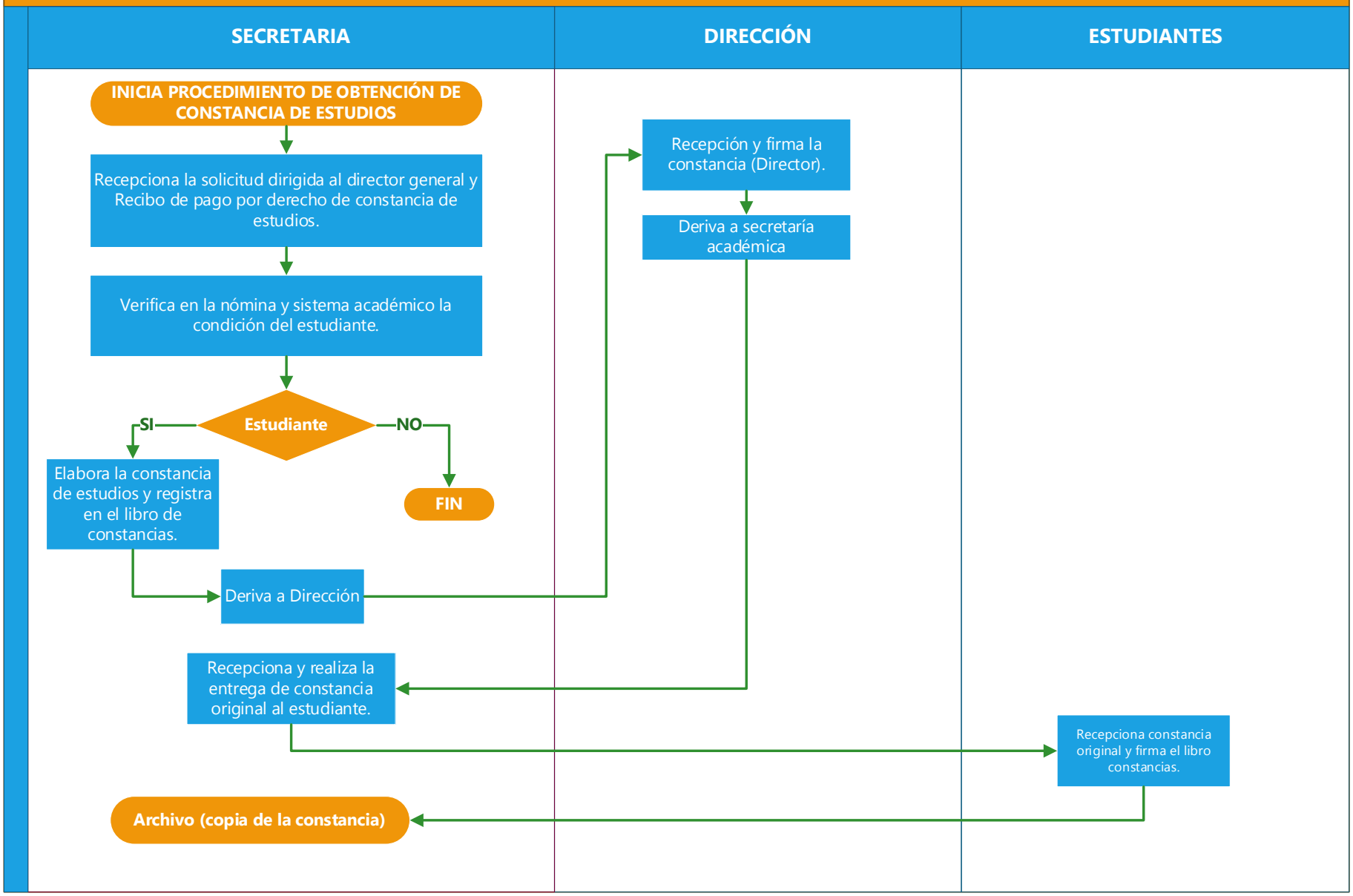PROCESO DE OBTENCIÓN DE CONSTANCIA DE ESTUDIOS