

FREQUENTLY ASKED QUESTIONS

UC3M ANTONIO MACHADO RESIDENCE HALL APPLICATION FOR ADMISSION

ACADEMIC YEAR 2026 – 2027

We are sure that by carefully reading the following questions and answers and the links provided, you will be able to resolve practically all of your doubts and queries.

- **UC3M Residence Halls webpage:** <https://colegiosmayores.fund.uc3m.es/en/>
 - **Admission Terms 26/27:** https://colegiosmayores.fund.uc3m.es/documentos/Admission_Terms_AM.pdf
 - **Information guide 26/27:** <https://colegiosmayores.fund.uc3m.es/documentos/INFORMATION-GUIDE-AM-ingles.pdf>
 - **More questions...**
1. **Until what date can I submit my application as a new resident?**
 2. **How do I manage my application?**
 3. **What are the criteria for admission? If am not going to study at UC3M, can I apply to the Residence Hall, and what are my chances of being accepted?**
 4. **What documentation do I need to submit to complete my application?**
 5. **Can I make any changes in my application information after I submit it?**
 6. **I made a mistake in my order of preferences for the Residence Halls? Should I submit a new application or can I cancel it?**
 7. **How are rooms assigned?**
 8. **If I don't get along with my roommate, how should I proceed?**
 9. **Once I have submitted my application, do I have to make any payment?**
 10. **I haven't received any email about my admission. How long do I have to wait? How does the waiting list work?**
 11. **What happens if I am accepted into a UC3M degree program which was not my first choice?**
 12. **What happens if I am accepted into the Residence Hall, I have already paid to hold my space, and I am not accepted at UC3M?**
 13. **I have completed all the steps to confirm my housing spot and I am beginning classes in September. What should I do now?**
 14. **What do I need to bring with me when I first arrive at the Residence Hall?**
 15. **How do I make the monthly payments? When will I be charged?**

Nevertheless, if you still have doubts, you can find as at...

 **Telephone:** 91 624 85 00, Monday to Friday, 8:30 a.m. to 2:30 p.m.

 **Email:**

- C.M "Antonio Machado" (Colmenarejo): R.A.Machado@fund.uc3m.es

1. Until what date can I submit my application as a new resident?

The application period will remain open until all vacant places are filled (1st Clause of Terms for Admission).

2. How do I manage my application?

Only one application per student is allowed. In your application, you must select C.M.-R.E. Antonio Machado as your first choice. Please read the general conditions of the process carefully in Section 1 of the Admission Terms.

3. What are the criteria for admission? If I am not going to study at UC3M, can I apply to the Residence Hall, and what are my chances of being accepted?

If you are not going to study at UC3M you can submit your application, with the criteria in the 2nd Clause from the Terms for Admission being applied. As indicated in the clause, allocation of the space will depend on the number of applications received.

4. What documentation do I need to submit to complete my application?

1. A copy (both sides) of your current National or Foreigner ID or passport
2. A recent passport-size photo in jpg format. You can simply attach a selfie photo from your phone. Full body photos or blurry photos will not be accepted.
3. For Bachelor degree students, official accreditation of the Baccalaureate 1st year grade. For foreign students, a certified academic transcript from the 1st year of the Baccalaureate is required. For applicants doing a Master's, PhD or other type of studies, this document is not necessary. Only documents in Spanish and English will be accepted.
4. In the case of having a recognized disability, official accreditation of the type and degree of disability.

Very important: With respect to the information referred to in points 1, 3 and 4, the application only allows you to attach one file per section. Prepare your documentation so that, what you wish to attach is in one page or in one file of several pages.

Before sending your application... Make sure you have filled out all the fields. Verify that all of your contact details, especially your email address, are valid as that is where you will get all correspondence.

When the Residence Hall reviews your documentation and a document is not valid... You will receive an email informing you that your application is incomplete. You will see a link where you can attach it again. Please do not include the same document. If it has been eliminated, it is because it is not valid.

We remind you that ... Only completed applications, with the correct documentation, will be considered. Applications with incomplete documentation will be waitlisted until all documentation has been attached.

We recommend that you... Check your email continually throughout this entire process.

5. Can I make changes in information on the application once it is submitted and completed?

No. Once it is complete, to make any changes on personal or academic data, you should send an email with the modifications necessary. No changes are allowed after the first allocation process.

6. I made a mistake in my order of preference for the Residence Halls. Do I submit a new application or can I cancel it?

Since only one application per person is allowed, if you made a mistake, you should send an email to the residence hall you selected by mistake so that they can remove your application and you can submit a new one for Antonio Machado Residence Hall.

7. How are rooms assigned? I was not given the type of room that I requested

On the application for admission form, you can indicate your preference for a double or individual (single) room, but the final allocation will depend on availability.

Single rooms are assigned strictly in chronological order based on the date the application was submitted and following the criteria for admission in the 2nd Clause of the Terms for Admission.

Regarding the double room, we try our best to adhere to the preferences (which orient us and are not binding) you have indicated on your form. If you know someone with whom you would like to share a room, send us an email with your names so that it may be taken into consideration.

You have the option to accept or reject the housing space if you have not been assigned the room type you like. Upon confirmation, you will be added to the waiting list for the entire year in the event that a resident leaves or waives their housing spot, creating vacancies. Please understand that we are not able to guarantee that you will receive housing for the type of room that you prefer.

8. If I don't get along with my roommate, how should I proceed?

First, you will have to communicate this to the Administration. We like to know about these cases to centralize them, and if there is someone in a similar situation, coordinate the change. We want your stay to be as enjoyable as possible, so we will handle all of this information with the utmost secrecy and confidentiality.

To make a change, first you must be in agreement with the students in the other room and present a written request to the Administration with signatures of all the residents involved. Only when you have been given an official confirmation the movement can be made. No room change is allowed without following this procedure.

Keep in mind that normal incidents arising from living together can come up, which you should resolve personally with your roommate. It is good idea from the start to establish certain norms together.

9. Once I have submitted my application, do I have to make any payments?

No. Initial admission decisions will be communicated by email after May 28th. In that email, we will explain the steps to follow for the definitive reservation of your housing space. Please read and follow the instructions carefully. Nevertheless, we explain the procedure to follow in the 2nd Clause of Terms for Admission.

10. I haven't received any email regarding admission ... How long do I have to wait? How does the waiting list work?

This means that your application is on the waiting list, and we ask you to be patient. Until every vacancy has been filled, the Resident Halls continue to fill positions. If you wish to continue on the waiting list,

even after the academic year has begun, send us an email about your interest. There may be residents leaving the Hall waiving their spot, but it is impossible to predict.

11. What happens if I am accepted into a UC3M degree program that was not my first choice?

As indicated in the 2nd Clause of Terms for Admission, “In the case of a waiver before July 18th, 2026, in spite of having been accepted into one of the Universidad Carlos III Madrid degree programs, only the amount corresponding to the last month deposit will be returned”, except 90 € which shall be deducted for administrative expenses. Waiver of the space must be communicated in writing for it to be considered.

Please read this clause and the 3rd Clause in the Terms for Admission carefully, where we specify the spaces, procedures and the different cases in this respect. Based on that, you are responsible for evaluating, deciding, and acting in consequence.

12. What happens if I am admitted into the Residence Hall, I have already paid to hold my space, and I am not accepted at UC3M?

As we indicate in the 2nd Clause in the Terms for Admission if “the space is waived, before July 18th, 2026, because of not having been accepted into any degree program at Universidad Carlos III Madrid, the full amount will be returned at the end of August”, except 90 € which shall be deducted for administrative expenses. Waiver of the space must be communicated in writing for it to be considered.

Please read this clause and the 3rd Clause in the Terms for Admission carefully, where we specify the spaces, procedures and the different cases in this respect. Based on that, you are responsible for evaluating, deciding, and acting in consequence.

13. I have completed all the steps to confirm my housing spot and I am beginning classes in September. What do I do now?

If you wish to begin your Residence Hall stay before the date when classes begin, or if you are going to attend the University’s “*cursos 0*” <https://www.uc3m.es/bachelor-degree/zero-courses>, you must send us an email previously confirming the date of your arrival so that we can get your room ready.

14. What do I need to bring with me when I first arrive at the Residence Hall?

In addition to bringing your personal belongings and study materials, you should bring sheets, a comforter, towels, clothes hangers, a reading lamp and cleaning products.

15. How do I make the monthly payments? When will I be charged?

The answers to these and other related questions can be found in the 5th Clause of Terms for Admission.