

Requirements to access official Spanish university studies

for freshmen students



A

Requirements for students who completed their education in Spain.

If you studied in Spain, or in a school outside of Spain that complies with the Spanish education system, you will need to submit your Nota oficial obtenida en las Pruebas de Acceso a la Universidad EvAU that proves you have officially passed the exam. The document must have a digital verification code.

B

Requirements for students who completed their education in the rest of Europe, in the Swiss education system, the International Baccalaureate, the European Baccalaureate, the Chinese education system, or any country that has a bilateral agreement with Spain.

If you have completed one of the programs that are part of these **education systems**, you just need to submit the credential given by the UNED (Universidad Nacional de Educación a Distancia) that certifies that you are qualified to start your college education.

The UNED is responsible for providing a Spanish-equivalent grade on a scale from 1 to 10.

How to obtain the credential issued by the UNED

The credential issued by the **UNED** can be obtained on their website. The documentation needed to obtain the credential is the following: a photocopy of your DNI (if you are Spanish) or your passport, as well as a photocopy of the following documents:

- Diploma or certificate that allows university-level access in your corresponding education system.
- Academic certificate* of your last two years of high school.

Candidates who completed their education in an international school in Spain should ask their school's Dpto. de Orientación ("guidance department") about obtaining the UNED University Access Accreditation. Their school should process this request with the UNED directly. These students should communicate this situation to their Admissions Advisor at IE University.



Requirements for students from other education systems

If you studied in an education system not mentioned above, you must obtain your high school studies' equivalent in the Spanish Baccalaureate system. This is called *homologación*.

Homologación is a process in which the Spanish Ministry of Education certifies that your high school studies allow you to enroll in a Spanish university, the same way it would if you had graduated from a Spanish school. At the end of the process, the Spanish Ministry of Education will certify your *homologación*. This certificate implies that you have a Spanish Baccalaureate certificate, and with it, you can enroll in a Spanish university.

This process can take several months, so you'll need to present the initial documentation to our Admissions Department as soon as possible and always before the deadline of October 31st. However, this does not mean you can't enroll before obtaining the *homologación* of your studies. The Spanish Ministry of Education allows you to enroll (temporarily) by presenting a document that shows your *homologación* request.

How to obtain the *homologación* of your high school studies

Candidates who completed their education at an international school in Spain should ask their school's Dpto. de Orientación ("guidance department") about obtaining the Homologation. Their school should process this request with the Spanish Ministry of Education directly. These students should communicate this situation to their Admissions Advisor at IE University.

1. Before starting the *homologación* application process, you need to request that an apostille be added to your academic certificate (*) and your diploma or any other document allows you to enroll in a university in your education system.

The apostille is a stamp that confirms the authenticity of a document and is awarded by the corresponding authorities.

- a. If the country in which the student obtained their diploma is a member of the **Hague Convention**, the student only needs to submit one apostille issued by the authorities in that country.
- b. On the other hand, those students who studied in countries that are not members of the Hague Convention, will have to get these two documents verified following these steps:
 - First, the documents must be stamped by the Ministry of Education in the country where you studied.
 - Second, they must be stamped by the Foreign Office in the country where you studied.
 - Third, the documents must be stamped by the Embassy or Consulate of Spain in the country where your school is located or where the documents were issued.

All seals/stamps should be on the original diploma and the academic certificate.

After finishing this process, the student will end up with three stamps or with The Hague apostille on each document (the academic certificate and the diploma), which later must be translated into Spanish by a sworn translator registered in Spain. Options:

- a. Contact the nearest Spanish Embassy or Consulate for a list of translators certified by Spanish Foreign Affairs Ministry.
- b. Have the legalized transcripts translated by a translator who is certified in your country, but not in Spain, and then authenticate the translations with the three stamps or The Hague Apostille, as appropriate.
- c. If you prefer, we have an in-house English/Spanish translator who your Admissions Advisor can put you in contact with.

2. The documents you need to present to the IE University Admissions Department in order to apply for the *homologación* are the following:

- a. Original academic certificate/school transcript, with The Hague apostille, as well as its translation into Spanish by a sworn translator.

- b. Original diploma or certificate (with The Hague apostille) that allows you to enroll in a university in your own education system, as well as its translation into Spanish by a sworn translator.
- c. Certified copy of your passport at the Spanish Embassy in your country. You can also obtain a certified copy here in Spain at any notary.

3. Request the processing of your *homologación*.

We strongly recommend you let our Admissions Department process your homologación credential. The only thing you have to do is present the previously mentioned documents to your Admissions Advisor. We will provide you with the necessary forms. It is not compulsory to have this credential to register at IE University. Nevertheless, it is compulsory that you eventually obtain this credential, or you will not be considered an official student and you run the risk of being expelled.

If you have any questions regarding this process, please contact our **Admissions Department**, and we will be glad to help you.

For more information about this, please go to any of the following Spanish Ministry of Education's **website** sections.

www.ie.edu/university

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