



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:.....

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.

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: <a href="http://secretariageneral.ugr.es/pages/proteccion_datos/leyendas-informativas/_img/informacionadicionaltitulos/">http://secretariageneral.ugr.es/pages/proteccion_datos/leyendas-informativas/_img/informacionadicionaltitulos/!</a>

## ***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:

- a. **Original ID card and a copy for comparison. In absence of ID card, current valid passport (original and copy).**
- b. **Proof of payment** of the fees for the issuing of the official certificate.
- c. **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).