

**INVOICE REQUEST  
 PAYMENT OF THE REGISTRATION FEE**

**Academic Year**

ESCUELA DE POSGRADO

**DETAILS OF THE COMPANY OR INSTITUTION**

Name			
FISCAL IDENTITY CODE NUMBER		INTRA-COMMUNITY FISCAL IDENTITY CODE NUMBER	
Postcode	<input type="text"/>	Town	Province
Country			
Registered Office			
Telephone		E-mail	
Are you entitled to a discount for the registration fee? <input type="checkbox"/> YES <input type="checkbox"/> NO			

**COURSE DETAILS**

Name	Academic year
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**DETAILS OF THE STUDENT/S AND INVOICE AMOUNT**

Surnames	Name	National identity document/Passport	Amount

**INVOICE AMOUNT**

**N.B:** The public fees payment receipt is issued in the student's name. If it is to be paid by a public or private Company or Institution, this body should request the issue of an invoice within the payment period stated on the receipt using the form [Factura abono del importe de matrícula](#) (Registration fee payment invoice). Once the invoice has been requested, the receipt cannot be used for the purposes of payment.

**No invoices will be issued for sums lower than the total amount for the course or the sum established for payment in installments, in cases where this is authorized.**

Place, date and signature of the applicant

COMPANY STAMP

Applicant's name and surnames

**SECRETARÍA DE ALUMNOS DE POSGRADO Y ESTUDIOS PROPIOS**

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**INFORMATION ON PROTECTION OF PERSONAL DATA**

The personal information collected here will be used by the UAH for the proper academic management of its students, for the purpose of managing official student transcripts, keeping the students informed of their academic standing as well as academic events and services both used and offered by the university, along with statistical purposes. This information will not be released, with the exception of planned legal situations and/or to the proper authorities. The authority responsible for the processing of this information is the Secretary General, through whom the following actions may be taken: rights to access, rectification, cancellation and opposition, either in writing (Colegio de San Ildefonso, Pza. de San Diego, s/n. 28801 – Alcalá de Henares. Madrid) or by e-mail [secre.gene@uah.es](mailto:secre.gene@uah.es), using the appropriate forms [https://portal.uah.es/portal/page/portal/proteccion\\_datos/solicitudes](https://portal.uah.es/portal/page/portal/proteccion_datos/solicitudes)