

## INFORMATION FOR APPLICANTS HOLDING A NON-SPANISH DEGREE WHO WISH TO ENROLL ON A MASTER'S –OR DOCTORATE’S - PROGRAM

This document aims to inform applicants holding a non-Spanish degree who wish to enroll on a Master or Doctorate Program at Comillas Pontifical University of the following:

1. The legalization of documents, where applicable, and the administrative procedure to follow in order to do so.
2. Obtaining information of interest regarding the translation of documents and certified copies of such.
3. For countries outside the European Higher Education Area, information on how to accredit that the level of studies is adequate for admission to a university Master’s –or Doctorate’s- Program.

### 1. LEGALIZATION OF ACADEMIC DOCUMENTS

In accordance with the applicable regulations, foreign-issued documents which are submitted during the admissions procedures for Master’s –or Doctorate’s- Program must be official and issued by the competent authorities, in accordance with the legal system of the relevant country, as well as be duly translated and certified, where appropriate.

WHEN IT IS NECESSARY:

**Documents issued in European Union Member States and signing states of the European Economic Area (EEA) Agreement are not subject to formalities for the legalization of documents.**

For documents issued in all other countries, the legalization of documents is essential. For more information please visit the Ministry of Education website: <http://www.mecd.gob.es>

### LEGALIZATION PROCEDURE

The different ways to legalize an academic document are the following:

#### FOR SIGNING COUNTRIES OF THE HAGUE CONVENTION

Documents issued by a state party ([www.hcch.net](http://www.hcch.net)) of the Hague Convention which have been certified by Apostille will be recognized and accepted in any other signing country of the Convention, without requiring any other type of legalization.

The Apostille procedure consists of affixing onto the academic document (degree, certificate, etc.), an Apostille or annotation which certifies the authenticity of the signature appearing in those documents issued in the signing country of the Convention.

#### FOR ALL OTHER COUNTRIES:

Legalization must be carried out through diplomatic channels, for which the following steps must be followed:

1. Verification procedure of signatures which appear in the original document. The Ministry of Education is most commonly the appropriate channel to verify accreditation documents of studies. However, in certain countries (such as Japan or Brazil), the issuing university is authorized to do so.
2. Legalization in the Ministry of Foreign Affairs of the country of origin: Once the verification procedure for signatures has been carried out, the Ministry of Foreign Affairs in the issuing country must be provided with the same documentation. This authority shall attach the relevant authentication to the document.
3. Legalization in the Spanish consulate/embassy of the issuing country of the documents: Finally, you must contact the Spanish consulate in the issuing country of the degree so that the authenticating signature from the Ministry of Foreign Affairs may be certified.

## 2. TRANSLATION AND CERTIFIED COPIES OF ACADEMIC DOCUMENTS

### TRANSLATION OF DOCUMENTS

All documents must be accompanied by the official Spanish translation, provided they are issued in another language.

These translations must be produced in one of the following ways:

- ✓ By a sworn translator or interpreter who is authorized or registered in Spain (these translations are exempt from certification and are valid without being subject to any additional procedure).
- ✓ Personally or by a Spanish representative in the foreign country (these translations must be certified by the relevant department within the Ministry).
- ✓ By a diplomatic or consular representative in Spain from the issuing country of the document (these translations must be certified by the relevant department within the Ministry).

### CERTIFIED COPIES OF ACADEMIC DOCUMENTS

The procedure consists of certifying that a copy is true to the original documented submitted.

To certify a document, a photocopy and the corresponding original document must be submitted before the issuing academic institution, a notary public or the corresponding official body (for example: embassy, ministry, etc.) of the country of origin.

## 3. ACCREDITATION CERTIFICATE OF THE LEVEL OF STUDIES FOR DEGREE HOLDERS UNDER EDUCATION SYSTEMS FROM OUTSIDE THE EUROPEAN HIGHER EDUCATION AREA

To enroll on a Master's –or Doctorate's- Program, it is necessary to hold an official university degree issued in Spain or by a higher education institution in the European Higher Education Area (<http://www.eees.es>).

**For degree holders from education systems from outside the European Higher Education Area** who wish to enroll on a university Master’s –or Doctorate’s- Program without having to accredit their University Admission certificate, it is necessary to accredit:

1. That the obtained degree represents a level of education equivalent to the corresponding official university degrees in Spain.
2. That the obtained degree grants admission to postgraduate studies in the issuing country. This last requisite may be accredited by submitting, along with the rest of the required documentation in each case, the following certificate template duly completed by the issuing institution of the degree:

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(Certificate Model)

Name and position of certifying person:

University:

Country:

CERTIFIES:

That the degree obtained by \_\_\_\_\_  
issued by the University of \_\_\_\_\_ in \_\_\_\_\_  
admission to **-Master or Doctorate, as required-** studies in the issuing country of the degree.

In \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_

**Signature of certifying person**

**Position of certifying person and official stamp of the institution**