

**REQUEST FOR AUTHENTIC ELECTRONIC COPY OF OFFICIAL TITLES**

PERSONAL INFORMATION		
Name:	First surname:	Second surname:
Identity card number / passport number:	Mobile telephone:	Telephone:
URV e-mail address for written correspondence:		Personal e-mail address for written correspondence:
I have completed studies in:		Center:

I STATE
That I want an authentic electronic copy of my official certificate.

Therefore

I REQUEST
That the aforementioned copy is generated for me.

(place)

, (date)

(signature)

DOCUMENTS THAT MUST BE ATTACHED - space reserved for the Secretary's Office of the Faculty/School -		
<u>Yes</u>	<u>No</u>	Original and photocopy of the accredited documentation of the type of exemption (if necessary)
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 If I do not present the documents within this deadline, the URV will regard my application as withdrawn (art. 68.1 Law 39/2015).		

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.

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/rgpd> 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.cat.

The Head of Secretary's Office of the Faculty/School

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