

CLOSING OF THE STUDENT'S RECORD AND DEPOSIT OF THE MASTER'S DEGREE TITLE

CLOSING OF THE STUDENT'S RECORD

IMPORTANT: THE CLOSING OF THE STUDENT'S RECORD WILL BE DONE OFFICIALLY FROM THE SECRETARY OF THE MASTER'S DEGREE

The administrative staff of the Master's Degree in Chemistry office will automatically close the records of those students who meet the following requirements:

1. Not having receipts pending of payment.
2. Have passed the 60 credits of the Master's Degree in Chemistry.

APPLICATION FOR THE MASTER'S DEGREE TITLE

1. The deposit of the Master's Degree title is processed from [SEU ELECTRÒNICA UV](#) (Procedure: Application for University Degree Title and SET).
2. Upon application, name and surnames and birthplace must exactly match those that appear on the ID card, Foreigners Identification Number card or passport. In the OBSERVATIONS section, the name and surnames must be included, if applicable, with accents.
3. Once the fees for issuing the title have been paid through the payment gateway, [SEDE ELECTRÒNICA UV](#) generates a supplementary document for the official title that will be valid for one year from the date of issue.
4. The official title will be available at the Master's secretary's office.

DELIVERY OF THE MASTER'S DEGREE TITLE

1. The person concerned may collect the official qualification from the Master's secretary's office on presentation of their original valid ID card or passport.
2. In the case of not being able to collect personally the title, you can authorize another person by power of attorney. They will have to identify themselves by presenting their valid original valid ID card or passport.
3. If the interested person resides outside the province of Valencia, he/she may request, upon payment of the corresponding fees, that his/her Master's Degree title be sent to the Subdelegation of the Government – High Inspection of Education in his/her province of residence.
4. If the interested person resides abroad, he/she may request, upon payment of the corresponding fees, that his/her Master's Degree title be sent to the Spanish Embassy or Consulate in the country of residence.