

INSTRUCTIONS FOR PRE-ENROLMENT IN PHD PROGRAMS IN UCLM

REQUIREMENTS

The legal requirements for access to doctoral studies in UCLM can be found in the section “Access for new doctoral students” in this link: [pre-enrolment and enrolment](#).

STEPS

The steps to a successful admission application are the following:

1. First of all, you should check the list of PhD Programs in UCLM and the characteristics of those you are interested in. This information is available in the following link: [Study Programme](#).
2. Contact the Academic coordinator of the program, or with the academics shown in the web page of the doctoral program in which you are interested to access, for any questions or doubts related to the thesis you wish to carry out or the possible future supervisors. You must make the proposal for the proposed thesis supervisor filling out the following model: [Cover Letter](#).
3. Check that access period is open, according to the calendar detailed in [pre-registration and enrollment calendar](#).
4. Prepare the required documents before login into the pre-enrolment online application. These documents are detailed in the admission webpage.
5. Pre-enrolment to PhD programs of the UCLM can only be fulfilled online. Some topics

to be considered before accessing to the on-line platform:

- **Register as a user:**

If you are a student of the UCLM, you are registered yet and you have been assigned both username and password. In case your password has expired, or you have forgotten it, you can get a new one here: [Account Management](#).

If you are a former student of the UCLM or have studied at another university, you must register by accessing the corresponding link and sign in the application. You will receive by email a username and password that you must use to manage your pre-registration.

- **Digitization of documents**

Each document should be scanned separately and saved in PDF format (no other format is admissible). Each file should be of a maximum size of 3 MB.

- **Required documents:**

For all applicants:

- ID card or Passport (Upload it to the document manager as document type 01)
- Curriculum Vitae according to with the following model: [link to model](#)
- Applicants can also use the standard model for researchers provided by the Spanish Foundation for Science and Technology (FECYT): [CVN | \(fecyt.es\)](#). (document type 02)
- Cover letter according to this model: [link to model](#) (document type 03)
- Supporting documents to the specific requirements established by the corresponding doctoral program. Please, check the information in the website of the doctoral program to which you are applying to, accessible in [required documentation](#), PhD programs section (Upload it to the document manager as document type 09.).
- Supporting document of disability qualification, if applicable, certifying a degree of disability equal to or greater than 33 percent, issued by the competent authority (Upload to the document manager as document type 11. Document certifying disability qualification)
- In case of the thesis is carried out under international co-tutelage, according to the subsequent agreement signed between the UCLM and a foreign university, the corresponding checkbox must be marked and the type of document 12 must be uploaded to the document manager. Application to co-tutelage with a foreign university: [link to model](#)

When obtained titles/diplomas are accredited in other Spanish universities than the University of Castilla-La Mancha you will also submit the following documents:

- Undergraduate degree/diploma. (Upload to the document manager as document type 04.).
- Postgraduate degree/diploma (Masters, DEA, Research Proficiency, Doctor). (Upload to the document manager as document type 05.)
- Academic grades report or certification of the undergraduate and postgraduate studies that give you access to the doctorate. (Upload to the document manager as type of document 06).

The graduates of universities in foreign countries that have not make equivalent the title in Spain, must submit, in addition to the above documents, the following:

- **Graduates from universities in countries belonging to the European Higher Education Area (EHEA):**
 - European Supplement to the degree/diploma (ESD) or
 - Official Academic Certification (OAC) including the record of the studies carried out in Higher Education Master's degree or equivalent, official duration in academic years of the curriculum followed, the studied subjects, workload, grades obtained, as well as the final average grade (upload it to the document manager as document type 06.) and, in the same document or in another, the Certificate that EXPRESSLY certifies that the obtained degrees authorize in the issuing country to pursue Doctoral studies (signed by the University of origin authority or the Ministry of Education of your country). (Upload to the document manager as document type 07.)

- **Graduates from universities in countries outside the European Higher Education Area (EHEA):**
 - Certificate that EXPRESSLY certifies that the qualifications obtained authorize in the issuing country to pursue Doctoral studies (signed by the University of origin authority or the Ministry of Education of your country). (Upload to the document manager as document type 07.)

Titles and certifications must be legalized through diplomatic channels or, where appropriate, following the Apostille of the Hague Convention, except in the case of documents issued by the authorities of the member states of the European Union or signatories of the agreement on the European Economic Area. Documents issued in languages other than Spanish or English must be submitted translated into Spanish ([rules on legalization and translation of documents](#)).

- **Filling in the application:**

Once the form is fulfilled, the pre-enrolment must be recorded and you will receive a confirmation email. You can access your application and modify it whenever you want as long as the pre-registration term is opened and the application is in a "Pendiente de revisar" status. You can also upload documents to the document manager until before you enroll. Subsequent to the corresponding review, you will receive an email notifying you if everything presented is correct ("Validada") or if you need to provide any other document ("Pendiente de documentación").

Also, you can permanently check the status of the application for admission, accessing with your username and password. The status in which your application can be found are:

- **"Pendiente de revisión":** your application and documents have not been reviewed yet.

- **"Pendiente de documentación"**: it has been reviewed and some information or documents are wrong or must be added. You have been informed by email about the issues to solve.
 - **"Invalidada"**: your application has been reviewed by the International Doctoral School and it does not fulfill the requirements.
 - **"Validada"**: The application and related documentation is correct. Now, it's pending to admission or exclusion by the Academic Committee according to access profile and available places.
 - **"Admitida"**: your application has been successful and you have been accepted in the PhD studies. Now, you must confirm it with enrolment.
 - **"Excluida"**: You have not been assigned a position in the PhD program. The reasons are explained in the form and sent by email.
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- **Enrolment and submission of original documents.**

Once accepted, you must register/fulfill the enrolment process in one of the Campus Student Management Units, within the established deadlines. See the "access and registration calendar" of the following link: [pre-registration and enrollment calendar](#).

If your documents are issued by foreign organizations do not forget that they must be duly legalized and, when appropriate, translated. See the following link on legalization and translation of documents: [rules on legalization and translation of documents](#)

Studies pursued in the European Union do not require legalization.

Your registration will be formalized after submitting to the corresponding Student Management Unit the originals and copies of the documents, as well as the certificates that you included in your pre-registration, in order to verify the accuracy of the access data. Otherwise, the registration will be canceled ex officio.