

Information to request certificate online

1. You can request your degree certificate on line. Go to the URL <http://sia.uab.cat> → STUDENTS: Request certificate.

2. To request a certificate on line your academic record should be: **closed with certificate available**.

3. You can modify your personal details when you make the request. The following message will appear:

“In order to comply with Ministerial requirements related to the issue of official certificates, please check and, if necessary, modify the following information:

- First and family names should be in the same language in which they appear on identity document or passport..
- The identity number should include the letter (without hyphens or spaces)
- Do not use abbreviations or punctuation marks.
- Use all necessary accents according to spelling norms.”

Your request can only be processed if your passport is valid.

If any of the information has changed but does not yet appear on your identity document or passport (first or family name, identity document or passport number, place of birth or nationality) you must present an official document which accredits these changes (Civil Registry Office or equivalent) to your Academic management Office before you begin the online request.

If you are eligible for any kind of discount and this does not appear when you make your online request, check with the Academic Management Office.

4. You must pay for the issue of your certificate by bank card.

5. When the Academic Management Office receives your request it will verify that the information is correct and that payment has been received. If everything is correct and meets the criteria established by the UAB, the office will validate the certificate on line and make the necessary arrangements for the issue of the substitute certificate which will be signed by the Academic Manager of the centre.

6. The substitute certificate will be sent to the address indicated in the request or can be picked up at the Academic Management Office, depending on what you indicate when you make the request.