

[Título del documento]

HOW TO FILL THE PERSONAL DATA

Name and Surname (s) must be the ones that appear in the ID Card or Passport.

- The personal data must stick to the following rules:
 1. If you have Spanish nationality, enter your NIF/DNI as personal identification document. Spanish DNI must be entered with no “0” at the beginning and with a letter at the end (without hyphen). In case of having the spanish nationality but not having DNI, it is not posible to choose this nationality

It is not posible to enter the Passport as personal identification document and choose spanish nationality.
 2. If you have other nationality, enter your Passport or Residence Permit in Spain as personal identification document. Passports must be entered without hyphens nor blanks.
 3. Name and Surname (s) must be written with the initials in capital letters and the rest in small letters.
 4. Surname Particles (such as “du”, “de”, “della” etc.) must be written in small letters and must be after the corresponding Name or surname (For example: Fabrice du Weltz would be entered [du Weltz][Fabrice])
 5. Punctuation must be properly written.
 6. Initials of the Name or Surname (s) must also be punctuated (for example: Ángel, Álvaro).
 7. Abbreviations are not admitted.
 8. On Hyphenated surnames, the first and second surname must be separated by a hyphen except if the student ask the contrary.