INSTRUCTIONS FOR FILLING IN PERSONAL DATA

The name and surname must be those appearing on the ID card or PASSPORT.
• The personal data must comply with the following rules:

1.- If you have Spanish nationality enter as your personal identification document your NIF/DNI. Spanish DNI's must be entered without 0 in front and with a letter on the back without a hyphen. If you have Spanish nationality and do not have a DNI, it is not possible to choose that nationality.
It is not possible to enter the PASSPORT as a personal identification document and choose Spanish nationality.

2.- If you have another nationality, enter your passport or residence permit in Spain as your personal identification document. Passports are entered without dashes or blank spaces.

3.- The first name and surname must be written with the initials in capital letters and the rest in lower case.

4.- The particles 'de' 'la' 'del' are written in lower case and should be placed after the name or surname that precedes them (e.g.: Sánchez de la Cuesta would be entered as [Sánchez de la] [Cuesta]).

5.- The appropriate accent marks must be placed. In the accentuation of surnames, the spelling rules of the Spanish language are applied, unless the student indicates otherwise.

6.- The initials of the first name or surname must also be accented even if they are written with capital letters (Ángel, Álvaro).

7.- Abbreviations are not allowed in the first name or surname (Mª, Fco., Fez.).

8.- In compound surnames, according to the norm, the compound surname is separated by a hyphen to distinguish first and second surname, although sometimes it does not appear in the DNI, unless the student expressly mentions otherwise.

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