

Academic Year

PERSONAL DATA

	Surnames	Name
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ADDRESS FOR NOTIFICATIONS

Ave., street or square & number			
Postal Code	<input type="text"/>	Town/city	Province
Country	Telephone/s		
E-mail			
Preferred medium for notifications			

APPLICATION DETAILS

Title of Master's	Code
Academic year of completion	

DOCUMENTATION TO SUBMIT

<input type="checkbox"/> Up-to-date and legible photocopy of identity card (for Spanish citizens), passport or NIE (in case of foreigners)
<input type="checkbox"/> Proof of payment

REDUCTIONS AND EXEMPTIONS

<input type="checkbox"/> Large family general category	<input type="checkbox"/> Large family special category
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(1)- Save and attach to an email sent 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 applicant's signature:

INFORMATION ABOUT PERSONAL DATA PROTECTION

The personal data gathered here will be treated by the University of Alcalá for the proper management of its students' academic affairs, with a view to managing their academic records and informing them of their marks and grades and of the events and academic services used and offered by the university, as well as for statistical purposes. These data will only be passed on to third parties in those cases contemplated in the law. The body responsible for managing the data is the General Secretariat. Those wishing to exercise their rights of access, rectification, cancellation or opposition should do so in writing (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares, Madrid) or electronically (secre.gene@uah.es) using the appropriate forms https://portal.uah.es/portal/page/portal/proteccion_datos/solicitudes.

HELP FOR COMPLETING THIS APPLICATION FORM

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.

For the purposes of practicing all notifications related to the application procedures, will go 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

Application for the certificate implies the closure of your academic file. Once closed, no new entries can be made to it.

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

Academic Year End: write the last two digits of the two calendar years that make up the academic year ending in the Masters.

3. REDUCTIONS AND EXEMPTIONS

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

4. PLACE OF FILING THE APPLICATIONS

Personally at the Registry of Graduate Students and Equity Studies or email: [secalum.postgrado @ uah.es](mailto:secalum.postgrado@uah.es)

OTHER INFORMATION

1. SUPPLEMENTARY CERTIFICATE OF TITLE

A provisional certificate replaces the title and has the same value as regards with the exercise of the rights inherent to it, as there is no material issue for official title.

Can be obtained in this Department from the time, the student pays for the certificate. The issuing process for this certificate will commence if the due requirements are met. If not, the process will be suspended until they are met.

2. WITHDRAWAL OF TITLE

Once issued, shall be removed by the person interested in the University where he/she completed his/her studies. In the event that he/she could not do it personally, the applicant may authorize another person provided by power of attorney, to remove it for you. However, in the event that the applicant resides in a locality other than that in which lays the University, may request in writing, the Chancellor corresponding remission title to the Provincial Department of Education and Science, Office of Education or Office consulate nearest to their residence.