



DUPLICATE DEGREE CERTIFICATE APPLICATION

Note: This document does not have the same validity as the certificate itself

Mr/Ms:.....
ID card number: .....
Date of birth:..... Place of birth:.....
Province:..... Address: .....
Town:..... Province:.....
Postcode:..... Telephone:..... Mobile: .....
Email:.....

REQUEST

I hereby request from the Rectorate the issuing of a DUPLICATE degree certificate of.....
This programme was completed at the University of Granada.
The programme was finished on..... (month and year).

REASON FOR DUPLICATION REQUEST: (Tick all that apply)
[ ] Data rectification.
[ ] Change of name(s) and/or surname(s).
[ ] Change of nationality.
[ ] Loss.
[ ] Damage.
[ ] Others.

Signature:

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

Submit this form to the Academic Secretary of the International School for Postgraduate Studies (EIP) accompanied by the following documentation:

- Proof of payment of the fees for the duplicate degree certificate (only applies if the reason for the duplication request is not attributable to the University of Granada).
• Copy of the announcement of lost degree certificate published in the Official State Gazette (BOE), if applicable.
• Certified copy of the registry certification indicating the change of name(s) and/or surname(s) or nationality, if applicable.
• Copy of your valid ID card or passport, only if any of the data on these documents has changed since they were provided when requesting the original certificate.

RECTOR OF THE UNIVERSITY OF GRANADA

The personal data you provide in this form will be processed by the UNIVERSITY OF GRANADA, with headquarters in Avda. del Hospicio, s/n 18071 Granada, for its relevant purposes. You may exercise your rights of access, rectification, cancellation and opposition to the processing of your data by sending a written request to the University of Granada Secretary's Office at the address indicated above, accompanied by a copy of your ID card. This information is provided in accordance with Article 5 of Organic Law 15/1999, of 13 December, on the Protection of Personal Data.

Vice-Rectorate for Teaching and Learning



CERTIFICATE LOSS

Mr/Ms:..... ID card number: .....
Date of birth:..... Place of birth:.....
Province:..... Address: .....
Town:..... Province:.....
Postcode:..... Telephone:..... Mobile: .....
Email:.....

STATEMENT

I have lost my official university degree certificate for
.....,
valid throughout Spain.

To comply with the provisions of the Order of 8 July 1988, I must complete the established
procedures prior to sending the announcement of lost degree certificate to the Official State
Gazette (BOE).

REQUEST

I hereby request to be provided with the text for the announcement of lost certificate and
the application forms for self-payment and refund of the announcement fees.

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

Signature:

Bank details of the applicant (these details are essential for the refund of the publication fees in
case the announcement is eventually not published).

IBAN
[Grid of boxes for IBAN entry]

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