Universidad Autónoma de Madrid

GUIDE FOR THE PRESENTATION OF APPLICATIONS AND DOCUMENTS IN THE UAM CALL FOR APPLICATIONS FOR THE GRANTS FOR REFUGEE AND ASYLUM-SEEKING STUDENTS

We answer your questions about the requirements and documentation requested in the UAM annual call for applications. Consult the most frequently asked questions:

WHO CAN APPLY FOR THIS CALL?

WHAT CAN I STUDY AT THE UAM?

HOW CAN I BECOME A UAM STUDENT?

HOW MANY TIMES CAN I APPLY IN THE CALL FOR REFUGEE ?STATUS

WHAT DOCUMENTATION DO I NEED TO SUBMIT, HOW AND WHERE TO OBTAIN IT?

WHAT HAPPENS IF I CAN'T GATHER ALL THE DOCUMENTATION BY THE DEADLINE?

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WHERE IS THE DOCUMENTATION SUBMITTED?

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WHO CAN APPLY?

The call is aimed at people with international and temporary protection and/or asylum seekers in Spain in possession of a valid red card.

To be eligible for these grants it is essential to **be previously enrolled** in undergraduate or postgraduate studies at the UAM in the current academic year. Minimum 60 credits for full enrolment and 30 for partial enrolment.

It is necessary to obtain the payment document for the registration fee. Click on the option ***payment by financial institution*** to avoid paying the registration fee in advance.

WHAT CAN I STUDY AT THE UAM?

The Universidad Autónoma de Madrid is known not only for its wide range of courses but also for its experience of plurality when it comes to receiving students from almost all over the world. The UAM's Office for Solidarity Action and Cooperation will help you with everything related to the university admission process.

For students like you, UAM Refugio has the tools to make this integration process easier in such a new environment. This guide, for example, aims to support you in this decision-making process that is so important for your future and answer the most frequently asked questions about the degrees offered at the UAM and the access and admission processes that you should take into account.

Whether you have decided to join our university community or not, the different guidance departments of both the regional administration and the UAM itself can help you. From the Community of Madrid, the University (CIAU) Information and Advice Centre offers you personalised attention to explore your interests and needs within the university environment that takes place in Madrid. If you are thinking of studying in another province, the Ministry of Universities itself has an APP called QEDU, which will allow you to access all the degrees offered at state level.

Another way to access the training market is through AULA, a fair held at IFEMA so that you can see studies best suit your needs. Anyone living anywhere in Spain has the opportunity to join our university community. The average cost of living varies considerably depending on the territory where you live, so we recommend that you take this point into account when making your enrolment. If you are being attended by any refugee service or social resource in another community, you can apply for a place in our university community.

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autonomous region, it would be a good idea for them to inform you about the possibility of transferring your file to the Community of Madrid. The steps, although somewhat tedious, are not difficult at all.

Very important: The Universidad Autónoma de Madrid is a giver of knowledge and unique experiences, but it is not the only one, so if you are not convinced about choosing one of our studies, we suggest that you take a look at the catalogue of higher education studies offered at regional level both in Madrid and in nearby regions. In addition, on the EMAPIC platform you can consult the type of grants that Spanish universities offer to refugee students.

If you want to be one of us and live a unique experience at UAM, the UAM Students' Office. Promoción y Atención Integral, and -specially in your case- the Oficina de Acción Solidaria y Cooperación, .will help you to make your admission process more favourable

HOW CAN I BECOME A UAM STUDENT?

The studies that form part of the UAM'training offer s are based on three phases:

Undergraduate studies. The bachelor's degree is a university degree that lasts between three and six years, depending on the course chosen. In order to be admitted to a bachelor's degree, you must:

- have passed the baccalaureate assessment for university entrance **PAU** which, if you have not, you can take through UNEDasiss
- have your degree recognised if you have studied outside the EHEA (European Higher Education Area)

Master's studies. There are both official and in-house, and they aim to specialise in the professional field you have chosen for your future career. Master's degrees not only open doors to the future, but also allow you to enrich yourself as a person in a much more specific environment. They can be accessed through Bachelor's degrees.

Finally, the PhD, which is the last step towards becoming a great professional. With a doctorate you will be able to dedicate yourself to research in a specific subject and advance your professional career.

Depending on the type of studies you want to access, you will have to meet the corresponding requirements. If you consult our website, you can find information about the admission procedures for our bachelor's, master's and doctoral .programmes

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HOW MANY TIMES CAN I ?

For undergraduate students, these grants may be applied for consecutively for a maximum of five years, with the exception of degree courses that are structured over a longer period. In the case of master's degrees, the period of continuity will be up to two years and in the case of doctoral studies, up to four years.

WHAT DOCUMENTATION DO I NEED TO SUBMIT?

, we explain **what documentation you need to submit, how to submit it and where you can obtain it** (click on the links):

1. The application form. Don't forget to sign

2. Annex 2. The data subject's consent to the processing his/her personal data.

3. Photocopy of the document that specifies the type of international protection, temporary or, if applicable, the asylum application (valid red card).

4. Cover letter and motivation for the application. In this letter, which should not exceed two pages, it is important to include:
   Why you are interested in studying the degree or postgraduate course you have selected.
   What is your educational background. Indicate your studies, languages, and include relevant internships, volunteer work and unpaid employment.
   Also explain your socio-family situation.

5. In the case of Bachelor's and Master's degrees already started at the UAM, provide a photocopy of the last academic transcript and, in the case of PhDs, a photocopy of the last thesis supervisor's report.

6. Photocopy of the enrolment form for the academic year 2025/2026 (with the subjects registered) and the payment voucher.

7. If you do not have the registration receipt for the academic year 2025/2026 at the time of submitting the documentation, once you have obtained it, you must attach it to the emailprograma.refugio@uam.es . In the case PhDs, the report from the assigned thesis supervisor must be attached, which must be replaced by the registration document at the time of submitting the documentation.

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8. If you have made a previous payment of the registration fees, you must present proof of payment.

9. Curriculum vitae

10. Appendix 3.

11. Certificate of census registration.

12. Rental contract. If you do not have a rental contract, explain your housing situation.

13. IRPF certificate/employment report (only if you have ever worked in Spain).

14. If you are employed, photocopy of the employment contract and the last pay slip.

15. If applicable, certificate of being a jobseeker (only if you have worked in Spain).

16. Income tax return 2024 or certificate from the Tax Agency if you have not made it.

17. Certificate of social exclusion (only in the case of being unemployed and not receiving benefits). This report is issued by the Social Services of the place where you are registered or any of the entities that are providing you with the necessary care in terms of shelter.

This is a certificate that shows that a person is in a situation of vulnerability, which may lead to a situation of poverty and/or social exclusion.

18. Signed declaration of not receiving any income other than that which is accredited in the application.

19. Any other document that the applicant considers relevant: endorsements from NGOs or international organisations that help refugees/asylum seekers, letters of recommendation, other documents that may be relevant to accredit their social and economic situation, etc.

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WHAT HAPPENS IF I CAN'T GATHER ALL THE DOCUMENTATION BY THE DEADLINE?

If the application lacks any requirement, the interested party will be requested by e-mail to correct it within a period of ten days.

IF I ONLY WANT TO OBTAIN THE ISSUANCE OF THE DIPLOMA, DO I HAVE TO PRESENT ALL THE DOCUMENTATION?

In the case of application for the issuance of fees for the degree obtained at the UAM, prior enrolment is not required. The interested person must have completed the study plan and obtained the completion achievement, and be up to date with the payment of the enrolment fee. It is therefore required:

- Photocopy of the document specifying the type of international protection, temporary or, if applicable, of the asylum application (valid red card).
- Cover letter and motivation for your application (please also explain your socio-family situation).
- Report on working life.
- Proof of being up to date with the payment of the registration fee.
- Proof of having obtained the Bachelor's, Master's or Doctorate degree being applied for.

WHERE IS THE DOCUMENTATION SUBMITTED?

Interested parties must submit their applications to the General Registry of the UAM or by any of the means indicated in Law 39/2015, of 1 October.

The UAM General Registry is located on the ground floor of the Rectorate.

Important: On the envelope or folder with the documentation you hand in, do not forget to write: *Addressed to the Solidarity Action and Cooperation Office.*

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WHEN EXPIRES THE DEADLINE OF DEADLINE OF DOCUMENTATION?

Attention:
Check the Call for applications for the deadline you have to apply. You can also find the date on the website

Important: If any document is missing, you will have a period of 10 working days to correct it. In this case, you must present it in the same Register, with your name and surname clearly and addressed to the *Office of Solidarity Action and Cooperation.*

WHERE CAN I GET MORE INFORMATION?

In case you need help or more information about the required documentation you can write to the following e-mail address ***programa.refugio@uam.es***

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ANNEX I. APPLICATION FORM

1. DETAILS OF THE APPLICANT			
Name and surname:			
Contact telephone number:			
E-mail UAM:			
Type of identification document:	☐ International protection ☐ Red Card in force ☐ Temporary protection ☐ Other		
Document number:			
Expiry date			
Sex:	☐ Female ☐ Male	**Date of birth**	
Country of origin:			
Year and Title of the course enrolled at UAM	**Course title:** ☐ Degree ☐ Master's degree ☐ Doctorate ☐ 1st year ☐ 2nd year ☐ 3rd year ☐ 4th year ☐ 5th year		
Indicate if you have been a beneficiary of the Shelter Programme.	☐ Yes Since which ☐ year: No		
Indicate if you have obtained support(s) under the UAM Shelter Call 2023/2024	☐ Yes What kind of help: ☐ No		
Please indicate whether you receive any external financial support from the university.	☐ Yes, which one: ☐ No		

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2. APPLICATION	
	Modality
☐	Full enrolment for the corresponding course at UAM
☐	Partial enrolment in the corresponding course at UAM
☐	Monthly financial assistance
☐	Fees for the issue of diplomas

3. DOCUMENTATION PROVIDED

- □ Anexo 2
- □ Photocopy of the document that specifies the type of international protection, temporary or, if applicable, the asylum application (valid red card).
- □ Cover letter and motivation of your request
- □ In the case of Bachelor's and Master's degrees already started at the UAM, provide a photocopy of the last academic transcript and, in the case of PhDs, a photocopy of the last thesis supervisor's report.
- □ Photocopy of the enrolment form for the academic year 2025/2026 (with the subjects registered) and payment voucher.
- □ If you have made a previous payment of the registration fees, please present proof of payment.
- □ Curriculum vitae

− Socio-economic report including, as far as possible, the following documentation:

- □ Annex 3. Income declaration
- □ Certificate of collective census registration.
- □ Ownership or rental contract in your name (or living situation)
- □ Report on working life.
- □ If employed, photocopy of the employment contract and the last pay slip.
- □ If applicable, certificate of being a jobseeker.
- □ Income tax return for 2024 or Certificate from the Tax Agency that you have not made it.
- □ Social exclusion report from the Municipal Social Services or from any of the entities that are providing them with the necessary care in terms of shelter.
- □ Signed declaration of not receiving any income other than that stated in the application.
- □ Any other document that the applicant considers relevant: endorsements from NGOs or international organisations that help refugees/asylum seekers, letters of recommendation, other documents that may be relevant to accredit their social and economic situation, etc.

*In case of dependence on family income and not own income, please attach information about the student's guardians or persons responsible for the student.

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4. SIGNATURE OF THE APPLICANT (DECLARATION AND AUTHORISATIONS)

- I declare that the information contained in this application, as well as the attached documentation, is true, and that I am obliged to inform the General Registry of the Universidad Autónoma de Madrid of any variation that may occur from now on.

- I authorise the Universidad Autónoma de Madrid to consult my details with other administrations or bodies to check whether I meet the conditions required to access the object of these grants.

Place: **Date:**

Signature:

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ANNEX 2

Consent of the data subject to the processing of his or her personal data:

1. Personal data will be processed by the UAM and incorporated into one of the registered processing activities for the purpose of exercising the powers attributed by the regulations in force. The register of processing activities can be consulted in the Privacy Policy of the Universidad Autónoma de Madrid, available on its web page www.uam.es
2. Personal data will be communicated to the administrative bodies to which, where appropriate, the documentation is addressed, in accordance with the provisions of Organic Law 7/2021, of 26 May, on the protection of personal data.
3. The data will be kept for the time necessary to fulfil the purpose for which they were collected and to determine any possible liabilities that may arise from this purpose and from the processing of the data. Spanish legislation on archives and documentary heritage will be applicable.
4. The data subject may exercise his/her rights of access, rectification, erasure and portability of his/her data, of restriction and opposition to processing, as well as the right not to subject to decisions based solely on automated processing of his/her data, where applicable, by contacting the UAM atsecretaria.general@uam.es or at delegada.protecciondedatos@uam.es
5. If the request includes health data or other special categories of data, including data relating to the applicant himself/herself, the applicant must give his/her explicit consent to the processing of such data so that they can be taken into account.
6. Special categories of data shall include data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data, data concerning a natural person's sex life or sexual orientation.
7. In the event that your application includes personal data held by third parties, the applicant must have obtained the informed consent of those third parties for the processing of such data and that such data may be taken into consideration, and this must be explicitly stated in the application.

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Consent of the data subject to the processing of his/her data

Mr./Ms./..... of .....years age, residing at

in.....with identification number

.....

DECLARE

1) That I freely consent to the personal data provided being held and processed by the Universidad Autónoma de Madrid.

2) That the personal data is provided as supporting documentation for the application, providing such data for that purpose only, so that the authorisation for the processing of my personal data excludes any other purpose.

Mr/Ms ..... At

..... at ..... of .....of 2025

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ANNEX 3. DECLARATION OF INCOME

Mr./Ms./..... of .....years age, residing at in.....with identification number .....

I DECLARE ON MY OWN RESPONSIBILITY:

1. That the total income of my household currently amounts :

.....€ . per year, including income from rents, maintenance entitlement or any other type of income that I may receive in Spain or in another country.

Which I hereby sign, in Madrid, at ..... of .....of 2025

Signature of the applicant

*Note: The interested party is responsible for the veracity of the data declared, the purpose of which is the immediate incorporation of an administrative file and will directly affect the resolution of the procedure, so that, if it is found that the data indicated in the declaration does not correspond to reality, the corresponding liability that may have been incurred will be demanded.

The personal data collected in this form will be treated in accordance with the Organic Law 7/2021, of 26 May, on the protection of personal data.

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HOW TO OBTAIN THE SOCIAL EXCLUSION CERTIFICATE

1. If the person is already a user of Social Services, he/she should make an appointment with the corresponding social worker.

2. Once you go to the appointment, the person interested in obtaining the certificate must present the following documentation: photocopy or original of the DNI / NIE, family book, municipal census, certificate of income from the tax authorities, employment application and any other documentation requested by the social worker to assess your situation. It is recommended that, before going to the appointment with the social worker, you check which documentation is necessary to process the certificate.

3. Once the has obtained the social exclusion certificate, they should be aware that it **is valid for three months**. After this period of time has elapsed, he/she must apply for it again.

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HOUSING CONDITIONS

D./ª.....,
with Identification Number .....,

I DECLARE ON MY OWN RESPONSIBILITY:

I reside in Madrid, C/ .....of municipality of.....Code Postal.....

I don't have a rental contract because: (*explain where you live and why you don't have a contract*)

Which I hereby sign, in Madrid, on ..... of .....of 2025

Signature of applicant

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CURRICULUM VITAE

PERSONAL DATA PHOTO

Name and Surname:
Place and date of birth:
Identification number:
Address:
Telephone:
Email:

ACADEMIC BACKGROUND

OTHER COURSES AND SEMINARS

PROFESSIONAL EXPERIENCE

LANGUAGES

COMPUTING

OTHER INFORMATION OF INTEREST

REFERENCES

If you consider it , you can place them (or not).

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DECLARATION OF NO OTHER INCOME IN FAMILY UNIT

Surname and First Name: _____ with ID number: _____

Date of declaration: _____

I DECLARE, under my responsibility, that:

There is no income in my household, except for the income credited with the application.

Which I hereby sign, in Madrid, on ..... of .....of 2025

Signature of applicant

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