

**APPLICATION FOR ISSUANCE OF THE DOCTORAL DEGREE CERTIFICATE**

**PERSONAL DETAILS**

ID/Passport/NIE no.	Surname(s)	First name(s)
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**ADDRESS FOR CORRESPONDENCE**

Avenue, street or square and number			
Post Code	<input type="text"/>	Town	Province
Country	Telephone number(s)		Fax
Email			
Preferred method of communication			
Other methods of communication			

**APPLICATION DETAILS**

Name of Doctoral Programme:	Code
Department:	
Date of thesis defence:	

**DOCUMENTS TO SUBMIT:**

<input type="checkbox"/> Recent and legible photocopy of your DNI (Spanish citizens) or passport or NIF (foreign citizens).
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**REDUCTIONS AND EXEMPTIONS**

<input type="checkbox"/> Large family (general category) <input type="checkbox"/> Large family (special category)
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**METHOD OF PAYMENT**

<input type="checkbox"/> Proof of payment
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Place, date and signature of the applicant

(DATE)

## APPLICATION FOR ISSUANCE OF THE DOCTORAL DEGREE CERTIFICATE

### INFORMATION ON THE PROTECTION OF PERSONAL DATA

The personal data given here will be processed by the UAH for appropriate academic administration of UAH students in order to maintain their academic records and inform them of their marks and of the academic events and services offered and used by the University, as well as for statistical purposes. These data will not be disclosed except as provided for by law and the competent autonomous authorities. The body responsible for the processing of personal data is the General Secretariat, before whom interested parties may exercise their rights to access, rectify, cancel and contest the information held by applying in writing (Colegio de San Ildefonso, Plaza San Diego, s/n, 28801 - Alcalá de Henares, Madrid) or by email ([secre.gene@uah.es](mailto:secre.gene@uah.es)), using the appropriate forms (<https://www.uah.es/proteccion-datos-personales>).

### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

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

The information requested in these sections is necessary to process the official degree certificate application, for communication with the applicant and for statistical purposes.

Proof of personal identity shall be required, in the form of a recent and legible photocopy of the applicant's National Identity Card (in the case of Spanish citizens) or of the applicant's passport or NIE (for foreign citizens), as appropriate.

**Province:** only applicable for addresses in Spain. Select from the drop-down menu.

For the purposes of notification of all procedures related to this application, all correspondence shall be addressed to the **place** and by **method** indicated in this section. Please make sure your details are correct and do not forget to communicate any changes that occur to the Doctoral School. Official Postgraduate Studies Service, Colegio de León, Calle Libreros 21, 2ª planta, 28801 - Alcalá de Henares, Email: [escuela.doctorado@uah.es](mailto:escuela.doctorado@uah.es)

#### 2. APPLICATION DETAILS

Application for the certificate implies closing the academic record; therefore, once the application has been submitted, additional information may not be incorporated into the record.

Please indicate the **name and code of the Doctoral Programme** studied.

**Date of thesis defence:** please indicate the date on which the thesis defence took place.

#### 3. REDUCTIONS AND EXEMPTIONS

In addition to their application, students who are members of large families should also submit a photocopy of the large family card and the renewal card, where applicable, and bring the original for comparison if a recent copy is not included in their academic record.

#### 4. WHERE TO SUBMIT YOUR APPLICATION

You may apply for the certificate after 15 days from the date on which defence of the doctoral thesis took place.

Once you have filled in all the required information, save it on your PC, print it and **sign** it. It can then be submitted to the Doctoral School. Official Postgraduate Studies Service, Colegio de León, Calle Libreros 21, 2ª planta, 28801 - Alcalá de Henares (opening hours: Monday to Friday, 9.00 to 14.00) or by email: Email: [escuela.doctorado@uah.es](mailto:escuela.doctorado@uah.es)

### ADDITIONAL INFORMATION

**1. PROVISIONAL DEGREE CERTIFICATE:** a provisional certificate serves as a substitute for the definitive certificate and has the same value as regards the exercise of the rights it confers, until the definitive certificate is issued.

You can apply for a provisional degree certificate as soon as you have paid the issuance fees in this Service.

**2. COLLECTION OF THE CERTIFICATE:** once issued, the certificate should be collected by the applicant in person at the University where he or she completed his or her studies. In the event that the applicant is not able to do so, he or she may authorise another person to collect it. Such authorisation must always be by power of attorney. Notwithstanding the preceding paragraph, in the event that the applicant resides in a locality other than that of the University, he or she may send a request in writing to the corresponding Rector's office for the certificate to be sent to the Provincial Department of Education and Science, Office of Education or Consular Office closest to the applicant's place of residence.