

**DOCTORAL CERTIFICATE POSTAGE REQUEST FORM<sup>(1)</sup>**

**PERSONAL DATA**

	Surnames	Name
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**ADDRESS FOR CORRESPONDENCE**

Ave., street or square, and number		
Postal code	<input type="text"/>	Town
		Province
Country	Telephone/s	Fax
Email		
Preferred means of correspondence		
Other means of correspondence		

**DETAILS FOR POSTING CERTIFICATE IN SPAIN<sup>(2)</sup>**

<input type="checkbox"/> Government Delegation	Ave., street or place, and number		
	Postal code	<input type="text"/>	Town
		Province	
<input type="checkbox"/> Government Subdelegation	Ave., street or place, and number		
	Postal code	<input type="text"/>	Town
		Province	

**DETAILS FOR POSTING CERTIFICATE ABROAD<sup>(2)</sup>**

<input type="checkbox"/> Spanish Embassy	Full address	
	Country	
<input type="checkbox"/> Spanish Consulate	Full address	
	Country	

**DOCUMENTS TO BE SUBMITTED**

<input type="checkbox"/> Payment slip
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**(1)**- Please fill in using a computer and with capital letters. Forms which are handwritten or contain corrections or crossings out will not be accepted.

**(2)**-Should a certificate sent to the address given on the form be returned to the University for reasons beyond its control, a new request form will have to be completed and a new payment made in order to reuse this service.

**(3)**- Save this document and attach to an email message sent to [escuela.doctorado@uah.es](mailto:escuela.doctorado@uah.es)

Do not forget to sign the form.

Place, date and signature of applicant

**INFORMATION ABOUT PERSONAL DATA PROTECTION**

The personal data gathered here will be treated by the University of Alcalá for the proper management of its students' academic affairs, with a view to managing their academic records and informing them of their marks and grades and of the events and academic services used and offered by the university, as well as for statistical purposes. These data will only be passed on to third parties in those cases contemplated in the law. The body responsible for managing the data is the General Secretariat. Those wishing to exercise their rights of access, rectification, cancellation or opposition should do so in writing (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares, Madrid) or electronically ([secre.gene@uah.es](mailto:secre.gene@uah.es)) using the appropriate forms <https://www.uah.es/proteccion-datos-personales>

**HOW TO FILL IN THIS FORM**

**1. PERSONAL DETAILS AND ADDRESS FOR CORRESPONDENCE**

This information is necessary in order to process the request for an official certificate, to correspond with the applicant, and for statistical purposes.

Personal identification will be by means of an up-to-date, legible photocopy of your DNI (Spanish citizens) or your Passport or NIE (foreign citizens).

**Province:** for Spanish addresses only. Choose from the scroll-down list.

Notifications of all proceedings related to your request will be sent to the **place** and use the **means** indicated in this section. Go to Mi Portal to ensure they are correct; if they are not, please update them.

**2. HOW TO SUBMIT THIS FORM**

In person at the Doctoral School, Official Postgraduate Studies Service, or by email to [escuela.doctorado@uah.es](mailto:escuela.doctorado@uah.es)