



Processing of Accredited Degrees and Documents for Dual Degree Programs

Dear Student,

Once you have passed all the required courses in your Dual Degree Program, to receive your diploma please follow the guidelines below.

These procedures are private and must be carried out by the person requesting the diploma themselves, as they concern official documentation that cannot be requested by third parties (neither your university of origin, nor your destination university).

1. Print and fill out the “*Application for Degree Certificates and Diplomas*” Form (attached) with the following personal information:
 - a. First Name
 - b. Last Name(s)
 - c. Phone number
 - d. Postal address: Please provide us with details of the postal address in your country of origin (if you are there at the moment and would like all your documentation to be sent to your country) or your address in Madrid (if you would like everything to arrive at your address in Spain)
 - e. Town / City
 - f. Zip Code (Post code)
 - g. State / Province
 - h. UEM Student ID Number
 - i. Current Studies: degree program you have completed with us
 - j. In the attached document, the following boxes should be marked with an X:
 - ❖ Personal Academic Certificate: This is your academic record, including all courses taken and grades received.
 - ❖ Degree Certificate/Diploma Fees: This is the payment made to the Ministry for issue of your degree certificate or diploma. You must submit a copy of this document duly stamped as proof of payment. Remember that the two years run from the payment date of these fees (the date that will appear as the issue date on the accredited degree). As a result, if a student pays their fees two years after having completed their studies, it will take 4 years to obtain their degree.

In addition, the Office of the Registrar recommends that you apply for the following documents:

- ❖ **Substitute Diploma:** A Spanish degree takes two years to be delivered. This Substitute Diploma Document is a provisional diploma that states you have completed your studies at UEM. It is an accredited document as it is signed by the Rector, by the General Secretary and by the Head of Registrar's Office, which means that for any job position, this document carries the same validity as the degree you will be receiving.
- ❖ **Authentications:** These are stamped copies in accordance with the original. The application for "authentications" gives you the right to request 6 accredited copies of certain academic documentation. We recommend you request:
 - Two copies of the Personal Academic Certificate, consisting of 3 pages each, or
 - One copy of the Personal Academic Certificate, one including fees and 2 Substitute Diploma Documents.

On the right hand side of this document, you will find the fees that correspond to each document request. These fees are obligatory and any student that completes their ACCREDITED studies in Spain is required to pay these amounts.

How to make fee payments: At the bottom of the document, you will find the bank account number to make payments. The codes you will need for international transactions are:

- ❖ SWIFT: BSCHESMM
- ❖ IBAN: ES66 0049 4307 0724 1000 0891

Where to send documentation: The "Application for Degree Certificates and Diplomas" must be sent by fax to 91 205 32 32 together with a copy of your Passport and the bank payment receipt as proof of payment.

Attached you will also find the "Request to the Honorable Rector of the University" which is used to request that your diploma be sent to your country of origin. **If you decide that your degree should be sent to your country of origin, it will be sent directly to the Spanish Consular Office closest to your place of residence, and in NO event may be sent to your home address.** This signed document must also be sent by fax to the same number as above: 91 205 32 32).

Scanned copies of all documents must be sent to the UEM International Department: lorenaandrea.aros@uem.es (Remember to attach a copy of your passport as well as a copy of your proof of bank payment).

We look forward to receiving this information and hope that you have enjoyed your stay at Universidad Europea de Madrid.



**Universidad
Europea de Madrid**

LAUREATE INTERNATIONAL UNIVERSITIES

REQUEST TO THE HONORABLE RECTOR OF THE UNIVERSITY

Last Name, First Name:

DNI/Passport #:.....UEM Student ID No.

Place of Residence:.....

Country:.....

Studies Completed:.....

HEREBY DECLARES:

That having paid the fees for issuance of their Accredited Degree Certificate/Diploma, pursuant to the provisions of Section 6.2 of the Order dated July 8, 1988 for the application of Royal Decrees 185/1985 dated January 23rd and 1496/1987 dated November 6th, regarding the issuance of accredited university degrees, hereby gives written request for the diploma to be sent to the Consular Office closest to the home address of the interested party.

THEREFORE REQUESTS:

That the aforementioned Accredited Degree Certificate/Diploma for the Bachelor Degree Program:be sent to the Consular Office that is closest to my Place of Residence located at

Villaviciosa de Odón (date)..... 2011

(Signature)

APPLICATION FOR DEGREE CERTIFICATES AND DIPLOMAS

LAST NAME: _____

FIRST NAME: _____ PHONE: _____

ADDRESS: _____

CITY / TOWN: _____ ZIP / POST CODE: _____

STATE / PROVINCE: _____ STUDENT ID No.: _____

CURRENT STUDIES: _____

- | | |
|--|-------|
| <input type="checkbox"/> PERSONAL ACADEMIC CERTIFICATE | 25 € |
| <input type="checkbox"/> TRANSCRIPT TRANSFER FEES | 25 € |
| <input type="checkbox"/> SUBSTITUTE DIPLOMA DOCUMENT | 25 € |
| <input type="checkbox"/> BACHELOR'S, MASTER'S DEGREE CERTIFICATE/DIPLOMA FEES | 125 € |
| <input type="checkbox"/> PRIVATE DEGREE CERTIFICATE/DIPLOMA FEES | 125 € |
| <input type="checkbox"/> 3 YEAR PROGRAM DEGREE CERTIFICATE/DIPLOMA FEES
(BACHELOR'S, TECHNICAL ARCHITECT OR ENGINEERING TECHNOLOGY) | 125 € |
| <input type="checkbox"/> AUTHENTICATION (up to 6 pages) | 10 € |
| <input type="checkbox"/> DIPLOMA OF ADVANCED STUDIES (PhDs) | 100 € |
| <input type="checkbox"/> PHD DEGREE CERTIFICATE/DIPLOMA FEES | 190 € |
| <input type="checkbox"/> LEGALIZATION OF DOCUMENTS | 12 € |
| <input type="checkbox"/> ISSUE OF A DEGREE CERTIFICATE/DIPLOMA TO INTERNATIONAL STUDENTS
(DUAL Degree Program) | 125 € |
| <input type="checkbox"/> RADIATION PROOF DIPLOMA FEES | 40 € |
| <input type="checkbox"/> CERTIFICATE FOR UNIVERSITY ENTRANCE EXAMS FOR STUDENTS OVER 25 | 25 € |
| <input type="checkbox"/> GENERAL CERTIFICATE (Please specify) | 25 € |
| <input type="checkbox"/> GENERAL CERTIFICATE (include current academic year and degree program in which enrolled) | 0 € |
| <input type="checkbox"/> EDUCATIONAL INSURANCE | 0 € |
| <input type="checkbox"/> PROGRAMS | 20 € |
| <input type="checkbox"/> ENROLLMENT PAYMENT RECEIPT | 0 € |

- | | |
|-----------------------------------|---|
| COLLECT IN PERSON | <input type="checkbox"/> |
| SEND BY REGISTERED MAIL | <input type="checkbox"/> |
| SEND BY PREPAID COURIER SERVICE { | <input type="checkbox"/> Regular
<input type="checkbox"/> Urgent |

Send this signed application to the Student Affairs Office, together with the following documentation:

Photocopy of your **DNI or Passport**

Payment receipt corresponding to the bank deposit made to BSCH account no.: **0049 4307 07 2410000891**

(Remember that this option is only valid for applications made in person at our Villaviciosa de Odón and La Moraleja Campuses. For online applications, please use our website for requesting certificates).

(Date DD/MM/YYYY).....
(Student Signature)

The prices shown are valid for the 2010-2011 academic year and may be subject to change according to fees in force on the date of the application.

Universidad Europea de Madrid