

**APPLICATION FOR MASTER'S DEGREE  
CERTIFICATE SHIPMENT**

**Academic year**

POSGRADUATE SCHOOL

**IMPORTANT:**

1. The information will be recorded by computer and in capital letters. The handwriting application forms, with emendations and/or crossing-out will not be accepted.
2. After the shipment to the address indicated at the application, in case of return of the shipment to the University for external circumstances, if you want to use again the same service, you will have to send a new application and payment.

**PERSONAL DETAILS**

DNI/Passport/NIE	Surname(s)	Name(s)
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**NOTIFICATIONS**

E-mail:
The email address indicated must be the same included at the applicant file. If not, attach at the application form a copy for both sides of the DNI/Passport/NIE. Besides, at the email that you send the application form, indicate in an explicit form that you want to change the email address at your file.

**ACADEMIC DETAILS**

Title of Master's Degree	Code
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**DETAILS RELATED TO MASTER'S DEGREE CERTIFICATE SHIPMENT IN SPAIN**

Goberment Delegation	Avenue, Street or square and number		
	Postal Code	City	Province
Goberment Subelegation	Avenue, Street or square and number		
	Postal Code	City	Province

**DETAILS RELATED TO MASTER'S CERTIFICATE DEGREE SHIPMENT ABROAD**

Spanish Embassy	Complete Address	
		Country
Spanish Consulate	Complete Address	
		Country

**DOCUMENTATION TOSUBMIT**

Receipt of payment
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**SUBMISSION OF THE APPLICATION FORM BY EMAIL TO:**

<a href="mailto:secalum.postgrado@uah.es">secalum.postgrado@uah.es</a>
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Do not forget to sign this form

Place, date and signature of the applicant

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**INFORMATION ABOUT PERSONAL DATA PROTECTION**

The personal data collected will be processed by the UAH with the aim of managing the academic records of their students and give them access to the derived university services, as well as for statistical purposes. The legal basis for the processing of your personal data lies on the execution of their pre-registration and/or registration and on the legal obligation of the University in educational matters. These data will not be disclosed or transferred to third parties except when legally authorized and will be held only for as long as it is necessary for the implementation of the tasks described and for the compliance of legal obligations. The entity responsible for the data processing is the General Secretary of the University of Alcalá, before whom you can exercise your rights by sending a letter addressed to the Data Protection Officer (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or sending an email ([protecciondedatos@uah.es](mailto:protecciondedatos@uah.es)), attaching a copy of the DNI or equivalent. In case of conflict, you will be able to ask for redress before the Spanish Agency for Data Protection. For more detailed information you can consult the [University's Privacy Policy](#)