



Dear student,

This year the enrollment to the doctoral program in Applied Mathematics will be on line, from 13 to 17 September. In order to register, please go to the website of the e-Secretariat (https://esecretaria.upc.edu/index_en.html), log in with your username and password, and on the menu on the left, enter the link "automatrícula" in the REGISTRATION section (this link won't be available until September 13th). Once you enter, click "Next" on every screen until you reach the screen where you are asked to register in a tutorship group. Here you have to write "MATEM"; then go ahead, choose your payment option and finish the registration.

VERY IMPORTANT THINGS YOU NEED TO CONSIDER:

- PAYMENT: There are four payment options that appear in the e-secretariat when you have finished the registration: by credit card, through the Línia Oberta de La Caixa, direct debit and cash.

If you want to pay by direct debit, ONE WEEK BEFORE YOU REGISTER you must enter to the section called "BANK ACCOUNTS" of the e-Secretariat and click "Add Account", fill in all the data, and print and sign the document that is generated. This document should be sent (the original, not scanned) to Raquel Caparros, FME. If we do not get this item signed IN ADVANCE you cannot pay by direct debit, even if you have already paid by direct debit the previous years. This arrangement has nothing to do with the registration on line, if you came to register in person it would be the same (more info: <https://www.upc.edu/sga/matricula/pagament-of-enrollment/SEPA-iban-order-of-debit>).

If you pay cash, print the registration form generated at the end, and go to one of the banks mentioned in it within five days to make the payment.

- SCHOLARSHIPS: those who have a doctoral scholarship, before you register enter the "Conditions of enrollment" in the e-Secretariat, and check that your scholarship is mentioned. If it isn't, don't register and send an email to raquel.caparros@upc.edu explaining the problem and attaching a proof of your scholarship. Those who have a scholarship but pay tuition (and then you are reimbursed the money by some institution) won't have any mention of the scholarship in the e-Secretariat, but must register anyway.

- Research plan: those who have not yet defended the research plan, don't register it. When the option to register the research plan appears on your screen, just click "next". It is better to register the research plan a little before its defence takes place (the registration to the research plan has no cost).