



ACADEMIC YEAR 2024-2025

Enrollment Completion Guide

School of Law



First-year students



The enrollment process is done through the intranet: New Student Portal. If you are unable to start the enrollment process, you should contact the Admissions and New Student Department by telephone: 91 514 04 04 or by sending an e-mail to: info.usp@ceu.es | info.posgrado@ceu.es.



If you have any questions during the enrollment process, you can contact the Student Secretary's Office at the Moncloa Campus (telephone: 91 456 63 00) and if it is after hours, send an e-mail to: secretariamoncloa@ceu.es.



If you have any questions regarding payments, please contact the Invoicing and Collections Department by telephone: 91 514 04 00 or by e-mail: alumnos@ceu.es.



Enrollment Process

- The enrollment process must be completed in its entirety once **you start it**. If you close the process and start it again at another time, you will have to start from the beginning.
- The first-year student must enroll in **all the** subjects of the first year. In the case of having applied for recognition, the student must enroll in all subjects and when the dean's office delivers the official validation report, the enrollment will be adjusted at the Student Secretary's Office.
- If you are enrolled in a simultaneous degree or degrees where languages are taught, you must choose **two of the three languages** offered, which you will maintain throughout your degree (English, French and German).
- In the International Relations and Law + International Relations degrees the groups are:

English I

Law and IR students
Groups 161

International Relations
Students
Group 186

French I

Law and IR students
Groups 161

International Relations
Students
Group 186

German I

Law and IR students
Groups 161

International Relations
Students
Group 186

Degrees and Groups

QUALIFICATION

GROUPS

Bachelor's degree in Law (Plan 2018)	111 (morning) or 112 (afternoon)
Bachelor's degree in Law (Plan 2018) - EXCELLENCE	110
Bachelor's degree in Law (Plan 2018) + Course in European and International Lawyering	113
Bachelor's degree in Law (Plan 2018) + Course in European and International Law - EXCELLENCE	110 (Law courses) / 113 (European and International Law courses)
Bachelor's degree in Law (Plan 2018) + Course in Digital Law and Technological Innovation.	115
Bachelor's degree in Law (Plan 2018) + Course in Digital Law and Technological Innovation - EXCELLENCE.	110 (Law courses) / 115 (Digital Law courses)
Bachelor's degree in Law (Plan 2018) + Course in Business Law and M&A.	116
Bachelor's degree in Law (Plan 2018) + Course in Business Law and M&A - EXCELLENCE.	110 (Law courses) / 116 (Corporate Law and M&A courses)
Bachelor's degree in Law (Plan 2018) + Access course to Bachelor of Laws (Hons) DBS	117
Bachelor's degree in Law (Plan 2018) + Access course to Bachelor of Laws (Hons) DBS - EXCELLENCE	110 (Law courses) / 116 (Bachelor of Laws (Hons) DBS)
Bachelor's degree in International Relations and European Union (2017 Plan)	187 (English)
Bachelor's degree in Criminology and Security Sciences (Plan 2017)	179
Bachelor's degrees in Law and Business Administration and Management (Plan 2021)	121
Bachelor's degrees in Law and Business Administration and Management (Plan 2021) - BOSTON	121
Bachelor's degrees in Law and Business Administration and Management (Plan 2021) - EXCELLENCE	120 (Law subjects) / 121 (Business Administration subjects)
Bachelor's degrees in Law and Journalism (Plan 2019)	131
Bachelor's degrees in Law and Journalism (2019 Plan) - EXCELLENCE	130 (Law subjects) / 131 (Journalism subjects)
Bachelor's degrees in Law and Advertising and Public Rel. Public Relations (Plan 2019)	141
Bachelor's degrees in Law and Advertising and Public Rel. Public Relations (Plan 2019) - EXCELLENCE	140 (Law subjects) / 141 (Advertising subjects)
Bachelor's degrees in Law in Law and International Relations and European Union (Plan 2018)	161 (subjects Law) / 167 (subjects. IR. English)
Bachelor's degrees in Law and International Relations and European Union (2018 Plan) - EXCELLENCE	160 (Law subjects) / 167 (IR subjects English)
Bachelor's degrees in Law in Law and Criminology and Security Sciences (Plan 2018)	151
Bachelor's degrees in Law and Criminology and Security Sciences (2018 Plan) - EXCELLENCE	150 (Law subjects) / 151 (Criminology subjects)



Admissions and New Student Services

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www.uspceu.com