

**APPLICATION FOR THE
TRANSFER OF AN
OFFICIAL UNIVERSITY
DEGREE**



UNIVERSIDAD POLITÉCNICA DE MADRID
**ESCUELA TÉCNICA SUPERIOR DE INGENIERÍA
AGRONÓMICA, ALIMENTARIA Y DE BIOSISTEMAS**

Avda. Puerta de Hierro, 2-4
28040 Madrid

TO FOREIGN COUNTRIES

SURNAMES _____ **NAME** _____

DNI / Passport _____ E-mail address _____
(for notification purposes)

Address (for notification purposes) _____

Location _____ Postal Code _____

Province _____ Country _____

Landline telephone _____ Mobile phone _____

REQUESTS

That the title of _____

whose studies he has done at the ETSI Agronomy, Food and Biosystems of the University Politécnica de Madrid,
be sent to the Spanish Consular Office in: _____

where you will appear with your ID card or passport or through a representative duly empowered before
Notary, in accordance with art. 6 of the Order of 8 July 1988 (BOE of 13 July 1988), to withdraw the said title.

In _____, a _____ from _____ from _____

Signed,,

Documentation to be attached:

You will need to submit via e-mail secretaria.alumnos.etsiaab@upm.es the application accompanied by the following documentation:

- Scan of valid ID card (both sides) or passport.

**SR. DIRECTOR OF THE AGRONOMY, FOOD AND BIOSYSTEMS ETSI POLYTECHNIC
UNIVERSITY OF MADRID**

INSTRUCTIONS:

In order to apply for the delivery of your diploma, please follow the steps below:

1. Send the attached completed and signed application form together with a copy of your valid identity document (DNI or Passport) to the following e-mail address secretaria.alumnos.etsiaab@upm.es
2. Once it has been verified that your diploma is at the Centre, the corresponding payment letter will be sent to you by e-mail, as appropriate.
3. Upon receipt of the Letter of Payment justifying the payment of the public fees for the transfer of university degrees from the university to legally established public bodies, your university degree will be sent to the chosen Consular Office, together with a notification to your e-mail confirming the transfer.

Public prices to be paid for the transfer of university degrees from the university to legally established public bodies as stipulated in Annex VIII of DECREE 83/2016, of 9 August, of the Governing Council, establishing public prices for university studies leading to official degrees and services of an academic nature in the public universities of the Region of Madrid (BOCM no. 191, of 11 August).

- To European Union countries: 40 euros.
 - To European countries outside the European Union: 50 euros.
 - To other countries: 55 euros.
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