

## PROCEDURE FOR THE LEGALISATION OF GRADE AND DEGREE CERTIFICATES FOR STUDENTS AT THE UAH

Students who have obtained qualifications at the UAH and who wish to apply for a grade certificate must obtain this through the following link on the postgrad section:

[https://posgrado.uah.es/export/sites/posgrado/es/posgrados-proprios/.galleries/documentos/legalizacion traduccion cotejo compulsa.pdf](https://posgrado.uah.es/export/sites/posgrado/es/posgrados-proprios/.galleries/documentos/legalizacion%20traduccion%20cotejo%20compulsa.pdf)

Below is an overview of the grade certificate legalisation process, carried out in accordance with the Hague apostille. This application process is carried out through: Documentation and Certification by the Jefa de Secretaria de Alumnos de la UAH (chief of the student secretary).

1. Publication of the Grade Certificate by the student secretary or the relevant ORI. This will contain the signature of the international programmes coordinator of the faculty.
2. Signature on the Grade Certificate from the Secretary General of the UAH which attests to the authenticity of the document.
3. Recognition of the legitimate signature of the secretary general of the UAH by a notary who will bear witness to the legalisation of the signature.
4. To facilitate this process, the management of UAH documents will be remitted to the notary who will recognise the signatures in the documentation legalisation process. Notary Information: Jesús Domínguez Rubira, Plaza de Cervantes 2, 28801 Alcalá de Henares-Madrid Tel: 918836544. This request process can be carried out by any other notary.