

PROCEDURE FOR A CHANGE OF DEGREE OR SIMULTANEITY OF STUDIES

- Students must fill in and submit the application form together with the application.
- Applications must be submitted within the period from **1 June to 15 July. NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE HAS EXPIRED.**
- Students will be interviewed by the Vice-dean, who will assess their application and write a provisional report listing the subjects and credits to be transferred (the Vice-Dean may ask the Qualification Director to write the report for them).
- If approved, students will be notified in a letter by the Secretariat of the Deanery (Secretaría del Decanato). The letter will have to be handed in at the Student Secretariat (Secretaría de Alumnos) or sent via email to: secretariamoncloa@ceu.es / secretariamontepincipe@ceu.es for the change to be effective.

APPLICATION FORM FOR A CHANGE OF DEGREE / SIMULTANEITY OF STUDIES
ACADEMIC YEAR 20....- 20....

PERSONAL DATA

First Surname

Second Surname (if any)

Name

National ID. or Passport No.

Telephone number

CEU Email

REQUEST

CHANGE OF
DEGREE

SIMULTANEITY OF
STUDIES

CURRENT DEGREE

SCHOOL

REQUESTED DEGREE / SCHOOL

Reasons for the request to change degrees or for readmission

Madrid,

Student's Signature