

**DUPLICATE OF UNIVERSITY MASTER'S DEGREE CERTIFICATE
APPLICATION FORM**

POSTGRADUATE SCHOOL

IMPORTANT: 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.

PERSONAL DATA

DNI/Passport/NIE:	Surname(s)	Name(s)
-------------------	------------	---------

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.

APPLICATION DETAILS

Title of Master's	Code
Academic year of completion	
Date public fees satisfied in payment of degree certificate issue	
Requests the issue of a duplicate degree certificate on account of: Loss or theft of original Deterioration of original* Addition of new speciality to degree certificate* Other eventualities (attach vouching documentation) *	
*This form must be accompanied by the original degree certificate	

DOCUMENTATION TO SUBMIT

Up-to-date and legible photocopy of identity card (for Spanish citizens), passport or NIE (in case of foreigners) Proof of payment Photocopy of announcement published in BOE in case of loss or theft Original degree certificate in case of deterioration, addition of new speciality to certificate or other eventualities. Certificate of civil registry in cases that the request is motivated for changes at the identification data of the applicant

REDUCTIONS AND EXEMPTIONS

Large family general category	Large family special category
-------------------------------	-------------------------------

SUBMIT OF THE APPLICATION FORM AND DOCUMENTATION TO

<ul style="list-style-type: none"> - Just in case of loss or theft of original by email to: secalum.postgrado@uah.es - In the other cases in which is necessary to submit the original diploma, it will be sent by registered post and with acknowledgement of receipt to: Universidad de Alcalá. Colegio León. Secretaría de alumnos de Posgrado y Estudios Propios. Máster Universitario. Calle Libreros 21. 28801 Alcalá de Henares (Madrid)

Do not forget to sign the application form.

Place, date and applicant's signature

**DUPLICATE OF UNIVERSITY MASTER'S DEGREE CERTIFICATE
APPLICATION FORM**

POSTGRADUATE SCHOOL

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), 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](#)