

## **APPLICATION FOR UNIVERSITY TRANSFER OR SIMULTANEITY OF STUDIES**

University transfers may only be requested when the university has received the Official Academic Certificate (Certificado Académico Oficial) from the university where the student took the entrance exam or obtained the UNED credential.

The steps are the following:

1.- State in the application form the requested procedure:

- University transfer
- Simultaneity of studies

2.- Pay 60.10 euros for the university transfer (simultaneity is exempt from fees).

Payment must be made to the below account, stating 'solicitud de traslado' (transfer request) in the concept, followed by the student's name and surname.

**BBVA**

ES53-0182-0972-15-0201507261

BIC (SWIFT): BBVAESMM

3.- Applications must be accompanied by a copy of the following documents, in PDF format for text and JPEG/PG/PNG for images. Documents must be attached in a single .ZIP file (only applications including the documents listed below will be processed):

- Admission letter from the university the student is transferring to or in which the student is going to study simultaneously
- Application form
- Proof of payment of applicable fees

The secretariat (secretaría) will process the application and provide the student with the receipt and the stamped proof of payment to be handed in at the other university.

Name of School

Application for a university transfer  
Simultaneity of studies

PERSONAL DATA

First surname    Second surname (if any)    Name

Address                      No.                      Telephone No.

Postcode            City                      Region

National ID or passport No.            Email address

STATES:

Having been enrolled at .....

Degree and academic year.....

Date of payment of the transfer fees.....

REQUESTS:

A university transfer to:

Degree

School

University

Please note that all data must match those contained in the admission letter of the university the student is transferring to.

Madrid, on .....

Student's signature

Dean/Dean of School

Universidad CEU San Pablo