


**APPLICATION FOR OFFICIAL ACCREDITATION OF THE CURRICULA AND OF THE SYLLABUSES OF SUBJECTS PASSED AT THE URV (official legalization)**

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					
That I am going to request the legalisation of the following documents from the corresponding Spanish ministry					
Therefore:					
I REQUEST the accreditation of:					
Syllabuses for courses passed					
Official curriculum					
List of subjects for which I require official accreditation:				Approval of Secretary's Office	
Code	Subject	Num. of credits	YES	NO	

According to the student's academic transcript, as of today's date, the student HAS      HAS NOT      finished this course.

[place]      , [date]

(signature of the student)

(signature of the head of Secretary's Office)



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

## RESOLUTION FOR OFFICIAL ACCREDITATION OF THE CURRICULA AND OF THE SYLLABUSES OF SUBJECTS AND PASSED AT THE URV (official legalization)

<b>Resolution of the Faculty/School</b>
<p>The application is declined because the student is not up to date with payments.</p> <p>[place] , [date]</p>
The Head of the Secretary's Office (signature)

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.urv>.

**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](mailto:dpd@urv)