 

**UNDERGRADUATE STUDY COMPLETION AFFIDAVIT FOR PRE-REGISTRATION AND CONDITIONAL ENROLLMENT IN MASTER'S DEGREE PROGRAMS**

The student: …………………………………………………… (Full name of the applicant)

With ID or Passport Number: …………………………………………. (DNI, NIE, or Passport)

**DECLARES**,

under oath and under his/her responsibility:

1. That they have read and accept the contents, terms, and deadlines stipulated in the Annex to this Statement, which includes the current regulations governing conditional pre-registration and enrollment in Master’s degree programs at UIMP;
2. That they commit to completing all necessary requirements to obtain the corresponding undergraduate degree within a maximum period of one month from the official start date of classes for the requested Master’s program;
3. That they commit to submitting to UIMP, within the period referred to in the previous section, official documentation proving completion of their undergraduate degree. This includes: (a) the official academic transcript (Certificado Académico Personal), and (b) the official undergraduate diploma or, if not yet issued, the receipt of the request for issuance of the diploma. This documentation must be submitted to UIMP either: in person, at the UIMP Student Office (where both the original and a copy will be certified), or electronically, through any of the following channels, pursuant to Article 16.4 of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations:
4. At the UIMP General Registry (Calle Isaac Peral, 23, 28040 Madrid), the UIMP Auxiliary Registry (Avda. de los Castros, 42, 39005 Santander), or at Registry Assistance Offices within the General State Administration, Autonomous Communities, or Local Administration that are part of the Interconnection System of Registries. UIMP's code in the Integrated Registry Services Management System (Geiser) is EA0043227.
5. At post offices, using the Virtual Registry Office (ORVE).
6. At Spanish embassies or consular offices abroad.

If the student fails to submit the required documentation by any of the above means within the specified timeframe (point 2), UIMP will issue an official request and grant an additional ten working days, starting the day after the notification, to submit the documents.

Failure to comply within this additional timeframe or submission of inadequate documentation will result in revocation of the student's right to enroll in the requested Master's program, and UIMP will proceed to cancel the enrollment due to non-compliance with the exceptional conditional enrollment policy.

Signature of the applicant:

Date: …………………………………………….



**ANNEX**

**Regulations regarding conditional enrollment in Master’s programs at UIMP for students who have not yet completed their undergraduate studies by the end of the official enrollment period (Approved by the UIMP Governing Council on March 20, 2024)**

Article 18.4 of Royal Decree 822/2021, of September 28, establishing the organization of university education and quality assurance procedures, allows for the implementation of exceptional conditional enrollment procedures for Master's programs. Based on this provision, the Universidad Internacional Menéndez Pelayo (UIMP) may exceptionally authorize the pre-registration and conditional enrollment of undergraduate students who have only their Bachelor's Thesis (TFG) and a maximum of 9 ECTS credits pending, provided the following conditions are met:

1. The student must sign and include in their pre-registration a Statement of Responsibility using a form provided by UIMP. By signing it, the student formally agrees to complete their undergraduate studies in the terms and deadlines specified in this regulation and accepts the automatic cancellation of their enrollment in case of non-compliance.
2. The student will complete the necessary requirements to obtain their undergraduate degree within one month from the official start date of the Master’s program.
3. Within that same period, the student must submit to UIMP: (a) the official academic transcript, and (b) the degree certificate or, if not yet issued, the payment receipt for its issuance. This may be submitted in person at the UIMP Student Office (Calle Isaac Peral, 23, 28040 Madrid) or electronically through the channels listed in Article 16.4 of Law 39/2015.
4. If the student does not provide the required documentation within this timeframe, UIMP will issue an official request, granting a further ten working days to submit it through the same means.
5. If the student fails to comply with this second deadline, or if the submitted documentation does not meet the requirement outlined in point 2, UIMP will cancel the student’s enrollment due to non-compliance with the conditional enrollment policy.

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| **BASIC INFORMATION ON DATA PROTECTION**  **DATA CONTROLLER**: Universidad Internacional Menéndez Pelayo Address: Calle Isaac Peral, 23, 28040 Madrid Data Protection Officer contact: [dpd@uimp.es](mailto:dpd@uimp.es)  **PURPOSE**: Academic management of students, including scholarships and tuition fees.  **YOUR RIGHTS**: You may exercise your rights regarding data protection by postal mail or by email to [derechos@uimp.es](mailto:derechos@uimp.es), identifying yourself and confirming that you are the signatory of this authorization. If you believe your data protection rights have been violated, you may file a complaint with the **AEPD** ([www.aepd.es](http://www.aepd.es)) or contact the UIMP Data Protection Officer.  **MORE INFORMATION**: [UIMP Data Processing Registry](https://www.uimp.es/index.php?option=com_content&view=article&id=5950:registro-actividades-tratamiento-uimp&catid=54:marco-legal) |