

**Academic year**

**POSTGRADUATE SCHOOL**

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. Use one application form for each type of course for which a credit transfer is sought.
3. See the Regulations on legalization, translation, verification and certification of documents published on the University website, in the Postgraduate School, University Master's degree section for the requirements applicable to the documentation.

**PERSONAL DETAILS**

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

**ACADEMIC RECORD**

University Master's degree on which you are registered	Code
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**APPLICATION DETAILS**

Courses not completed for consideration in the transfer of credits
University where taken

Name of the subject/s and module/s for transfer of credits	Type	Credits	Grade

**DOCUMENTATION TO BE PRESENTED**

<b>Courses taken at Spanish universities:</b> (presentation of this documentation is not necessary if you have taken courses at the UAH) Official academic certificate for transfer of transcript.
<b>Courses taken at Universities in the European Higher Education Area</b> Personal academic certificate.

Place, date and signature of the interested party

Academic year

**INFORMATION ON PROTECTION OF PERSONAL DATA**

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](#).