

Requirements to access official Spanish university studies for transfer students

A Requirements for students who previously studied in an official Spanish University.

In order to access IE University with partial studies in another Spanish university, without taking into account any pre-university courses, you must complete the credit recognition process which matches credits from courses taken and passed from the previous university to courses in IE. **To enter as a transfer student, you must have at least 30 recognized ECTs.**

The required documentation to start the transfer admission process is:

- Academic Certification that includes the courses you have taken, your grades, the year in which you completed them, and their corresponding ECTs.
- The receipt of the application request to transfer your academic records, issued by the official Spanish university in which you are enrolled in at the moment.
- Syllabi of the courses you have passed, and of the ones you will complete by the end of the academic year.

You can obtain all the previously discussed documentation with the help of your current university's secretary or the "Negociado de Estudiantes".

B Requirements for students who previously studied in official universities outside Spain:

In order to access IE University with partial studies in a foreign university, without taking into account any pre-university courses, you must complete the credit recognition process which matches credits from courses taken and passed from the previous university to courses in IE. **To enter as a transfer student, you must have at least 30 recognized ECTs.**

The required documentation to start the transfer admission process is:

- B.1 Students that are transferring from a European Higher Education Area university:**
- Original academic certification that includes the courses you have taken, your grades, the year in which you completed them, and their corresponding ECTs.
 - Syllabi of the courses you have passed, and of the ones you will complete by the end of the academic year.

B.2 Students that are transferring from other universities:

➤ Academic certification that includes the courses you have taken, your grades, the year in which you completed them, and their corresponding credits (based on your current university's education system). If this document does not include the number of hours required to pass a course, you must indicate it.

The certificate must be legalized through diplomat channels or contain The Apostille of the Hague according to the country that officially recognizes your university as a higher education institution. (*)

➤ Syllabi of the courses you have passed, and of the ones you will complete by the end of the academic year.

If you have any questions regarding this process, please contact our [Admissions Department](#), and we will be glad to help you.

(*) Request the legalization or certification of your academic certificate in the embassy or consulate.

The legalization or certification is a process that proves a document's authenticity thanks to the signature and stamps provided by the competent authorities.

If the country in which you studied is a member of the [Hague Convention](#) you only need to obtain the legalization or certification once.

On the other hand, if the country in which you studied is not a member of the Hague Convention, you must legalize these documents through a diplomatic channel:

➤ Firstly, the documents must be stamped by your home country's Ministry of Education.

➤ Secondly, they must be stamped by your home country's Foreign Office.

➤ Thirdly, the documents have to be stamped by the embassy or the consulate of Spain of the country in which you are living.

After legalizing and obtaining three stamps in both your Academic Certification and your Diploma, the legalized document must be translated to Spanish by a [sworn translator](#) who is authorized or registered in Spain. The translation can be managed directly in the embassy or in the consulate of Spain of the country of residence.