

PROCEDURE FOR THE COLLECTION, PREVIOUS REQUEST OF APPOINTMENT, OF THE UNIVERSITY MASTER'S CERTIFICATE AT THE POSTGRADUATE AND NON-REGULATED STUDIES STUDENTS OFFICE S, IN PERSON OR AUTHORISING ANOTHER PERSON BY POWER OF ATTORNEY

I. When you access to the service for requesting an appointment, follow these steps:

1. Select request an appointment to collect the University Master's certificate.
2. Select a day and an hour at the available calendar.
3. At *Agrega detalles*, indicate your name and surname and email.
4. At the box *Si tiene alguna solicitud especial, háganoslo saber/Notas opcional/* (If you have any special request, tell us/ Optional notes) indicate:
 - a) If you are going to come alone or if you need any help
 - b) If you authorize another person through a power of attorney.
5. Check the box of Personal Data Protection.
6. Clic *Reservar*.

II. Very important:

- Made the reservation, you will receive an email of confirmation, and a day before you will receive a reminder of the day and the hour booked.
- Your diploma will be prepared to collect at the beginning of the hour at the day booked.
- The diploma cannot be collected out of the hour and the day booked; if you cannot come to the appointment, you have to request for a new one.

III. [Access to the service for requesting an appointment](#)