

APPLICATION FOR AND ISSUING OF A BACHELOR'S DEGREE CERTIFICATE

If you have passed all the credits in your bachelor's degree and the pathway corresponding to your qualification, you can apply for a certificate to be issued by following the procedure detailed below.

1. CHECKING AND CLOSING YOUR ACADEMIC TRANSCRIPT

First, check your academic transcript and confirm that you have passed all the subjects in the curriculum and pathway that you have taken. You can check these details through the link [consult your academic transcript](#) .

When you have checked your transcript, send the Secretary's Office an [application to review your academic transcript and pay the bachelor's degree certificate fee](#).

When the Secretary's Office starts the process of validating your transcript, you will be sent an email with instructions on how to formalise your application and the next steps in the procedure.

If any incident is detected, the Secretary's Office will notify you immediately by phone or email.

Remember that to be issued the certificate, you must have paid all fees due to the university. The procedure for issuing the certificate cannot continue until all debts are paid. This situation could arise when students have registered for recognition of free-elective credits a few days before starting this procedure or on the same day. If this is your case, when you come to the Secretary's Office for Students and Teaching Staff to submit the documents for your certificate, bring the receipt for the free-elective credit enrolment, stamped by the bank in which you made the payment.

If you have not obtained the minimum number of credits required for the corresponding qualification, your academic transcript will not be reviewed.

The procedure for issuing the European Diploma Supplement (DS) will be carried out while your certificate is being processed. The DS is an official trilingual (Catalan/Spanish/English) academic certificate of your studies, which accompanies your bachelor's degree certificate.

2.1 CERTIFICATE APPLICATION

2.1 APPLICATION VIA THE UB ELECTRONIC OFFICE (obligatory procedure for students who pay the ordinary fee for the certificate or the large family fee)

Once the Faculty Secretary's Office has informed you that your transcript has been revised and approved and **if you are due to pay the ordinary fee for the certificate or the large family fee**, you must process your application through the [UB Electronic Office](#) or your [Personal Space](#).

This way of processing the certificate means that you can complete the procedure and receive the corresponding provisional certificate online, without having to go to the Secretary's Office.

The online option, which is still under development as part of the UB Online Administration project, is not currently available for students who have to pay the fee for special groups. If you are one of these students, you will have to process your certificate application by **delivering the documents in person**.

2.2 APPLICATION WITH DOCUMENT DELIVERY IN PERSON

Once the Secretary's Office has informed you that your transcript meets the requirements to apply for a certificate (with the corresponding pathway and the major, if applicable), you can [formalize the application and pay](#) the fee associated with the procedure (€218.15).

When the process has been completed, you will have to go to the Faculty Secretary's Office to collect the provisional certificate, which will be given to you once you have submitted the corresponding documents.

When required:

- **Special groups:**
Original and copy of the document proving the right to a reduction in the certificate fee:
- **Students with a non-Spanish ID document:**
Original and copy of the document (passport, foreigners' identity card [NIE], etc.)

The procedure for issuing the European Diploma Supplement (DS) will be carried out at the same time as your certificate is issued. The DS is a trilingual (English, Spanish and Catalan) official academic certificate of your studies that will accompany your bachelor's degree certificate.

3. FEE AND PAYMENT METHODS

The online application for requesting a certificate offers two ways to pay the certificate fee:

Cash payment ("invoice" option): this option enables you to print the invoice and pay it in a bank, pay online via one of the collaborating entity's account or pay with a card through La Caixa, using the online POS.

Credit card: through the online application.

4. PROVISIONAL CERTIFICATE

Once you have completed the process, the Secretary's Office will give you a **provisional certificate**. This document confirms for all purposes that you have passed the course and that your certificate is in the process of being issued. Its legal validity is equivalent to that of the definitive official certificate. In addition, the Secretary's Office for Students and Teaching Staff

will give you a provisional copy of the European Diploma Supplement (DS) that accompanies the certificate.

If you follow the online procedure, the provisional certificate will be sent via email to your Personal Space and will be a document with an electronic signature that is legally valid for three years.

If you follow the procedure in person, the provisional certificate will be signed by hand and will be given to you at the Secretary's Office certificate desk. If requested, it can be emailed to you.

5. NOTICE OF CERTIFICATE DELIVERY

When the definitive certificate arrives at the Secretary's Office for Students and Teaching Staff, you will be sent a notification letter to the place of residence recorded in your file. It is important to update your details if you change address. To do so, send an email to fil-titol@ub.edu with your new details as well as your national identity number (DNI), passport number or foreign identity number (NIE) and your NIUB number.

6. DELIVERY OF THE CERTIFICATE

The certificate can only be collected in person, after identification with your national identity card (DNI), passport or foreigner's identity card. Another person can only be authorised to pick up the certificate if they have power of attorney.

If your usual place of residence is outside of the province of Barcelona, the Secretary's Office can transfer your certificate to the Provincial Directorate of Education or the Consular Office that is nearest to your place of residence. For this to be possible, you must send an email request to fil-titol@ub.edu.

7. LANGUAGE ON THE BACHELOR'S DEGREE CERTIFICATE

In accordance with the University of Barcelona's language policy, the bachelor's degree certificate is issued in a bilingual Catalan/Spanish version.

You can find information on how to obtain a free translation of your certificate into English at the link www.ub.edu/sl/tradacad. Translation requests must be made to the Faculty Secretary's Office, which will process the request and deliver the certificate to you.

8. PROCEDURE FOR ISSUING A DUPLICATE CERTIFICATE

You can request a duplicate certificate in the following situations:

- Change in name, surname or other personal details
- Incorporation of the special award or other established academic data
- Change in nationality
- Loss of the original document

- Deterioration

When any of the situations occur that could require the issue of a duplicate certificate, contact the Faculty Secretary's Office fil-secretaria@ub.edu to formalise the request. Once the submitted documentation has been checked as required, the Secretary's Office for Students and Teaching Staff will give you a provisional certificate stating why the duplicate issue procedure has been started. Until you are given a new certificate, this provisional certificate will be legally valid.

You will have to pay the fee for the duplicate certificate in the following cases:

- When the original data must be changed for reasons attributed to the student
- When the certificate has been given to the student and has to be rectified
- When the duplicate is processed due to the [loss of the original certificate](#)