EL TORO DE LIDIA: GANADERÍA, DEHESA Y BIENESTAR ANIMAL	Del 21/07/2014 a 25/07/2014	70%
74110	¿SE PROTEGE EL MEDIO MARINO EN LA INVESTIGACIÓN DE LOS FONDOS OCEÁNICOS?	Del 21/07/2014 a 25/07/2014	70%
74111	PRESUPUESTOS PÚBLICOS: TÉCNICAS Y RETOS DE LAS POLÍTICAS PRESUPUESTARIAS ACTUALES	Del 21/07/2014 a 25/07/2014	70%
74112	CARLOS SAURA: EL CINE DE UN ARTISTA TOTAL	Del 21/07/2014 a 25/07/2014	70%

73101

Then, you will be required to accept the Registration Conditions.

Fundación Complutense matricula online

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Personal Details Course Catalogue Course List Registration Registered Courses Courses Completed My Shopping Basket

CODICOLOGÍA ÁRABE: EL PATRIMONIO MANUSCRITO ISLÁMICO EN LA BIBLIOTECA DE EL ESCORIAL ARABIC CODICOLOGY: THE ISLAMIC MANUSCRIPT HERITAGE IN THE EL ESCORIAL COLLECTION

Registration Conditions

You are enrolling in a course offered by the General Foundation of the University Complutense of Madrid. Before continuing, we recommend that you read the link below registration rules concerning the course you want to.

<< registration rules >>

For further information, please contact us:

Department of Information and Registration  
 C / Donoso Cortes # 63 - ground floor.  
 Tel: 91 394 6480 - 6481  
 Fax: 91 394 8407  
 matricula@ucm@rect.ucm.es

To continue the process must check the box below, which indicates you have read and accept these conditions.

I have read and accept the conditions

Previous Next

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8. Subsequently, you will be asked to choose carefully your status: **‘Pre-enrol’** or **‘Register’**. Read carefully the information provided by the website dealing with fees status and refund.

When asked about your preferred registration mode, you can choose among **Becario** (Grant Holder), **Oyente** (Guest Student) or **Residente** (Resident).

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9. Some applicants can take advantage of fees assistance. Should it be case, indicate if you are eligible for some type of assistance. You will have to prove your status by uploading valid documents in support of your application.

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The following status open up the right to fees assistance:

- 1 Complutense University (UCM) student, staff or alumni.
- 2 Non Complutense University student, unemployed or retired person.
- 3 Person with a 35% or more disability.
- 4 Accommodation assistance (it is compulsory to clic this command if you are a grant holder)

10. The payment process is activated once you have checked the fees summary and accepted it by clicking on **'Finalise'**.

The screenshot shows the 'Fundación Complutense matrícula online' interface. The navigation menu on the left includes: Personal Details, Course Catalogue, Registration, Registered Courses, Courses Completed, My Shopping Basket, and My Shopping Basket. The main content area is titled 'PAYMENT' and displays a progress bar with five steps: 1 Courses, 2 Credits, 3 Mode, 4 Assistance, and 5 PAYMENT (highlighted). Below the progress bar, the course title is 'CODICOLOGÍA ÁRABE: EL PATRIMONIO MANUSCRITO ISLÁMICO EN LA BIBLIOTECA DE EL ESCORIAL' and 'ARABIC CODICOLOGY: THE ISLAMIC MANUSCRIPT HERITAGE IN THE EL ESCORIAL COLLECTION'. The payment summary table is as follows:

Category	Amount
Selected Course: CODICOLOGÍA ÁRABE: EL PATRIMONIO MANUSCRITO ISLÁMICO EN LA BIBLIOTECA DE EL ESCORIAL ARABIC CODICOLOGY: THE ISLAMIC MANUSCRIPT HERITAGE IN THE EL ESCORIAL COLLECTION	COURSE TOTAL AMOUNT: 522.00 €
Location: Modalidad: RESIDENTE (Incluye Alojamiento)	IMPORTE DE LAS ACTIVIDADES: 0.00 €
Additional Activities:	ACCOMMODATION AMOUNT: 0.00 €
Accommodation:	DISCOUNT RECEIVED AS ASSISTANCE: -0.00 €
Assistance:	Total Amount: 522.00 €

At the bottom of the payment summary, there are two buttons: 'Previous' and 'Finalise'. The 'Finalise' button is circled in green. In the top right corner of the page, there is a shopping cart icon with 'AMOUNT: 522.00€' and a 'Pay' button. The footer of the page reads '2011 © Fundación Universidad Complutense de Madrid'.

11. To pay the fees for the course, you will be offered two options:
- The first is **'Pago por tarjeta de crédito'** (Pay by Credit Card)
  - The second is **'Transferencia bancaria'** (Bank Transfer)

Fundación Complutense  
matrícula online

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Personal Details  
Course Catalogue  
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Registered Courses  
Courses Completed  
My Shopping Basket  
My Shopping Basket

**PAYMENT**

**PURCHASE SUMMARY**

Course	Amount	Accommodation	Accommodation	Amount	Amount to pay
CODICOLOGÍA ÁRABE: EL PATRIMONIO MANUSCRITO ISLÁMICO EN LA BIBLIOTECA DE EL ESCORIAL ARABIC CODICOLOGY: THE ISLAMIC MANUSCRIPT HERITAGE IN THE EL ESCORIAL COLLECTION					0.00 €

**PAYMENT METHOD**

Next you must choose the payment method you will use to pay for the courses in your shopping basket.

**INVOICE REQUEST**

I would like an Invoice

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Bank transfers have to be made in any Banco Santander branch, with the following details:  
Fundación General UCM - Cursos de Verano, account number:  
ES55 0049-2196-06-2514438530