Read instructions on back before completing

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| APPLICANT DATA |  |
| First surname:        | Second surname:       |
| First name:       | ID document or Passport:       |
| Email:       @correo.ugr.es | Address:       |
| No.:       | Flat no.:       | Letter:       | City/town:       |
| Post Code:       | Province:       | Country:       | Telephone number:       |
| ACADEMIC DATA |
| Student enrolled on:       |
| At the Faculty or School of:       |
| **I HEREBY REQUEST** (mark with X as appropriate) |
| **Adaptation** | **Recognition** | **Transfer** |
| [ ]  | [ ]  | [ ]  |
| Of the studies undertaken at:       |
| **LIST OF COURSES OR ACTIVITIES UNDERTAKEN** |
| Course/activity undertaken | Course/number of credits requested |
|       |       |
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|  |
|  | **SIGNATURE** of the applicant |
|  |
| In      , on                   |
|  |

**Addressed to the Dean or Director:**

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| Basic information on the protection of your personal data |
| Controller: | UNIVERSITY OF GRANADA |
| Legal basis: | The University of Granada is entitled to process your personal data as this is necessary to fulfil a mission carried out in the public interest. Article 6.1e) GDPR. |
| Purpose: | To process your application for recognition of credits in an undergraduate degree programme. |
| Recipients: | No data communications are envisaged |
| Rights: | You may request access, objection, rectification, erasure or restriction to the processing of your data, as specified in the "Additional Information" section. | Generador de CÃ³digos QR Codes |
| Additional information: | You can view additional and detailed information on data protection at the UGR, depending on the type of processing, via the following link:<https://secretariageneral.ugr.es/pages/proteccion_datos/leyendas-informativas/_img/informacionadicionalgestionacademica/%21> |

GLOSSARY:

**Adaptation:** Incomplete studies undertaken prior to Royal Decree 1393/2007. The adaptation will conform to the conversion table included in the validation report of the target degree.

**Recognition:** Credits will be recognised by applying the criteria approved in Chapter II of the Regulations on the Creation, Modification, Temporary or Permanent Suspension, and Management of UGR Undergraduate Programmes.

**Transfer:** Students may include the credits obtained in official studies previously undertaken and passed at the same university or another university which have not led to the award of an official degree and whose recognition or adaptation in their official academic transcript is not requested or is not possible due to the above criteria.

REQUIRED DOCUMENTS:

* The curriculum, if applicable, and official programme, stamped by the original faculty or school, of the courses passed in this faculty or school that are intended for use in the procedure.
* Official academic transcript issued by the original faculty or school stating the grades obtained in the subjects or courses intended for use in the procedure.
* For the recognition of credits for university activities, original and photocopy of the official certification of the activity undertaken.
* For official non-university higher education, original and photocopy of the official certification of the studies for which recognition is requested.
* For recognition for professional or work experience:

- Working-life report (*Informe de vida laboral*) issued by the ministry responsible for employment and social security.

- Professional activity report (*Memoria de actividades profesionales*), including a description of the professional activities carried out during the work period(s), with a maximum length of TEN pages. This report must conform to the following structure: ● Cover page including the personal data of the student and the degree programme. ● Table of contents. ● Brief description of the company: name, location, sector of activity, etc. ● Departments or units in which the individual has worked. ● Training received: courses, seminars, talks, etc. ● Description of activities carried out and time spent. ● Competencies, abilities, and skills acquired throughout the period of the professional activity.

- The professional activity report will be accompanied by a certificate from the employer detailing the duties and tasks performed, as well as the competencies, abilities and skills acquired.

* In cases of partial recognition of foreign studies, in addition to the above, the following must be provided within the established period:

- Certificate issued by the original faculty or school stating that the studies passed are higher education studies with official academic validity in the country of origin.

- For graduates, a sworn declaration stating (in accordance with the provisions of articles 17 and 18 of Royal Decree 967/2014) that no request for official recognition of the degree certificate is pending, and that it will not be requested in the future; and where the official recognition has been denied, that this was not due to any of the reasons in article 3.2 of Royal Decree 967/2014.

- When the above documentation is issued in a language other than Spanish, it may be necessary to have it translated by a sworn translator. It will be necessary to legalise the original documents (only official academic transcripts) via diplomatic channels or as established in the Hague Convention (exclusively for countries covered by this convention).

* In the recognition and/or transfer of credits, thirty per cent (30%) of the corresponding fees will be paid, except in certain cases approved by the University of Granada.