

**Academic year**

**PERSONAL DETAILS**

	Surname(s)	Name(s)
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**CORRESPONDING ADDRESS**

Ave., street or square and number		
Post code	<input style="width: 40px; border: 1px solid black;" type="text"/> <input style="width: 40px; border: 1px solid black;" type="text"/> <input style="width: 40px; border: 1px solid black;" type="text"/> <input style="width: 40px; border: 1px solid black;" type="text"/>	Town/city
Country		Province
Country		Telephone(s)
Email for correspondence		

**ACADEMIC DETAILS**

Master's programme in which matriculated	Code
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**RELEVANT INFORMATION**

Subject(s) for which special examination session is requested	Code	Credits

**REQUIREMENTS AND CONDITIONS**

<input type="checkbox"/> To have taken the relevant subject(s) in previous academic years. <input type="checkbox"/> To have successfully completed 80% of the credits required to complete the Master's (the Master's Dissertation must not be included when calculating this percentage). I renounce the examination session for (strike out as applicable): <input type="checkbox"/> MAY <input type="checkbox"/> JUNE
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**PERIOD AND APPLICATION**

The special January examination session is requested during the matriculation period, when it is necessary to matriculate in all the subjects pending for completion of the Master's programme.
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**(1)-** Save this document and send a copy as email attachment to [secalum.postgrado@uah.es](mailto:secalum.postgrado@uah.es)

Do not forget to sign this form.

Place, date and applicant's signature

**INFORMATION ABOUT PERSONAL DATA PROTECTION**

The personal data given here will be processed by the UAH for appropriate academic administration of UAH students in order to maintain their academic records and inform them of their marks and of the academic events and services offered and used by the University, as well as for statistical purposes. These data will not be disclosed except as provided for by law. The body responsible for the processing of personal data is the General Secretariat, before whom interested parties may exercise their rights to access, rectify, cancel and contest the information held by applying in writing (Colegio de San Ildefonso, Plaza San Diego, s / n. 28801 – Alcalá de Henares, Madrid), by email ([secre.gene@uah.es](mailto:secre.gene@uah.es)) or using the appropriate forms [https://portal.uah.es/portal/page/portal/proteccion\\_datos/solicitudes](https://portal.uah.es/portal/page/portal/proteccion_datos/solicitudes)

**HELP FOR FILLING IN THIS FORM**

**1. PERSONAL DETAILS AND ADDRESS FOR PURPOSES OF NOTIFICATION**

This information is required in order to process the matriculation modification application form, as well as for the purposes of notification and for statistical use.

Where necessary, personal identity will be certified by furnishing an up-to-date and legible photocopy of your DNI (Spanish citizens), or Passport or NIE (foreign citizens).

**Province:** only for Spanish addresses. Choose from the list the corresponding value.

Notifications concerning all proceedings related to this application will be sent to the **email address** given in this section. Please check on Mi Portal that they are accurate; if not, **please update them**.

**2. ACADEMIC DETAILS**

Enter the name of the Master's **in which you are matriculated** together with its code.

**3. RELEVANT DATA**

Give the name of the subject(s) **in regard of which you are applying for the special January examination session**.

**Code/Subject(s):** Enter the code of the subject(s).

**Credits:** Give the number of credits for the subject(s).

**4. PLACE AND PERIOD FOR SUBMISSION**

By email to: [secalum.postgrado@uah.es](mailto:secalum.postgrado@uah.es) or in person at the Postgraduate Students and Non-Regulated Studies Secretariat.

To be submitted in the matriculation period established for each academic year.