

Requirements to access official
Spanish university studies for
freshmen students

A Requirements for students who completed the Spanish education system

If you have studied in Spain, or in a school outside Spain that complies with the Spanish education system, you will need to submit your “Tarjeta de Selectividad (PAU)” that proves that you have officially passed the exam.

B Requirements for students who completed other European education systems, Swiss education system, International Baccalaureate, European Baccalaureate, Chinese education system, and other countries that have bilateral agreements 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 that is issued by the UNED?

The credential issued by the [UNED](#) can be obtained through their organization’s website however this procedure can be complex, which is why we strongly recommend you let our [Admissions Department](#) process it for you.

The documentation needed to obtain the credential is the following:

➤ Photocopy of your DNI (if you are Spanish) or of your passport

➤ Original photocopy of the following documents:

- Diploma or certificate that allows you to access university in your corresponding education system. With the exception of those who completed the British education system (A Levels), since they also need to submit a certified photocopy of the GCSE and GCE A2 certificates.

- Academic certification (*) of the last two high school years of the student. If your school uses more than one scale (i.e. a numeric and a letter-based one), the conversions of your grades that will be used by the UNED need to appear in these scales.

Candidates that complete the Chinese education system need to submit a certified receipt of the translation to Spanish of the academic documentation that proves that the UNED fees necessary to obtain the credential have been paid.

C Requirements to access university studies for candidates from other education systems

If you were enrolled in a school with an education system not mentioned in the previous section, you need to homologate your high school studies to the Spanish Baccalaureate certificate.

The homologation is a process in which the Spanish Ministry of Education avouches that your high school studies allow you to access to a Spanish university, just as if you graduated from a Spanish education system school. By the end of the process the Spanish Ministry of Education will certify your homologation. This certificate implies that you have a Spanish Baccalaureate certificate, and with it you can access to a Spanish university.

This process can take several months to be completed, which is why you need to present the documentation to our Admissions Department as soon as possible. However, this does not mean that you cannot register before obtaining the homologation of your studies. The Spanish Ministry of Education allows you to register (temporarily) by having a supporting document that shows your homologation request.

How to homologate my high school studies?

1. Before starting the homologation application process, you need to request the legalization, or an apostilled document, of your academic certificate (*) and of your diploma or any other document that will let

you enroll in a university in your education system, which is done by the embassy or the consulate of Spain.

The legalization or apostille is a procedure that confirms the authenticity of a document thanks to the stamps and signatures provided by proper authorities.

a. If the country of origin in which the student obtained his/her diploma is a member of the [Hague Convention](#), the student only needs to submit one legalization or apostille issued by the proper authorities of his/her country.

b. On the other hand, those students that studied in countries that are not members of the convention, will have to legalize these two documents by diplomatic means following the described below:

➤ Firstly, the documents must be stamped by Ministry of Education of the country in which you have studied.

➤ Secondly, they must be stamped by the Foreign Office of the country in which you have studied.

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

All seals/stamps should be on the diploma and the academic certificates, and not on the certified translations.

After finishing this process, the student will end up with three stamps in the academic certificate and the diploma, which later need to (obligatory) be translated to Spanish by a [sworn translator](#) that has been authorized or is registered in Spain. The translation can be managed directly in the embassy or in the consulate of Spain of a country.

2. The Documents you need to present to the Admissions Department of IE University for them to apply for the homologation are the following:

a. Photocopy of the **academic certificate (*)** that has previously been legalized and translated to Spanish. At the same time you must

submit the original academic certificate because the authorities of this organization will make a certified photocopy of it.(**)

b. Photocopy of the legalized and already translated to Spanish **diploma** or certificate that will let you enroll in a university in your education system. At the same time you must submit both of the original documents, because the authorities of this organization will make a certified photocopy of them.(**)

c. Certified photocopy** of your identity card (DNI if you are Spanish) or your passport.

3. Request the processing of the Credential of Homologation.

We strongly recommend you to let our Admissions Department process your Credential. The only thing you have to do is present the previously mentioned documents (A, B and C) to your Admissions Advisor. We will provide you with the necessary forms.

It is not compulsory to have this credential if you want to register in IE University. It is, nevertheless, compulsory that you obtain this credential or you will not be an official student and 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.

(*) Academic Certification of High School studies.

The Academic Certification of High School studies is a document that certifies that you have graduated from High School. This document displays all the courses you have taken, number of years and where did you complete your High School studies.

This Certification is issued by the institution in which the student completed his/her last year of school.

() Get a certified photocopy**

A certified photocopy can be obtained by the organization in which you submitted your documentation. You need to bring the original document and a photocopy of it, and with them the organization will verify that both documents contain the same information.