

How do I request my official university bachelor's degree or university master's degree certificate?

(Only for degrees verified by the Ministry of Universities)



As soon as your academic transcript states **studies completed**, you are an alumna/alumnus, and you can request your degree certificate.

1 Access the platform for requesting certificates and degrees:

Click here



You can also access this platform from the alumni page, under **certificates and degrees**.

2 Verify your personal information

Check that your personal details appear exactly as stated on your passport or nationality identity card.



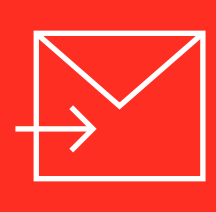
Check

- ✓ Full name.
- ✓ Last name(s).
- ✓ Date of birth.
- ✓ Place of birth.
- ✓ Nationality.



3 If you have completed a **bachelor's degree**, when making your request select: **Fee for issuance of a bachelor's (180€)**.

If you have completed an **official master's degree** select: **Fee for issuance of an official master's degree (210€)**.



What will you receive?

Within approximately two working days, you will be sent an email with an electronic signature acknowledging **receipt** of payment of the necessary fees, which specifies which degree you have completed.

In most cases, **this document will be accepted** as proof that you have completed your official studies.



Attention:

- Issued in Spanish only.
- This fee cannot be legalized.

In approximately a year to eighteen months, you will receive an email notifying you that you can collect your **official university degree certificate**.

