

**ACADEMIC CERTIFICATE FOR MASTER'S DEGREE**

## POSTGRADUATE SCHOOL

The Universidad de Alcalá issues certificates that incorporate digital signature and secure verification code. The document is generated in a pdf and it will be send it by email with the purpose of the applicant can save it at his own. It will have always the condition of an original document so disappeared the necessity of apply for attested copies.

**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. 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.

**PERSONAL DETAILS**

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

Email:
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.

**DETAILS FOR APPLICATION**

Title of Master's Degree	Code
Complete academic certificate: Spanish English	
Official transcript record for transfer to another University	
Academic certificate for:	

**SUBMISSION OF THE APPLICATION FORM BY EMAIL TO:**[secalum.posgrado@uah.es](mailto:secalum.posgrado@uah.es)**CERTIFICATE DELIVERY**

The issue of academic certificate in made in a digital format. The shipment is executed by email to the email address indicated at the NOTIFICATIOSN section

Do not forget to sign this application form

Place, date and signature of the applicant

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**INFORMATION FOR 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](#)