INSTRUCTIONS FOR COMPLETING PERSONAL DETAILS

The name and surname must be those which appear in the PASSPORT or Identity Document.

- Personal data should conform to the following rules:
  - The Identity Document number must be entered continuously, without hyphens (e.g. 2142568K). Hyphens or spaces should NEVER be included.
  - Titles should be the same as in the documents used for the application. If a Residence Card or Passport is used this will be selected and the corresponding number entered.
  - Spanish nationals may use a passport for the application, but this must ALWAYS be recorded in "document type" stating the number of ID document + the letter.
  - If the Identity Document data are not correct, a photocopy of the Civil Registry or the Family Register confirming the correct details, or subsequent changes to the initial registration details, must be presented.

All names should be written with capital initials and the rest in lower case.

The articles 'of' or 'the' should be written all lowercase and be placed after the first or last name that precedes it (e.g. “Sánchez de la Cuesta” should be entered as [Sánchez de la] [Cuesta]).

Accents and diacritical marks should be included. Applicants are asked the correct way to accentuate their names following Spanish language spelling conventions, unless the student indicates otherwise.

Initial letters of the name or surname also are accented if necessary, even though written in capital letters (e.g. Ángel, Álvaro)

Abbreviations are not allowed in the first or last names (e.g. Mª, Fco, Fdez)

In hyphenated surnames, the convention is that the last part is separated by a hyphen to differentiate the first and second parts of the surname, although sometimes this is not included in the Identity Document, unless expressly stated otherwise by the student.

The residence card for foreigners is a valid document provided it states the date and place of birth, if not a passport must be provided confirming these details.

In the birthplace for foreigners, where a county or province is included as well as the country, these should be separated by a comma, never a hyphen, dash or brackets.

The date and place of birth can be edited by selecting the "personal data" button.