

Students at the school who wish to transfer their record because they have obtained a slot at another school or university must go in person to the Student Secretary Office with the letter of admission for new studies.

It is important to differentiate between two different kinds of transfers:

- Transfer of definitive record
- Transfer of record for simultaneous studies

To apply for a transfer, in both cases, it is an essential requirement to be admitted to the destination University.

Once you have the document proving admission, you must apply at the E.T.S de Ingenieros Informáticos Secretary Office for the Payment Form for the transfer fee.

When paid, you must provide the School Secretary Office with:

- Document proving admission at the destination university
- Payment Form, stamped by the bank

Once paid and stamped by the Secretary Office, this payment form acts as a receipt to enroll at the new school.