

**APPLICATION FOR TRANSFER OF CREDITS
UNIVERSITY MASTER'S DEGREE**

ESCUELA DE POSGRADO

Academic year

PERSONAL DETAILS

| | | |
|--|----------|------|
| | Surnames | Name |
|--|----------|------|

ADDRESS FOR NOTIFICATIONS

| | | | |
|--|----------------------|------|----------|
| Avenue, street or square and number | | | |
| Postcode | <input type="text"/> | Town | Province |
| Country | Telephone(s) | | Fax |
| E-mail | | | |
| Preferred means of communication for notifications | | | |
| Other means of communication for notifications | | | |

ACADEMIC RECORD

| | |
|--|------|
| University Master's degree on which you are registered | Code |
|--|------|

APPLICATION DETAILS

| |
|---|
| Courses not completed for consideration in the transfer of credits ¹ |
| University where taken |

| Name of the subject/s and module/s for transfer of credits | Type | Credits | Grade |
|--|------|---------|-------|
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DOCUMENTATION TO BE PRESENTED²

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| <p>Courses taken at Spanish universities: (presentation of this documentation is not necessary if you have taken courses at the UAH)</p> <input type="checkbox"/> Official academic certificate for transfer of transcript. |
| <p>Courses taken at Universities in the European Higher Education Area</p> <input type="checkbox"/> Personal academic certificate. |

Place, date and signature of the interested party

¹Use one application form for each type of course for which a credit transfer is sought.

² See the Regulations on legalization, translation, verification and certification of documents published on the University website, in the Postgraduate School, University Master's degree section for the requirements applicable to the documentation.

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SECRETARÍA DE ALUMNOS DE POSGRADO Y ESTUDIOS PROPIOS

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, using the appropriate forms https://portal.uah.es/portal/page/portal/proteccion_datos/solicitudes

HELP WITH FILLING IN THIS FORM

1. PERSONAL DETAILS AND ADDRESS FOR NOTIFICATIONS

The details requested in these sections are necessary to process the application for transfer of credits, for communications with the interested party and for statistical purposes.

Accreditation of personal identification will be by means of a recent legible photocopy of the National Identity Document (for Spanish citizens), Passport or Foreigner's Identity Document (for foreign citizens), as appropriate.

Province: Spanish addresses only. Select the appropriate value from the list of values provided.

Notifications regarding all procedures related to the application must be sent to the place **and** by the means shown in this **section**. Make sure they are correct and remember to notify the Postgraduate School of any changes. Secretaría de Estudiantes de Posgrado y Estudios Propios. Colegio de León. Calle Libreros, 21. Planta baja. 28801 – Alcalá de Henares. E-mail: secalum.postgrado@uah.es

2. ACADEMIC RECORD

State the name and code of the **University Master's degree** on which you are registered.

3. APPLICATION DETAILS

State the name of the **uncompleted course you would like to be considered for the recognition of credits** and **the University where you took the course**.

Subject(s), module(s) or subject(s) being transferred: state the name, type, number of credits and grade of the subject/s, module/s or topics/s taken for which transfer of credits is requested.

4. WHERE AND WHEN TO PRESENT YOUR APPLICATION

After you have filled in all the details required, you can save it on your PC and print it for presentation, **duly signed** and in **duplicate**, at the Postgraduate School. Secretaría de Alumnos de Posgrado y Estudios Propios. Colegio de León. Calle Libreros, 21. Planta baja. 28801 – Alcalá de Henares.

It must be presented within the deadline for registration established for each academic year.