

**MATRICULATION MODIFICATION FORM  
 UNIVERSITY MASTER'S**

**Academic year**

POSTGRADUATE SCHOOL

**PERSONAL DETAILS**

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

Ave., street or square and number		
Post code	<input type="text"/>	Town/city
		Province
Country	Telephone(s)	
Email for correspondence		

**MASTER'S PROGRAMME IN WHICH MATRICULATED**

Name of University Master's programme	Code
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**SUBJECTS IN WHICH MATRICULATION IS TO BE CANCELLED**

Code	Name of subject	Credits

**SUBJECTS IN WHICH NEW MATRICULATION IS SOUGHT**

Code	Name of subject	Credits

Do not forget to sign this form.

Place, date and applicant's signature

**VICERRECTOR DE POSGRADO Y EDUCACIÓN PERMANENTE**

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**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. MODIFICATION OF MATRICULATION**

The modification of matriculation consists in **removing, adding or changing** subjects and is carried out in person in the Postgraduate Students and Non-Regulated Studies Secretariat in the period prescribed for each academic year. In all cases, the chosen mode of study, part- or full-time, must remain unchanged.

**3. SUBJECTS IN WHICH MATRICULATION IS TO BE CANCELLED**

Write the code, name and number of credits of the subject(s) for which you wish to cancel matriculation. Please consult the programme of studies as published on the University website (Postgraduate School, University Master's).

**4. SUBJECTS IN WHICH NEW MATRICULATION IS SOUGHT**

Write the code, name and number of credits of the subject(s) for which you wish to seek new matriculation. Please consult the programme of studies as published on the University website (Postgraduate School, University Master's).

**5. WHERE TO SUBMIT THIS APPLICATION**

Once you have entered all the required information, you may save this form on your computer and print it before submitting it, **properly signed**, to the Postgraduate School (Postgraduate Students and Non-Regulated Studies Secretariat), Colegio de León, Calle Libreros, 21, Ground Floor, 28801 – Alcalá de Henares. Opening hours: Monday to Friday, 9.00 to 14.00.