

Academic Certificate Request

Data of the certificate holder (i.e. the student)

Mr./Ms.	ID Document no./Passport no.
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Data of the person requesting the certificate (please only complete if different from the certificate holder (i.e. the student)).

Mr./Ms.	ID Document no./Passport no.
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Please note: You are hereby informed that the academic certification is to be electronically¹ signed and sent to the official e-mail of the University of origin of the holder (i.e. the student). In case you have forgotten your username or password, please refer to www.comillas.edu/en/intranet-comillas.

To be completed in case that no official University e-mail account is available or that such account is no longer operative:

The holder of the academic certificate (i.e. the student) requests that the certification is sent to the following e-mail address, to which they hold responsible access control:

.....
Signature of the certificate holder (i.e. the student)

Studies completed at this university corresponding to the transcript requested:

Language of the certificate:
(Please tick only one option) Spanish English

Please tick if you wish to include an average mark⁽²⁾ YES

Please mark if the certificate is to be authenticated⁽¹⁾
(issued on security paper, check the price) YES

Request a certification to be issue stating (please tick only one option);

- | | |
|---|--|
| <input type="checkbox"/> Full Academic Record | <input type="checkbox"/> Statement of having completed the defense of their doctoral thesis. |
| <input type="checkbox"/> Statement of being enrolled. | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Statement of having completed their courses. | |

Please notice that if you have completed a double program leading to two official Degrees, information of both degrees will be included, in the case that you wish to include only one of them, please indicate _____

Please tick if you wish to include information of the Private Diplomas related with your studies, if applicable

To be completed by the **requestor**:

..... Signature of the requestor Place and date
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TO be completed by the Degree Certificates and Transcripts Service:

RECEIVED	Certificate no.:	Signature and Stamp:	DELIVERY	Date and signature:
	Date			
	Amount (in euros):			OBSERVATIONS:

Please see instructions and applicable conditions in the back side of this page.

1: Academic certifications will be issued electronically, except in the case of a requirement for a legalization process that will be issued on security paper.
2: Average mark: in case of courses corresponding to Grado (Degree), Máster Universitario (University Master) or other courses with a credit structure (for example, as the case may be, Licenciatura (four- or five-year Bachelor's Degree), Diplomatura (three-year Bachelor's Degree), Ingeniería Superior (Engineering Degree) or Ingeniería Técnica (Technical Engineering Degree), the calculations of the average mark shall correspond to the sum of credits completed by the student multiplied by the value of the mark obtained in each of the, and divided between the total number of credits obtained by the student.

In the case of courses without a credit structure, the average mark shall be obtained by means of calculation of the arithmetic means of the qualifications obtained. Your personal data shall be included in a temporary file owned by the Pontifical University of Comillas with the mere purpose of managing your request for an academic certificate. You are hereby informed of your rights of access, modification, cancel and opposition which you may exert by means of addressing a request to the General Registry in c/ Alberto Aguilera, nº 23, 28015 Madrid or to prodatos@comillas.edu.

INSTRUCTIONS/REQUIREMENTS

1. Procedure:

You must complete your data in the front side of this page, sign it and deliver at in the Degree Certificates and Transcripts Service (General Registry), together with the following documents:

- Proof of identity of the applicant.
- Receipt of fees paid (please see valid fees and payment methods in <https://www.comillas.edu/en/degree-certificates-and-transcripts/certificados-academicos/#tasas-y-plazos>)

Alternatively, if you wish, you may send us the relevant documents by e-mail to: solicitudes.certificados@comillas.edu. If you send your documents by e-mail, please state in the e-mail subject the degree for which you request this academic certification.

2. Deadlines:

Issue of certificates usually take a maximum of 3 working days from the date of receipt of the complete request. However, the University may not be held liable for any delay caused by unforeseeable circumstances, acts of God or circumstances exceeding their function.

The receipt (a copy of the request of the academic certification submitted to and bearing the stamp of the Degree Certificates and Transcripts Service) shall be valid for 6 months from the request date.

3. Request and delivery of certifications:

Requests must be submitted by the holder of the certificate or a person duly authorised by them. Academic certificates shall be issued in electronic format unless that they are required for an authentication process. Delivery of certification shall be carried out by means of sending, electronically signed, to the official e-mail account of the University of origin of the holder (student). If the University of origin does not an official e-mail address or this address is no longer operational, the holder may provide an alternate e-mail address on which they shall state to have responsibly control of access-

A procedure to retrieve username and password is available at <https://www.comillas.edu/intranet-comillas/>.

4. About electronic certificates:

Documents signed electronically by the General Registry of the Pontifical University of Comillas use a signature based on a Certificate of a natural person linked to a company, complying with the requirements foreseen in the current regulations to have the same validity as a handwritten signature. For more information on the procedure for verifying electronically issued academic certifications, please see "Verification of electronically signed documents" in section "Academic Transcripts" in the General Registry web <https://www.comillas.edu/en/degree-certificates-and-transcripts/#academic-procedures>