 

APPLICATION FORM FOR THE DIPLOMA SUPPLEMENT

*PLEASE READ THE INSTRUCTIONS ON THE BACK*

before completing this form

# PERSONAL DETAILS

**SURNAME(S)**………………………………………………………………………..

**NAME(S)**………………..…………..……. **ID/passport**………………..…………..…….

**ON MY BEHALF** □ **IN REPRESENTATION** □

**SURNAME(S)**………………………………………….……………………………..

**NAME(S)**………………..…………..……. **ID/passport**……………..…… **Date of birth**………….……...……….

**Town of birth**……………………………… **Province**…………...…....**Country**.............................**Nationality**...................

**Address for communication**……………………………….…………………………..……………….

**Postcode**………………. **Town**………..…………................. **Province**…………...…....

**Country**.............................

**Telephone number**………..…………… **Email address**……….…………………………..

**COMMENTS**:…………………………………………………………………………………….……………………….

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REQUEST

I hereby request from the Rectorate the issuing of the Diploma Supplement after having paid the corresponding issuing fees. As required, I confirm that I have also paid the fees for the issuing of the master's degree certificate in ………………………………………….………………………………………….,

which I completed at the International School for Postgraduate Studies (EIP) of the University of Granada.

The fees for the issuing of the certificate were paid on………………………….………… (date).

Town………..…………................. Date............../........./..........

Signature

# RECTOR OF THE UNIVERSITY OF GRANADA.

* I give **AUTHORISATION** to be contacted at the email address indicated in this application form when my **certificate** becomes available at my faculty's academic secretary, as stated in the Arts. 27.2 and 28 of the Law 11/2007 of 22 June, on Citizens’ Electronic Access to Public Services.

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| Basic information on personal data protection | |
| Controller: | UNIVERSITY OF GRANADA |
| Legal basis: | The University of Granada is entitled to process your data as it is necessary to fulfil a mission carried out in the public interest: Art. 6.1.e) GDPR. |
| **Purpose**: | To manage the issuing of the Diploma Supplement. |
| Recipients: | Ministry responsible for university education. |
| Rights: | You have the right to request access, objection, rectification, erasure or restriction of the processing of your data, as  specified in the "Additional information" section. |
| Additional information: | You can consult additional and detailed information on data protection via the following link:  [http://secretariageneral.ugr.es/pages/proteccion\_datos/leyendas-informativas/\_img/informacionadicionaltitulos/!](http://secretariageneral.ugr.es/pages/proteccion_datos/leyendas-informativas/_img/informacionadicionaltitulos/) |

# INSTRUCTIONS TO COMPLETE THIS APPLICATION FORM

DIACRITICS

* + Your name(s) and surname(s) must be written exactly as they appear on your personal identification document (ID or passport). **Please include any diacritics, if applicable.**
  + If the diacritics on the application form do not coincide with those that appear on your ID or passport, you must indicate it.
  + If no indication is given, the accentuation rules of the Royal Spanish Academy (RAE) will be followed.
  + If the diacritics on the certificate are incorrect, you will have to pay the fees for the printing of a new certificate.

If the requested certificate corresponds to a second specialisation, you must indicate it on the application form.

SUBMISSION AND ACCOMPANYING DOCUMENTATION

Please submit this form accompanied by the following documentation:

1. **Original ID card and a copy for comparison. In absence of ID card, current valid passport** (original and copy).
2. **Proof of payment** of the fees for the issuing of the official certificate.
3. **If you are representing the concerned person,** you must submit an authorisation signed by them and your current ID card or passport (original and copy).