


**APPLICATION FOR OFFICIAL ACCREDITATION OF SUBJECTS STUDIED AND PASSED
AT THE URV (for the transfer / recognition of credits)**

PERSONAL INFORMATION		
Name:	First surname:	Second surname
Identity card number (or passport number):	Telephone:	Mobile telephone:
URV e-mail address for written correspondence:	Personal e-mail address for written correspondence:	
That I am a student on the course:		Faculty/school:

I STATE
<p>That I have requested the transfer of my transcript to the [name of institution]</p> <p>in order to continue my course in</p> <p>That I have been admitted to the course in _____ at the [name of institution]</p>

I REQUEST the accreditation of the syllabuses for the following subjects:			Approval of Secretary's Office	
			YES	NO
Codi	Assignatura	Num. of credits		

[place] , [date]

(signature of the student)

(signature of the head of Secretary's Office)

DOCUMENTS THAT MUST BE ATTACHED - space reserved for the Secretary's Office-		
Yes	No	Document that proves that the student has requested the transfer of their academic transcript to another university, or that the student has been admitted onto a course at another university.
<small>I am aware that I have a maximum of 10 working days as from the day after presenting this request to provide the documents that are missing. If I do not present the documents within this deadline, the URV will regard my application as withdrawn (art. 68.1 Law 39/2015).</small>		

Declaration of responsibility (as stipulated in article 69 of Law 39/2015)

- I declare under my responsibility that I comply with all the requirements of this application and that I can provide the corresponding documentary proof.
- Although the documentation required for this procedure to be resolved is initially attached in digital format or as ordinary copies, I undertake to provide the originals if the Administration formally requires me to do so.
- I am aware that any inaccuracy, falsity or omission in the data or documents provided will mean that the application will not be able to be resolved without prejudice to other criminal, civil or administrative responsibilities that may arise.

(Unit to which documentation is sent: Campus Secretariat for Academic Management)



Student information
Full name: Identity card number/passport number: Course: URV e-mail address for written correspondence: Personal e-mail address for written correspondence: Mobile phone:

RESOLUTION OF APPLICATION FOR OFFICIAL ACCREDITATION OF SUBJECTS STUDIED AND PASSED AT THE URV (for the transfer / recognition of credits)

Resolution of the Faculty/School <p>The application is rejected because the applicant is not up to date with his/her fee payments.</p> <p>[place] , [date]</p> <p>The Head of the Secretary's Office (signature)</p>
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This decision is not the end of the administrative process and, should you wish to do so, you can appeal to the rector of the URV within one month of having been informed of this decision.

INFORMATION ON PERSONAL DATA PROTECTION

Data Controller: The controller of your personal data is the Universitat Rovira i Virgili, tax number Q9350003A, with its registered headquarters at Carrer de l'Escorxador, s/n, 43003 Tarragona.

Purpose: To manage aspects relating to the student's record, including but not limited to issuing academic and university certificates and/or official accreditations of curricula and of programmes of subjects studied and passed at the URV.

Rights: Data subjects have the rights of access, rectification, erasure, portability, limitation and opposition to processing and can exercise these rights by writing to the General Registry of the URV at the address of its registered headquarters or submitting the request to the University's General Registry in person or online in accordance with the procedure described at <https://seuelectronica.urv.cat/registre.html>.

Further information: Data subjects can consult additional information about the personal data process known as *Management of preregistration for official degree programmes* and their rights at the URV's Record of Processing Activities published at <https://seuelectronica.urv.cat/rqpd> where they can also consult the URV's Privacy Policy. They can also ask our data protection officers any questions they may have about personal data protection at the email dpd@urv