



## REGULATIONS FOR CERTIFICATE REQUESTS

University certificates are processed electronically (electronic signature). Students who are enrolled at Universidad CEU San Pablo at the time of the application, will have their certificate sent to their student email address. Alumni who have a different email address to the one they registered when enrolled must provide their updated email address in the application.

Steps to be followed for certificate requests:

1. Please state the name of the qualification obtained and the type of certificate you require:

**The types of certificates that can be requested are as follows:**

- Transcript of Records (Certificado de calificaciones) (please specify if it needs to be in English or to include average grade)
- Certificate of Achievement (Certificado de estudios) (Please specify if it needs to be in English)
- Student Insurance Certificate (Certificado de seguro escolar)
- Other certificates (Special Certificates)

2. Please pay the appropriate fee and attach the proof of payment as a photo or in PDF format to the application form. The fees are the following:

- **Transcript of records or Certificate of Achievement** (Certificado de calificaciones or Certificado de estudios): **€10 (for each qualification)**.
- **Special Certificates** (Certificados Especiales): **€25**.

Payment can be made in cash or by bank transfer, to one of the following accounts:

**BBVA**

ES53-0182-0972-15-0201507261

BIC (SWIFT): BBVAESMM

**SANTANDER**

ES38-0049-5160-79-2616000192

BIC (SWIFT): BSCHESMM

When making the payment, please state in the concept '**certificado**' and the **student's name and surname**.

Please allow at least two working days from the date of request for certificates to be sent out.