

**APPLICATION FOR THE EXTRA CERTIFICATE OF THE TITLE**

**Academic Year**

ESCUELA DE POSGRADO

**PERSONAL DATA**

	Surnames				Name
Place of Birth	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	Nationality

**ADDRESS FOR NOTIFICATIONS**

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

**STUDY DATA ON PASSED**

Master's degree	Code
Own Studies	Code
Academic year of study ended	

**LEGALIZATION OF THE EXTRA CERTIFICATE FOR THE MASTER'S DEGREE**

Check this box if you legalize extra certification of the Master to ensure their effectiveness abroad. In that case, an extra certification will be available within approximately a month of your request and payment of the title.

**DOCUMENTATION YOU MUST PROVIDE**

Updated and legible photocopy of ID     Updated and legible photocopy of the Passport     Updated and legible photocopy of NIE

**CERTIFICATE DELIVERY (choose only one option)**

I receive it personally, please notify me by e-mail

I request that you send by post to the address provided for notifications

**(1)-** Save and attach to an email sent to [secalum.postgrado@uah.es](mailto: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 interested person:

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**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, 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)

**INFORMATION FOR THE EXTRA CERTIFICATE OF THE TITLE**

The applicant may, from the time they pay the corresponding rights to receive the diploma, a certificate to replace the provisional extra title, while there is no dispatch material, and has the same value. This certification is signed by the President and has the same effect that the title, without incurring any cost.

**HELP FOR COMPLETING THIS APPLICATION****1. PERSONAL DATA & ADDRESS FOR NOTIFICATION**

The information requested in these sections is required to process the transcript (supplementary degree 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 foreign nationals)

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. STUDY DATA ON PASSED**

Enter the study type exceeded, and the name and code of the same and last academic year.

**3. PLACE OF FILING OF APPLICATION**

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