

ACADEMIC CERTIFICATE FOR MASTER'S DEGREE

ESCUELA DE POSGRADO

PERSONAL DATA

	Surnames	Name
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ADDRESS FOR NOTIFICATIONS

Ave., street or plaza & number			
Postal code	<input type="text"/>	City	District
Country	Telephone		
E-mail			
Preferred medium for notifications			

DETAILS FOR THE APPLICATION

Title of Master's Degree	Code
<input type="checkbox"/> Certified academic subjects enrolled	
<input type="checkbox"/> Complete academic certificate: <input type="checkbox"/> Spanish <input type="checkbox"/> English If you apply for the full personal academic certificate in Spanish and English you have to pay for two certificates.	
<input type="checkbox"/> Official transcript record for transfer to another university	
<input type="checkbox"/> Academic certificate	

OBSERVATIONS

<input type="checkbox"/> I request that the certificate states the average score of 10 based on my record

DOCUMENTATION TO SUBMIT

<input type="checkbox"/> Receipt of payment

REDUCTIONS AND EXEMPTIONS

<input type="checkbox"/> Large family general category	<input type="checkbox"/> Large family special category
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CERTIFICATE DELIVERY (choose only one option)

<input type="checkbox"/> Collection in person
<input type="checkbox"/> Collection by authorised person
<input type="checkbox"/> By post to the address provided for notifications

(1)- Save and attach to an email send to secalum.postgrado@uah.es

IMPORTANT NOTE: If you satisfy the requirements, the process of issuing your certificate will commence. If not, the process will be suspended until you satisfy them or furnish all due documentation.

Do not forget to sign this application form

Place, date and signature of the applicant:

INFORMATION FOR PERSONAL DATA PROTECTION

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, as well as 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. 288 01 – 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 FOR COMPLETING THIS APPLICATION**1. PERSONAL DATA & ADDRESS FOR NOTIFICATION**

The information requested in these sections is required to process the transcript (academic certificate) request for the communication with interests and statistics.

Accreditation of identification shall be completed, as appropriate, by date and legible photocopy of identity card (for Spanish citizens), passport or NIE (in the case of foreigners)

Province: addresses for only in Spain. Select from the list of values provided the appropriate value.

All notifications related to the application procedures will be sent to the **place** and the **means** specified in this section. Check at Mi Portal that they are correct; if not, **update them**.

2. DETAILS FOR THE APPLICATION

Indicate the **name and code of the Master** in which they have registered.

Put an X in the certificate request.

3. REDUCTIONS AND EXEMPTIONS

Student members of large families should submit the photocopy of large family card and card renewal along with the application, if applicable, and original for comparison, if your transcript contained no date copy.

4. CERTIFICATE COLLECTION/DELIVERY

Put an X in the preferred option.

In person: you will need to bring proof of your identity – your current DNI (Spanish citizens) or NIE/Passport (foreign citizens).

By an authorised person: they will need to be authorised by power of attorney in order to collect the certificate on your behalf and bear a copy of your ID as well as their own.

By post to corresponding address: currently there is no charge for this service.

5. PLACE OF FILING THE APPLICATIONS

Personally at the Registry of Graduate Students and Equity Studies or email: secalum.postgrado@uah.es