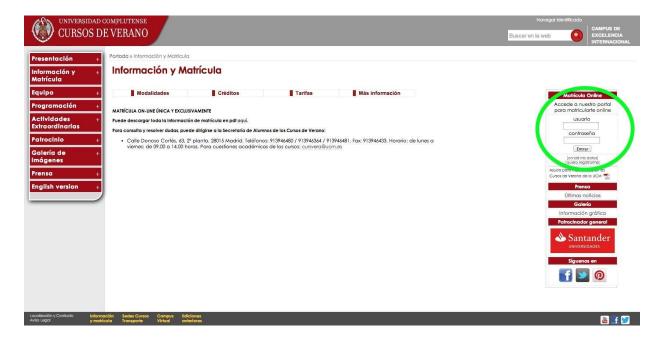
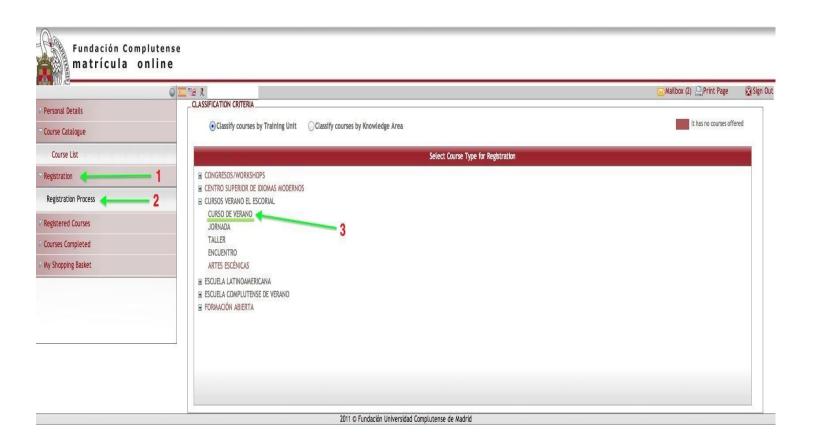
REGISTRATION GUIDE

- 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 <u>here</u> 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 <u>this page</u>, 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.

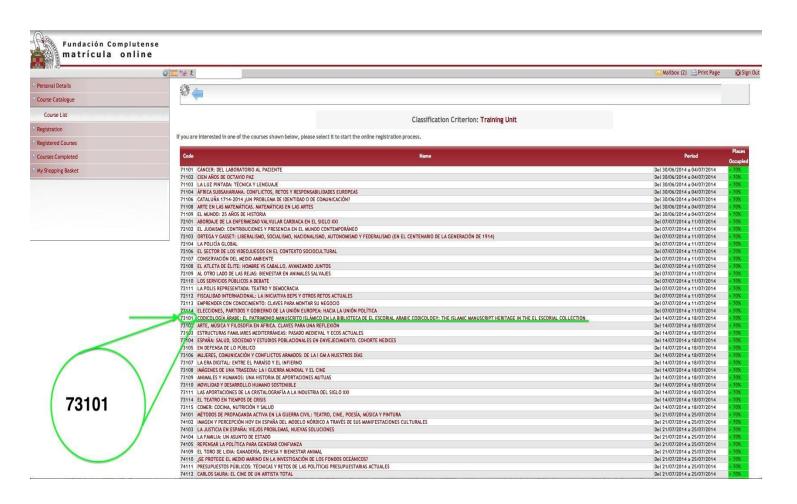


- 4. In your account you can choose the English version of the site clicking the English option on the top of the page. It will allow you to read some commands and menus in English.
- 5. On the left side commands, you can access to 'Registration' (1). Then, click on 'Registration process' (2) to find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



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".

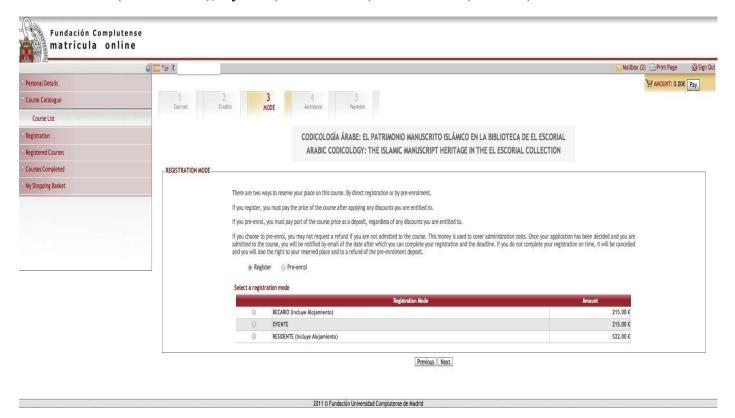


Then, you will be required to accept the Registration Conditions.



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).

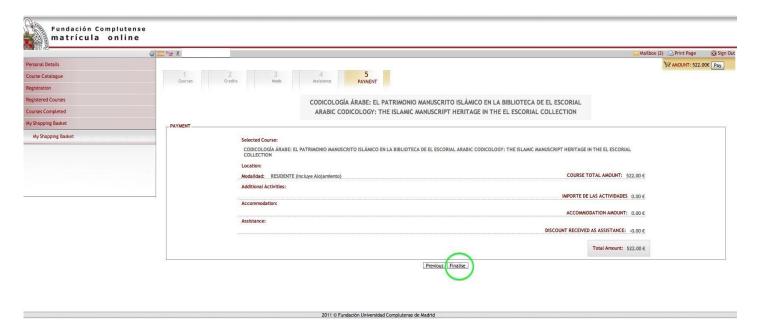


9. Some applicants can take advantage of fees assistance. Should it be case, indicate if you are eligible for some type of assistance. You will have to prove your status by uploading valid documents in support of your application.

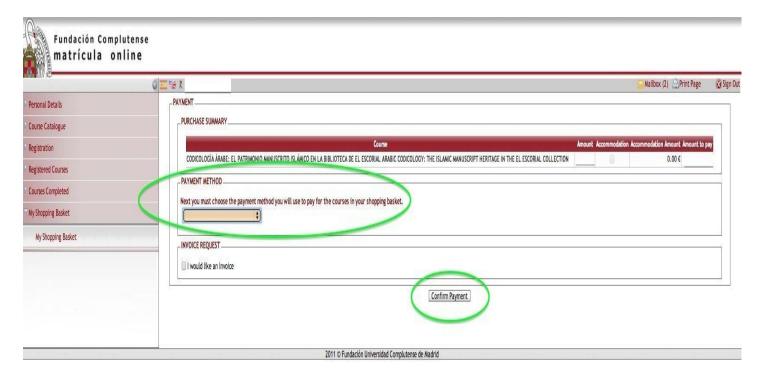


The following status open up the right to fees assistance:

- 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'.



- 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)



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