

DOCTORAL RECOGNITION REQUEST FORM FOR FOREIGN HIGHER EDUCATION DEGREES

1. APPLICANT'S DATA

Surname(s)	Name(s)
Place and date of birth	Nationality
DNI/Passport/NIE	Email

2. REPRESENTATIVE'S DATA *(only in case of representation)*

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

3. INFORMATION ABOUT APPLICATION

<p>Recognition requested for degree of:</p> <p>Awarded by the University / Institution of Higher Education <i>(name, town/city and country)</i>:</p> <p>At academic level of Doctor by the Universidad de Alcalá</p> <p>UAH Doctoral programme for inscription of doctoral thesis:</p> <p>The doctor has checked the requirements for the examination of doctoral theses established by the UAH doctoral programme for which recognition is requested and considers that they are satisfied.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

4. NOTIFICATION DETAILS

Address for notifying the applicant / representative <i>(strike out as appropriate)</i> :		
Avenue, Street or square and number	Town/city	Postal code
Province	Country	Telephone and email

The personal data collected will be processed by the University of Alcalá for the purpose of managing the application, as well as for statistical purposes. The legitimate basis for such processing is the execution of your application, the legal obligations in educational matters, as well as your express consent. The data will be transferred to the competent public bodies. Beyond these cases, the data will not be transferred except in the cases provided for by law and will be kept for the legally established period of time and for the time necessary to fulfil the purpose described. The body responsible for data processing is the General Secretariat of the University, before whom the corresponding rights may be exercised by writing to the Data Protection Delegate (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or by e-mail (protecciondedatos@uah.es), enclosing a copy of your ID card or equivalent. In the event of a dispute, an appeal may be lodged with the Spanish Data Protection Agency. For more detailed information, please consult the University's Privacy Policy"

Place and date	Signature
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EXCMO. Y MAGFCO. SR. RECTOR DE LA UNIVERSIDAD DE ALCALÁ

DOCTORAL RECOGNITION REQUEST FORM FOR FOREIGN HIGHER EDUCATION DEGREES

P. 2 (reverse)

APPLICANT'S NAME:

DOCUMENTS accompanying this application:

<input type="checkbox"/>	Certified copy of the document accrediting the identity and nationality of the applicant, issued by the competent authorities of the country of origin or provenance or by the Spanish authorities responsible for foreigners. In the case of Spanish citizens, they must attach a certified photocopy of their National Identity Document.	
<input type="checkbox"/>	Certified copy of the degree certificate for which recognition is requested or of the certificate attesting to its issue.	<input type="checkbox"/> Sworn translation (when necessary)
<input type="checkbox"/>	Certified copy of the academic transcript of the studies carried out by the applicant to obtain the PhD degree, stating, among other things, the official duration, in academic years, of the programme of studies followed, the subjects taken, the time load of each subject and their grades.	<input type="checkbox"/> Sworn translation (when necessary)
<input type="checkbox"/>	Explanatory summary of the thesis, in electronic format, written in Spanish. Copy of the thesis, with information on the members of the thesis panel and the grade obtained, if applicable.	
<input type="checkbox"/>	Copy of the thesis, with information on the members of the thesis panel and the grade obtained, if applicable.	
<input type="checkbox"/>	Certified copy of the degree that gave access to doctoral studies.	
<input type="checkbox"/>	Curriculum Vitae	
<input type="checkbox"/>	Declaration that official recognition has not been requested at the same time at another university.	
<input type="checkbox"/>	Proof of payment of fee, in accordance with art. 28 of Act 53/2002, of 30 December, regarding <i>fiscal, administrative and social measures</i>	
<input type="checkbox"/>	Others (<i>specify</i>)	

Document requirements

(a) They shall be official and issued by the competent authorities, in accordance with the legal system of the country concerned.

b) They must be legalised through diplomatic channels or, where appropriate, by the apostille of the Hague Convention. For the purposes of the certified copies, the legalisation or apostille must be affixed to the original document before the copy to be certified is made.

This requirement shall not apply to documents issued by the authorities of the Member States of the European Union or signatories to the Agreement on the European Economic Area.

c) They shall be accompanied, where appropriate, by the corresponding official translation into Spanish. Documents issued in English, French, Portuguese and Italian need not be translated. As a general rule, it will not be necessary to provide an official translation of the copy of the doctoral thesis that must be submitted with the applications for recognition of the doctoral degree or of the complementary documents referred to in Article 7 of the Regulation establishing the procedure for the Recognition of Foreign Higher Education Degrees as Postgraduate Degrees and Academic Degrees

Place and date	Signature
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