

## GUIDE TO THE CALL FOR APPLICATIONS AND DOCUMENTATION TO THE UAM AID SCHEME FOR STUDENTS WITH REFUGEE AND/OR ASYLUM-SEEKER STATUS

### WHO IS ELIGIBLE TO APPLY

The call for applications is addressed to those persons holding refugee and/or asylum-seeker status in Spain and in possession of the 'red card' or proof of having applied for international protection.

To be eligible for this aid scheme it is mandatory **to have previously enrolled** in undergraduate or graduate studies at UAM for the current academic year. Minimum 60 credits for full enrolment and 30 credits for partial enrolment.

### WHAT DOCUMENTS SHOULD I SUBMIT

Below, we explain **the documentation required with your submission, and how and where you can obtain it** (follow the following links):

1. [The application form](#). Do not forget to sign the form and to attach the [Applicant's Consent form](#) for personal data processing purposes.
2. Photocopy of your Residence Permit, stating your Subsidiary and International Protection or, as applicable, your Application for Refugee Status ('red card' or proof of application for international protection).
3. Cover and motivation letter. In drafting this letter, you should take into account:
  - Why you are applying for your selected undergraduate or graduate course of study
  - Your academic background. Indicate your level of education, the languages you know, and include any professional internships, volunteering work and any relevant unpaid jobs you have held
  - Similarly, describe your social and family situation.

**Important.** The cover letter should not extend beyond two pages.

4. In the case of Bachelor's and Master's Degree programmes already ongoing at UAM, photocopy of your last academic transcript (**you can download this from SIGMA**) and, in the case of PhD programmes, the last report by your thesis advisor (**signed original**).

5. Photocopy of enrolment in the course of study proposed in the call.
6. Important: if you intend to apply for a PhD programme but wish to formalise your enrolment in the second semester of the following year, you are required to submit a report by your assigned thesis advisor which you will subsequently need to replace with your enrolment document as soon as you obtain it.
7. [Signed declaration](#) that you do not receive any other income further to that accredited on your application.
8. If you are employed at present, photocopy of your work contract and the last payslip.
9. [Social exclusion report](#) (only if you are unemployed and do not receive any form of benefit). This report is issued by the Social Services of the place where you are registered as resident or of any of the institutions supporting your refugee status.  
  
This is a certificate accrediting that the holder is in a situation of vulnerability, likely to lead to poverty and/or social exclusion.
10. [Income tax declaration](#) or certificate from the Tax Authority accrediting that no tax return was filed.
11. Income tax Certificate/[employment history report](#) (only if you have been employed at any time in Spain).
12. If applicable, a certificate to accredit your [job seeker](#) status. (Only if you have been employed in Spain).
13. Rental contract. If you do not have a rental contract, explain your [accommodation arrangements](#).
14. [Certificate of registration as resident](#).
15. Accreditation of your level of proficiency in Spanish (diploma or certificate for your level of Spanish).
16. [Curriculum vitae](#).
17. Any other document deemed relevant by the applicant: references from NGOs or international organisations for assistance to refugees/asylum-seekers, letters of recommendation, other documents that may serve to accredit applicants' social and economic status, etc.

## WHERE TO SUBMIT DOCUMENTS

Applicants should submit their documents at the UAM General Registry, or by any of the channels described in Law 39/2015, of 1 October.

[The UAM General Registry](#) is on the ground floor of the Rectorate.

**Important:** Do not forget to address the envelope or folder containing your documentation as follows: To the Solidarity and Cooperation Bureau [*Oficina de Acción Solidaria y Cooperación*].

## WHAT IS THE DEADLINE FOR SUBMITTING APPLICATIONS

The deadline expires on **1 July at 13:00 hours**.

**Important:** Should any document be missing in your application, you will be granted 10 working days to complete the required documentation. If this occurs, you must submit the missing document(s) at the same Registry, marked clearly with your name and surname(s) and addressed to the *Oficina de Acción Solidaria y Cooperación*.

## WHERE CAN I OBTAIN FURTHER INFORMATION

Should you need assistance or further information on the required documentation, write to [\*programa.refugio@uam.es\*](mailto:programa.refugio@uam.es)

## ANNEX I. APPLICATION FORM

1. APPLICANT'S DATA			
<b>Name and surname(s):</b>			
<b>Type of ID document:</b>	<input type="checkbox"/> Holder of refugee status <input type="checkbox"/> First red card renewal <input type="checkbox"/> Second red card renewal <input type="checkbox"/> Other	<b>Document number:</b>	
<b>Gender:</b>	<input type="checkbox"/> Woman <input type="checkbox"/> Man		
<b>Telephone:</b>		<b>E-mail:</b>	
<b>Country of origin:</b>		<b>Autonomous Community in which the applicant is registered as resident:</b>	
<b>Year and Title of the course of study in which the applicant is enrolled at UAM</b>	<i>Please indicate the study programme and academic year or enrolment</i> <input type="checkbox"/> Bachelor's Degree: <input type="checkbox"/> Master's Degree: <input type="checkbox"/> Doctorate:		
<b>State whether you were granted aid in the 2020/2021 UAM Refugio call</b>	<input type="checkbox"/> Yes Type of aid: <input type="checkbox"/> No		

APPLICATION	
	<b>Modality</b>
<input type="checkbox"/>	Full enrolment in the corresponding year at UAM
<input type="checkbox"/>	Partial enrolment in the corresponding year at UAM
<input type="checkbox"/>	Public rates and fees for enrolment in Spanish language studies at UAM language services.
<input type="checkbox"/>	Fees for issuing diploma certificates
	Monthly economic support <ul style="list-style-type: none"> <li><input type="checkbox"/> Full support (up to 1000 euros per month)</li> <li><input type="checkbox"/> Partial aid (up to 400 euros)</li> <li><input type="checkbox"/> Monthly support exclusively for transportation costs (as appropriate in the area)</li> <li><input type="checkbox"/> Monthly support for meals at the campus dining facility</li> <li><input type="checkbox"/> Complementary support for reprography requirements (up to a maximum of 10 euros per month).</li> </ul>

<input type="checkbox"/>	Psychological support in collaboration with the Centre of Applied Psychology [ <i>Centro de Psicología Aplicada - CPA</i> ].
<input type="checkbox"/>	Socio-educational support provided by UAM students on a volunteering basis.

### 3. DOCUMENTATION SUBMITTED

- Photocopy of your Residence Permit, stating your Subsidiary and International Protection or, as appropriate, your Application for Refugee Status ('red card' or proof of application for international protection).
- Cover and motivation letter for your application (please also describe your social and family situation).
- In the case of Bachelor's Degrees and Master's Degrees already initiated at UAM, photocopy of the last academic transcript and, in the case of PhD studies, photocopy of the last report by your thesis advisor.
- Photocopy of enrolment for academic year 2021-2022 or, if this is unavailable or in the case of Doctorate studies, a report by your thesis advisor to be replaced with the enrolment document as soon as this is formalised.

#### Socio-economic report\*

- Signed declaration that you do not receive any other income further to that accredited on your application (Annex 2).
- If you are employed at present, photocopy of your work contract and the last payslip.
- Social exclusion certificate issued by the Municipal Social Services or any other institution providing you with refugee support.
- Income tax declaration or negative tax certificate from the Tax Authority.
- Income tax certificate/employment history report.
- If applicable, a certificate to accredit your job-seeker status.
- Rental contract or accommodation arrangements (describe where you live and your situation regarding accommodation).
- Certificate of registration as resident.
- Report or accreditation of your level of proficiency in Spanish.
- Curriculum vitae.
- Any other document deemed relevant by the applicant: references from NGOs or international organisations for assistance to refugees/asylum-seekers, letters of recommendation, other documents that may serve to accredit applicants' social and economic status, etc.

\*If you are dependent on family income, and not your own, attach information regarding the person(s) responsible or acting as tutors to the student

### 4. APPLICANT'S SIGNATURE (DECLARATION AND AUTHORISATIONS)

- I declare that the information given in this application and in the attached documents is true, and that I am obliged to notify the Universidad Autónoma de Madrid General Registry of any modification that may arise.

- I hereby authorise Universidad Autónoma de Madrid to consult my data with other administrations or bodies to verify that I meet the required conditions to qualify for receiving this aid. **(Please SIGN AND ATTACH ANNEX 3)**

**Place:**

**Date:**

**Signature:**

<b>APPLICANT'S CONSENT TO PERSONAL DATA PROCESSING</b>
--

1. Personal data will be processed by UAM and incorporated to one of its registered processing activities for the purpose of exercising the powers attributed under current regulations. The processing activities register may be consulted on the Universidad Autónoma de Madrid website, in the section Privacy Policy at [www.uam.es](http://www.uam.es)
2. Personal data will be communicated to the administrative bodies to which documentation is referred, as required, as set forth in article 16 of Law 39/2015.
3. These data will be preserved for as long as necessary to meet the purposes for which they were received, and to determine any possible responsibilities that may derive from said purposes and data processing. Spanish regulations on archives and documentary heritage shall apply.
4. Applicants may exercise their right of access, rectification, suppression and portability of their personal data, of limitation and opposition to their treatment, and to decline being the object of decisions based solely on the automated processing of their data, as appropriate, before UAM at [secretaria.general@uam.es](mailto:secretaria.general@uam.es) or at [delegada.protecciondedatos@uam.es](mailto:delegada.protecciondedatos@uam.es)
5. In the event that the application should include data relating to health or other special data categories including those referring to the applicant, the latter must give his/her explicit consent for the treatment of those data and permission for them to be taken into consideration. (*Annex I*)

Special data categories will be those that reveal individuals' ethnic or racial origin, political opinions, religious or philosophical beliefs or union affiliation, and the handling of genetic data, biometric data, sexual life or sexual orientation data.

6. Should their application include personal data of third parties, applicants must obtain the informed consent of said third parties for their data to be processed and taken into consideration, this particular being stated explicitly in the application. (*Annex II*)

**APPLICANT'S CONSENT TO PERSONAL DATA PROCESSING**

Mr/Mrs/Ms ....., of ..... years of age, resident at  
....., holder of ID document  
number .....

**I HEREBY DECLARE**

- 1) That I freely consent to my personal data being stored and processed by Universidad Autónoma de Madrid.
  
- 2) That the personal data are provided as documentation supporting my application, and are submitted exclusively for said purpose; hence, my consent to the processing of my personal data excludes any other purposes.

Signed: Mr/Mrs/Ms .....

In ..... on [day]..... [month] ..... 20.....

**SWORN STATEMENT OF ECONOMIC INCOME**

Mr/Mrs/Ms

.....,  
holder of ID document number ....., resident in Madrid,  
[street name and number]..... in the  
municipality of .....

**I HEREBY DECLARE UNDER MY OWN RESPONSIBILITY:**

1. That the total income of my family unit currently amounts to: € ..... per annum, including income from earnings, alimony or any other types of income received in Spain or other countries (1).

Signed in Madrid on [day] ..... [month] ..... 2021

THE APPLICANT Signed: (name, surname(s), ID document number)

The submission of inaccurate data will give rise to the reimbursement of the amounts received.



## HOW TO OBTAIN A SOCIAL EXCLUSION CERTIFICATE

1. Applicants who are already users of Social Services should make an appointment to meet their assigned social worker.
2. The person wishing to receive a social exclusion certificate should submit the following documents at the meeting: photocopy or original of their ID document (DNI or NIE), family book, municipal registration of residence, certificate of income issued by the Tax Authority, job seeker status accreditation and any other documents required by the social worker to evaluate the applicant's situation. Before your appointment with the social worker, we recommend that you consult the documentation required for this certificate.
3. Once you have obtained your social exclusion certificate, you should be aware that it **will be valid for three months**. After these three months have elapsed you will be obliged to request it again.

<b>ACCOMMODATION ARRANGEMENTS</b>
-----------------------------------

Mr/Mrs/Ms

.....  
holder of ID document number .....,

**I HEREBY DECLARE UNDER MY OWN RESPONSIBILITY:**

That I reside in Madrid, at [street,  
number]....., in [municipality]  
....., Post Code .....

I do not hold a rental contract because: *(explain where you live and why you do not have a rental contract)*

## CURRICULUM VITAE

### **PERSONAL DATA**

PHOTO

Name and surname(s):

Place and date of birth:

ID number:

Address:

Telephone:

E-mail:

### **ACADEMIC TRAINING**

### **OTHER COURSES AND SEMINARS**

### **PROFESSIONAL EXPERIENCE**

### **LANGUAGES**

### **COMPUTER SCIENCE**

### **OTHER RELEVANT DATA**

### **REFERENCES**

You may attach any references you consider relevant (or none)