

**REGISTRATION PROCEDURE IN DOCTORAL STUDIES FOR THE 2022-23 ACADEMIC YEAR TO
FORMALIZE THE REGISTRATION NOT IN PRESENCE AT THE DOCTORAL SCHOOL.**

Enrollment will **preferably** be formalized in a non-face-to-face manner through the following procedure:

A. STUDENTS WHO HAVE AN ACCOUNT OPENED WITH A SPANISH BANKING INSTITUTION The

student must fill in the registration form, selecting in the **Method of payment: Direct debit payment**, indicating the account number in which the student wishes the university to make the payment

B. STUDENTS WHO DO NOT HAVE AN OPEN ACCOUNT WITH A SPANISH BANK INSTITUTION The method of payment can be:

1.- Payment by **bank transfer** to the following Banco Santander account.

UNIVERSITY OF SALAMANCA – DOCTORAL REGISTRATION – DOCTORAL SCHOOL

Bank entity: Banco de Santander. Zamora street nº 6-12 37002 Salamanca

Account no.: ES13 0049 1843 44 2110186331

Code SWIFT: BSCHEM33

In these cases, in addition to sending the documentation detailed below, you must attach **proof of payment**

REGISTRATION PRICES:

	TUITION TOTAL ORDINARY	FAMILY REGISTRATION NUMEROUS GENERAL *
National and foreign students starting studies in Doctoral Programs regulated by RD 99/2011	-Under 28 years € 447.07 -Over 28 years € 445.95	-Under 28 years €224.10 -Over 28 years €222.98
National and foreign students who CONTINUE studies in Doctoral Programs regulated by RD 99/2011	-Under 28 years € 414.14 -Over 28 years € 413.02	-Under 28 years €207.63 -Over 28 years €206.51

In addition, those students belonging to Doctoral programs that include **training activities or complementary training, and provided that the Coordinator of their Doctoral Program so indicates through the corresponding pre-registration, they** must add the amount corresponding to the number of credits that they have pre-registered (number of credits multiplied by the price of the credit):

PRICE PER CREDIT for training activities and training complements for Doctorate Programs regulated by Royal Decrees 99/2011, in euros.	ordinary registration
	31.14
	General Large Family*
	15.57

2.- By **credit card**.

If you choose to make the payment by credit card, **you must previously send the documentation detailed below by post**, indicating that the payment will be made by credit card.

Once we receive your documentation at the Doctoral School and formalize your enrollment, we will send you an email with the instructions to make the corresponding payment.

DOCUMENTATION TO SEND:

- New students_____

- Registration form indicating the chosen method of payment. •
- Documentation indicated in the "Registration" section of the "Pre-registration and Registration" section of each doctorate, _____ of _____ within USAL, program <http://doctorado.usal.es/esp/inscripcion-matricula> the website of _____

Method of sending: *only by postal mail*, since the documentation to be sent must be certified or legalized.

- Students from previous years:_____

The formalization of the registration will preferably be through self-registration through the link: <https://portalservicios.usal.es/matrux>

In the case of not being able to do it this way, you have to send:

- Enrollment form indicating the payment method chosen • If applicable, documentation justifying the exemption or deduction of fees (large family, scholarship holders' receipt, degree of disability certification, etc.).

If you are an employee of the University of Salamanca, or a family member of the University of Salamanca, consult the application procedure for a personal scholarship at [https://posgrado.usal.es/DOCTORADO_21_22/Procedimiento%20de%20solicitud%20de%20beca%20par a%20el %20personal%20of%20the%20Usal%20and%20their%20family members.pdf](https://posgrado.usal.es/DOCTORADO_21_22/Procedimiento%20de%20solicitud%20de%20beca%20par%20a%20el%20personal%20of%20the%20Usal%20and%20their%20family%20members.pdf) Usal and his relatives :

Method of delivery: email or postal mail, to the addresses indicated at the end of this document.

Once enrollment has been completed, the Doctoral School will send proof of enrollment by email to the address indicated by the student.

Address for sending postal mail:_____

University of Salamanca

Doctoral School

Courtyard of Minor Schools

37008 Salamanca

Email address: matricula.doctorado@usal.es