

**INVOICE REQUEST  
PAYMENT OF THE REGISTRATION FEE**

**Academic Year**

POSGRADUATE SCHOOL

**DETAILS OF THE COMPANY OR INSTITUTION**

Name			
FISCAL IDENTITY CODE NUMBER		INTRA-COMMUNITY FISCAL IDENTITY CODE NUMBER	
Postcode	Town	Province	Country
Registered Office			
Telephone		E-mail	
Are you entitled to a discount for the registration fee?		YES	NO

**COURSE DETAILS**

Name	Academic year
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**DETAILS OF THE STUDENT/S AND INVOICE AMOUNT**

Surnames	Name	National identity document/Passport	Amount

**INVOICE AMOUNT**

**SUBMISSION OF THE APPLICATION FORM BY EMAIL TO:**

[secalum.postgrado@uah.es](mailto:secalum.postgrado@uah.es)

It must be attached the Solicitud Orden Mandato SEPA / SEPA Direct Debit Mandate, that is in Mi Portal.

**IMPORTANT:**

1. The public fees payment receipt is issued in the student's name. If it is to be paid by a public or private Company or Institution, this body should request the issue of an invoice within the payment period stated on the receipt. Once the invoice has been requested, the receipt cannot be used for the purposes of payment.
2. If the student is a professional, must attached the documentation to prove this condition: be registered as a self-employed in Spain. Once the invoice has been requested, the receipt cannot be used for the purposes of payment.
3. No invoices will be issued for sums lower than the total amount for the course or the sum established for payment in installments, in cases where this is authorized.

Place, date and signature of the applicant

COMPANY STAMP

Applicant's name and surnames

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**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](#)