



# DELE SPANISH DIPLOMAS

APPLICATION FORM DELE 2016



The signatory of this form requests to be registered for the examinations necessary to obtain a DELE Spanish Diploma in an Examination Centre for the specified exam session and expressly accepts the terms and conditions that it contains.

Please use CAPITAL LETTERS. .

PRINT TWO COPIES TO GIVE TO THE EXAMINATION CENTRE

## PERSONAL DETAILS

GIVEN NAME(S):  
FAMILY NAME:  
FEMALE                      MALE  
Date of birth:    /    /    (dd/mm/yyyy)  
Place of birth:  
Country:

## CONTACT DETAILS UNTIL THE DATE OF THE EXAM:

Street:  
Suburb:  
State:  
Postal Code:  
Phone:  
E-mail address:

## REGULAR CONTACT DETAILS (If they differ from above):

Street:  
Suburb:  
State:  
Postal Code:  
Phone:  
E-mail address:

## DELE DIPLOMA DETAILS

EXAM:  
Level A:    DELE A1 (01)                      DELE A2 (02)  
                 DELE A1  
                 (school students) (11)  
Level B:    DELE B1 (03)                      DELE B2 (04)  
                 DELE A2/B1  
                 (school students) (17)  
Level C:    DELE C1 (05)                      DELE C2 (06)

## EXAM SESSION:

SESSION MONTH (two digits):

EXAMINATION CENTRE:

CITY:

COUNTRY:

## PAYMENT DETAILS

PRICE PAID:                      Currency

PAYMENT TYPE:

Cash    Card    Cheque    Bank transfer  
Other

Are you registering in the DELE in order to gain Spanish citizenship?

Yes, for residency    Yes, due to Sephardi-origin    No

I authorise the use of my details for promotional and informational purposes by the Instituto Cervantes.

I have read and accept the terms and conditions of the DELE that are included in this document.

DATE    /    /    (dd/mm/yyyy)

SIGNATURE:

## In the case of minors:

As the father, mother or legal guardian of \_\_\_\_\_, who is a minor or does not possess the legal capacity to act, I authorise the incorporation of the candidate's details into a file named "Academic Administration", of which the Instituto Cervantes is responsible and that is registered with the Spanish Data Protection Agency with the purpose of administering the DELE Spanish Diplomas.

Given and family name(s):

Signature:

In compliance with the provisions of the Spanish Personal Data Protection Act 15/1999 of the 13th of December, you are informed that your personal data will be processed and included in a file named "Academic Administration", for which the Instituto Cervantes (registered with the Spanish Data Protection Agency) is responsible and whose purpose is to administer DELE Spanish Diplomas. At all times, you can exercise your right of access, rectification, cancellation and opposition to the above data uses by making an application by e-mail to [lopd@cervantes.es](mailto:lopd@cervantes.es), by letter to the Instituto Cervantes (Calle Alcalá, 49. Madrid 28014) or in person at the Registry of the Instituto Cervantes in Madrid at the above address.

The Instituto Cervantes is the organisation responsible for the academic, administrative and economic management of the “Diplomas in Spanish as a Foreign Language” (DELE), which are issued by its Director on behalf of the Department of Education, Culture and Sports in Spain.

**1. General issues:** The amount paid for registration in any of the DELE diplomas includes the right of examination on the date and in the Examination Centre chosen, and the shipping costs of the corresponding diploma.

Under no circumstances will registration in a DELE exam session, whose registration period has ended, be permitted.

The dates of examinations and registration periods, as well as all other information on the DELE diplomas, are available on the DELE's official portal, <http://dele.cervantes.es/>, in both Spanish and English.

Candidates who do not pass the DELE examination or who do not attend the exam are not entitled to a second opportunity to sit the exam.

**2. Requirements of candidates:** The DELE diplomas are for literate people of all ages.

The Instituto Cervantes registers all people who have paid the corresponding registration fees for the DELE exams.

To be registered in these exams it is necessary to provide, in addition to the obligatory personal details, the candidate's personal e-mail address. This e-mail address, for which the candidate is responsible for ensuring it functions correctly, will be used, if established by the DELE Examination Centre or the Instituto Cervantes, for the communication of information relating to the Instituto Cervantes and its DELE diplomas, the exam dates and the publication of results.

With the payment of registration fees, the candidate accepts the present purchase conditions, declares to comply with the administrative and economic requirements necessary to obtain the DELE diploma, and commits to attend the exam with the documents that certify compliance with these conditions. These documents are necessary for their correct identification and include the receipt of their registration and their passport or an official photo identification document.

Parents or legal guardians must register minors or people without the legal capacity to act. They must provide a different e-mail address for each of the candidates that are registered.

**3. Registration process:** The registration for exams must be completed using the means established by the Instituto Cervantes within the defined time period.

The candidate is obliged, regardless of the means of registration, to ensure that all the details that appear on their receipt of registration, which are not limited to information relating to personal details, but include that relating to the level, date and place of the chosen DELE diploma exam, are correct.

To formalise their registration in the accredited Examination Centre, candidates must provide the following documentation:

- A completed DELE 2016 application form.
- The original and a photocopy of their passport or an official photo identification document, in which the following details appear: given and family names, nationality, place and date of birth. The details declared by the candidate in the application form must correspond to those on the previously mentioned identification document.
- Documentation that proves payment of the registration fees.

The payment of registration fees can be completed by the means of payment determined by the chosen Examination Centre (candidates must always specify the purpose of the payment as “DELE Registration”, in addition to the date of the exam period and the academic level of the desired diploma) or by electronic means determined by the Instituto Cervantes in the case of online registration.

**4. Candidates' details:** It is the candidate's responsibility to ensure that all the details provided, especially those relating to their identity (given and family names, the number of their identification documents, and their date and place of birth) and the chosen DELE exam period (Examination Centre, date and level) are correct before they finalise the process of registration. Any error made by the candidate in the introduction of these details will cause administrative problems and could be reflected in the official DELE Diploma, which will only be re-issued after the payment of the associated costs.

The personal details that are provided in a candidate's registration must coincide with those that appear on the official identification document that they use for the examination. Only candidates that are correctly identified and whose details coincide with those on their registration receipt will be admitted to the exam.

The candidate is responsible for notifying the Examination Centre in which they were registered of any change in their personal details that could affect their receipt of communications relevant to the DELE diplomas.

The Instituto Cervantes is not responsible for any detriment that could derive from the provision of incorrect or outdated details by the candidate on their application form.

**5. Candidates with special needs:** The Instituto Cervantes may facilitate access to the DELE Diploma examinations under special conditions to candidates who, owing to determined personal circumstances (visual, auditory or motor incapacities, certain learning difficulties, or the inability to abandon religious centres, hospitals or prisons), cannot sit them under the general rules.

Candidates must inform the Examination Centre of their circumstances and provide the required proof (see [http://dele.cervantes.es/informacion/profesores\\_espanol/necesidades\\_especiales.html](http://dele.cervantes.es/informacion/profesores_espanol/necesidades_especiales.html)) at the time of registration or up to 48 hours later. This enables the Centre to request the necessary authorisation from the Instituto Cervantes and to adopt the necessary measures sufficiently in advance, so as to make it possible for the candidate to sit the examination. If candidates fail to do so in a timely manner and in due form, they shall not be entitled to take the examination under special conditions.

**6. Withdrawal:** Candidates have a right to a refund (or withdrawal) pursuant to the relevant legal provisions. The application for a refund or withdrawal must be unequivocal and complete (with reference made to all the candidate's personal details and their registration code), and received in writing at the place in which they were registered (Examination Centre or website) within 14 natural days from the date of registration and payment. Any refund application that does not comply with the above requirements or is received outside the legally established time frame will be rejected.

**7. Cancellation of registration:** In the following cases, registrations will be subject to cancellation and the candidate will be entitled, upon request, to a full refund of the registration fees, or to take the examination during the next session:

- For reasons attributable to the Examination Centre, it is impossible to hold the exams.

- Examinations are cancelled due to force majeure, a natural disaster or the existence of physical or personal risk to the candidates in the completion of exams (floods, state of war, etc.).

In both cases, candidates must make an unequivocal and complete request for a refund of the amount paid to the place in which they were registered (Examination Centre or website) within a month of the date set for the written exam. After this time period has elapsed, candidates shall no longer be entitled to a refund of the amount paid.

**8. Changes in the exam session, Examination Centre or level of exam:** No changes can be made after the registration deadline for the exam session has passed.

Only one partial or complete change can be made to each registration.

Under no circumstances can a candidate be registered once the registration deadline has passed.

A change in the exam session, Examination Centre or the level of exam will in no way alter the refund and withdrawal period, which will remain 14 natural days from the date of initial registration.

It is the candidate's responsibility to ensure that the place in which they were registered receives an unequivocal application requesting the necessary change, which includes their personal details and their registration code, within the required time period and in writing.

No costs associated with the implementation of a change are to be borne by the candidate. However, if there is a difference in the price of the examination they were originally registered in and the level in which they wish to be registered, it must be covered by the candidate. If they change to an examination level with a lesser price than the original examination they were registered in, the candidate is not entitled to be refunded the difference.

Once registered, the candidate will be able to apply for one change in the conditions of their registration, taking into account the following criteria:

**8.1. Electronic registration in the DELE Level A2 Diploma using the CCSE portal (<http://ccse.cervantes.es/>)**

**1. Changing the Examination Centre or the exam session:** The candidate may only apply once for a change in the exam session or the Examination Centre. To do so, the registration deadline for the exam session in which they were registered must not have passed, the registration period for the exam session in which they desire to be registered must be open and there must be free places at the time they apply for such a change to be made.

Only applications for a change completed using <http://cau.cervantes.es/contacto/> will be considered.

**2. Changing the level of examination:** Such a change is impossible, as the centralised electronic registration for Spain only offers the DELE Level A2 Diploma exam.

**8.2. Registration at DELE Examination Centres**

**1. Changing the Examination Centre:** It is impossible to change a candidate's Examination Centre.

**2. Changing the exam session or the level of DELE exam:** The candidate can only make one application to change their exam session or the level of DELE exam at their Examination Centre. To do so, the registration deadline for the exam session in which they were registered must not have passed, the registration period for the exam session in which they desire to be registered must be open and there must be free places at the time they apply for such a change to be made.

The candidate can only make one application to change the level of their DELE examination. If there is a difference in the price of the examination they were originally registered in and the level in which they wish to be registered, it must be covered by the candidate. If they change to an examination level with a lesser price than the original examination they were registered in, the candidate is not entitled to be refunded the difference.

**9. Sitting the examinations:** Registration requires the candidate to select a determined Examination Centre. The candidate will only be entitled to present themselves on the date of the chosen exam session to the examinations held in such Centre, or in a place that the Centre establishes for this purpose.

Candidates must attend the examination at the time and place defined on the receipt of their registration with the following documentation:

- The registration receipt that they received at the Examination Centre or that was sent to their e-mail address by the online registration system.
- The passport or official photo identification document that they presented at the moment of registration.
- The official announcement of the examination, which they received from the Examination Centre.

The payment of registration fees for the DELE diplomas in an exam session gives candidates an exclusive opportunity to sit the exam on the date of the chosen exam session.

Candidates who fail to attend an examination in the designated time and place are not entitled to a refund of the registration fees, nor their utilisation for other DELE exam sessions:

**10. Improper conduct:** The expulsion of a candidate for improper conduct, which is any action that is considered by the Examination Tribunal to actually or potentially result in an unfair benefit or detriment to any candidate, will result in their exclusion and the forfeiture of their right to have their examination marked. Upon exclusion, the candidate will forfeit all their rights concerning the examination and its fees in the exam session that is under way.

**11. Audio-visual recording during the examinations:** The candidate may be photographed for security reasons and identification purposes during the examinations. The Instituto Cervantes will not make use of these photographs for other purposes.

The tests that form part of the DELE examinations may be audio-visually recorded, either systemically or randomly, using electromagnetic or digital means to monitor the performance of examiners, enable investigations and obtain additional material for the resolution of complaints.

To this end, and with the acceptance of the present conditions, candidates consent to the recording of their interviews by the Instituto Cervantes, and grant it all the intellectual property and personal image rights and the applicable corresponding creative components for the greatest period of time permitted by current laws in all countries.

**12. Viewing results:** The Instituto Cervantes will inform all candidates who sat the examinations of the results they obtained through the official DELE Diploma portal: <http://dele.cervantes.es/>.

Diploma candidates can use the DELE portal to download a certificate with their results, which will state if they have received a PASS or FAIL grade. This document is certified, as it is signed electronically by the Instituto Cervantes.

Candidates that have received a PASS grade will be entitled to the receipt of a corresponding accredited diploma.

**13. Revisions and complaints:** All candidates are entitled to make as many complaints as they consider necessary, but can only make one application for the revision of the grade that they have been awarded. Requests for refunds or the reproduction of a candidate's exam papers will be rejected.

All the relevant information regarding the complaint and revision processes are available under the section titled "Complaints and revisions" ([http://dele.cervantes.es/informacion/reclamacion\\_revision\\_examen.html](http://dele.cervantes.es/informacion/reclamacion_revision_examen.html)) on the official portal of the DELE Diplomas.

**14. Issuance of DELE Diplomas:** The Instituto Cervantes is solely responsible for the issuing of diplomas. It will ensure that each Examination Centre receives the diplomas of candidates who have passed the examination so that the Centre can advise candidates to collect their diplomas which accredit their PASS grade.

Candidates who received a PASS grade should contact their Examination Centre to receive their accredited DELE Diploma.

If, for any reason, the candidate does not receive their accredited DELE Diploma and fails to request it from their Examination Centre within a year of the publication of the results of the exam session in which they participated, they will lose their right to be issued the Diploma. However, the candidate may apply for the Diploma to be re-issued at their Examination Centre. The costs of re-issuance will be borne by the candidate, unless the reason for which it must be re-issued is attributable to the Centre or the Instituto Cervantes.

**15. Intellectual property:** All the materials associated with the DELE diplomas that are given to or sent to candidates are subject to the intellectual and industrial property rights and relevant financial rights held by the Instituto Cervantes, or by third parties, which will be identified in the relevant case. Any violation of these rights will be prosecuted through the appropriate legal channels.

**16. Security and confidentiality:** The personal details provided by

candidates, in compliance with the law, will be incorporated in a file named "Academic Administration", owned by the Instituto Cervantes, with the purpose of correctly administering DELE Diplomas, as well as informing candidates of news, products and services by both physical mail and e-mail. Where necessary, personal details provided by candidates may be transferred to other bodies within the Spanish Public Administration to process applications for Spanish citizenship. Candidates can exercise their rights of access, rectification, cancellation and opposition to the treatment, use and transfer of their details, by sending an application by e-mail to [lopdcervantes.es](mailto:lopdcervantes.es), by mail to the Instituto Cervantes (Calle Alcalá, n.º 49, Madrid 28014) or in person at the Registry of the Instituto Cervantes in Madrid at the above address.

**17. Applicable legislation and jurisdiction:** Should litigation be pursued between a candidate and the Instituto Cervantes it will be governed by and interpreted under Spanish law. Both parties expressly renounce any other applicable jurisdictions and submit themselves to the jurisdiction of the courts and tribunals of Madrid.

For more information on the DELE diplomas: <http://dele.cervantes.es/>.