

ESCUELA DE DOCTORADO

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)
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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 Doctorate Programme	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: <input type="checkbox"/> Loss or theft of original <input type="checkbox"/> Deterioration of original* <input type="checkbox"/> Addition of new speciality to degree certificate* <input type="checkbox"/> Other eventualities (attach vouching documentation) *	

*This form must be accompanied by the original degree certificate

DOCUMENTATION TO SUBMIT

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

REDUCTIONS AND EXEMPTIONS

<input type="checkbox"/> Large family general category	<input type="checkbox"/> Large family special category
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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: escuela.doctorado@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. Escuela de Doctorado. Calle Libreros 21. 28801 Alcalá de Henares (Madrid)

Do not forget to sign the application form.

Place, date and applicant's signature

INFORMATION ABOUT PERSONAL DATA PROTECTION

The personal data collected will be processed by the University of Alcalá for the purpose of managing the application to achieve of the Thesis with industrial mention, as well as for statistical purposes. The legitimate basis for such processing is the execution of the request, the legal obligations in educational matters, as well as your express consent. The data will be disclosed to the competent civil servant and public bodies. Likewise, we inform you that the data may be transferred internationally if the request management requires it and with the appropriate security measures. Beyond these assumptions, the data will not be disclosed except in the cases provided for by law and will be kept for the time legally established and necessary to fulfill the described purpose. The data controller is the General Secretariat of the University, before whom the corresponding rights may be exercised, by writing to the Data Protection Officer (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or by e-mail (protecciondedatos@uah.es), attaching a copy of the DNI or equivalent. In case of conflict, an appeal may be lodged with the Spanish Data Protection Agency. For more detailed information, please consult the [University's Privacy Policy](#).