

## **How can I apply for a certificate of studies?**

In general, students and alumni from Degrees and Official Masters must apply for academic certificates on the Universidad Politécnica de Madrid website at the following link: <https://sede.upm.es/catalogo-de-procedimientos/certificado-academico-personal>

They may access the electronic office by using their institutional credentials if they are actively enrolled or with the "Cl@ve" (electronic National ID Card/DNI) if they are alumni residing in Spain. The electronic signature (including CSV) falls on the General Secretary Office.

If students do not have access to these methods, the Student Secretary Office must prepare the certificate.

If any incidents occur, students must inform the Universidad Politécnica de Madrid General Secretary Office ([secretaria.general@upm.es](mailto:secretaria.general@upm.es)).

There are certain certificates that the Student Secretary Office prepares directly. These are:

- Certificate of enrollment
- Receipt of application for degree: available in Spanish and in English.
- Certificate to renew the Large Family status

The certificates listed above are issued after the student has provided a completed application for the academic certification and a copy of their National ID Card (DNI).

### **Students and alumni from other degrees**

Students and alumni from other degrees (Bachelor's Degree, Engineering, and Doctorate) must complete the application for academic certification and also provide a copy of their ID and a document proving their family's status as a large family, if applicable.

Before applying for a certificate of passed classes or with all exams, it is advisable that students check their profile on Politécnica Virtual to see whether their record has been updated.

The certificate shall be digitally signed and sent to the email address provided on the application within 10 business days after the fees are paid.

### **When will the certificate be available?**

This certificate is available after 10 business days.

### **How do I apply for my university card?**

A virtual card is issued in the Universidad Politécnica de Madrid new app.

For further information, please see:

<https://www.upm.es/Estudiantes/OrdenacionAcademica/CarneUniversitario>

### **How can I see my record or print a list of grades?**

On the Universidad Politécnica de Madrid [webpage](#) (in Politécnica Virtual) with your email account and password.

### **How do I apply to transfer my record when I have been admitted to another school?**

You must provide us with the Letter of Admission from the new school so we can send you a payment form for the transfer.

### **How do I apply to cancel enrollment or cancel elective classes?**

Send us the [application ANNEX I](#) by the deadline set forth in the enrollment regulation. If you apply past the deadline, you must attach justification for the reason for the cancellation.

### **How can I request the degree?**

Send the [application ANNEX II](#) to the Student Secretary Office/Post-Graduate Office, along with a copy of your ID and library receipt proving you do not have any books currently checked out (you may request this at [biblioteca@fi.upm.es](mailto:biblioteca@fi.upm.es)).

- **Bachelor's Degree** students, by email, to: [secretaria@fi.upm.es](mailto:secretaria@fi.upm.es), along with a scanned copy of your ID (DNI).

- **Masters and Doctorate** students: by email, to: [oficina.postgrado@fi.upm.es](mailto:oficina.postgrado@fi.upm.es), along with a scanned copy of your ID (DNI)

### **How can I collect the degree?**

- Contact us by email.
- Go to the Secretary Office/Post-Graduate Office with your ID.
- If another person is going to collect it, they must have a notarized power of attorney.

### **How do I request the return of money improperly paid?**

Send the Secretary Office/Post-Graduate Office the [application for reimbursement ANNEX III](#) , along with the payment form and receipt of payment made.

### **How do I apply for payment installments?**

You may pay in up to eight installments at no extra charge. To do so, when you enroll, you must select the payment installment option and provide the signed direct bank debit form (SEPA) to the Secretary Office/Post-Graduate Office.

### **What is the SEPA document?**

This document authorizes collection of enrollment fees by means of direct bank debit.

### **Are you interested in publishing your End of Degree, Master, or Engineering project?**

If you would like to raise visibility for your work, you may publish it in the Universidad Politécnica de Madrid repository. To do so, you must sign the [letter of authorization ANNEX IV](#) and provide it to the school Library.

### **What do I need to do to keep my End of Degree, Master, or Engineering project confidential?**

You must provide the [confidentiality application](#) to the school library, along with a paper copy of your work.