Mr/Ms [**NAME AND SURNAMES**], of **[nationality]** nationality, with Identity Document or Passport No. [**ID or passport**], [*description of the credentials*: is undertaking..., is..., is registered...] with the following characteristics:

* [details or characteristics of the credentials: programme, academic year, duration or period, etc.]
* details
* details

The foregoing is stated so that the services requested by the applicant may be provided, the conditions of which [have been previously established... are included in... are described on reverse side...]

Signature

[**signer's name and surnames**]

[**signer's position**]

[town/city], [date]

COMMENTS: