Information for the online application of the diploma

1. The student can apply for the diploma through the website: http://sia.uab.cat, in the section "**Application for a degree certificate**" entering the NIU (student's number) and password.

2. In order to apply for the degree certificate, the student's academic record and grades must be registered in the program sigm@ and in a "**closed and ready to apply for the diploma**" status.

3. The student can **modify their personal data** at the time of the application. The program will show the student the following message:

In order to comply with the Ministry's regulations on the issue of official certificates, please review the following information and, if necessary, amend it:

- *Name and surname must be in the same language as that of the ID card or passport.*
- *No abbreviations, hyphens or punctuation marks may be used.*
- *All accents and umlauts must be correctly indicated.*

In order to process the application, it is essential for the student to present the **DNI or NIE*** to the Academic Management, or send a certified copy by ordinary mail to the following address:

Fundació UAB
Edifici Blanc, Campus de la UAB
08193 Bellaterra (Cerdanyola del Vallès) Spain

* If the student does not have a DNI or NIE, the passport can be accepted.

In the event that any data has been modified but has not yet been registered in the identification document (last name, name, number, place of birth, nationality), the student must attach the official document that accredits it (Civil Registry certificate or equivalent).

4. The student must **select the form of delivery:**

 - Delivery to the interested party.
 - Delivery to a third party by power of attorney.
 - Send to an Embassy*
 - Send to a Consulate*
 - Send to a Delegation of the Spanish Ministry of Education*

* Delivery to an Embassy, Consulate or Delegation of the Spanish Ministry of Education has associated fees. The Academic Management will contact the student when the degree certificate arrives to continue with the procedure of this form of delivery.

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5. **The fee to issue the degree certificate must be payed with a bankcard**. If there is any problem, please contact the Academic Management.

If the student has any kind of gratuity or discount, but cannot find it at the time of the application, please contact the Academic Management.

6. Once the Academic Management receives the application, the data entered by the student will be checked. If everything is correct and meets the criteria established by the UAB, the Academic Management will validate the application for the degree certificate.

7. The Provisional Certificate of the Diploma will be sent to the student by e-mail approximately within one month.