







Informative tutorial about the process to apply for the Official Diploma shipment to :

- *The Delegation or subdelegation of the Ministry of Education near me*
- *The Spanish Embassy or Consulate near me*

Summary of the steps to follow for the shipment

-  **1** → Settle the payment of the fees of the **procedure for shipping sending Official Diplomas overseas**: it has a price of 50€.
-  **2** → Fill out the **personal data form**: you should use the **most updated data** possible, and remember to write down your home address in Spanish/Catalan and in the language of the destination country.
-  **3** → Submit documentation to the **Academic Management Office**:
 - Personal data form duly filled out.
 - Voucher of the payment of the fees.
 - Notify the Academic Management Office which subdelegation of the Ministry of Education, Spanish embassy or consulate is near you (It can't be shipped to honorary consulates, it must be a general consulate).
-  **4** → **Shipping the Official Diploma**: when they receive the diploma, they will contact you for its delivery.

1st: Settle the payment of the fees

You have to carry out an online payment of 50 € through the following link:

FUABformació

[LINK](#)

* Remember, you must keep a voucher of the payment.

2nd: Fill out the personal data form

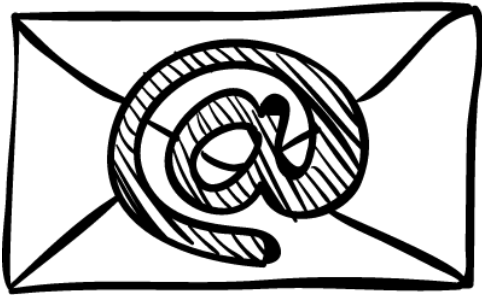
You can download the [personal data form](#) in the following LINK :



- Remember to use the **most updated data** possible.
- In the section “Address” you must write down your home address (not the embassy’s). Also, you must write your address in Spanish/Catalan and the language of the destination country.
(e.g. Century Avenue, Shanghai/ 世纪大道 · 上海)

3rd: Submit documentation to the Academic Administration Office

You have to submit the following **scanned documentation** to the Academic Administration Office :



- **Personal data form** duly filled out.
- Receipt of the **payment of the fees.**
- Notify the Academic Management Office which Spanish **embassy or consulate** is near you

*Remember, you will have to pick up your diploma in person in the embassy or consulate.

4th: Shipping of the Official Diploma to the embassy or consulate

1
MONTH

In about one month, the embassy or consulate will receive the Official Diploma from the UAB.

They will contact you through the data provided in the personal data form.

You may pick it up in person in the opening hours of the embassy or consulate with your DNI, NIE or passport.

If you are not able to pick it up in person, you can apply for a power of attorney authorizing a third party to pick up your diploma.





Thank you
for choosing the UAB!