

Bachelor's degree

**University
Access Guide.**

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1. Documents to submit

APPLICANTS FROM THE SPANISH EDUCATION SYSTEM

No prior university studies.

EvAU/ PAU/ Selectividad University entrance exam.

- Document applying for a transfer from the University where the tests were done.
- And proof of payment of the transfer fees.
- And EvAU/ PAU/ Selectividad university entrance exam card.

All of these documents are obtained and processed by the university where the tests were done.

Advanced Vocational Training Programs or FPPII.

- Full Course Certificate.

Over 25s

- Document applying for a transfer from the university where the tests were done.
- Proof of payment of the transfer fees.
- Certificate that you have passed the over 25s exam.

All of these documents are obtained from the university where the tests were done.

You will not need to submit these documents if you did the test at the Universidad Europea de Madrid.

With prior university studies.

With completed university studies.

- Electronic Degree Certificate obtained from the Electronic Office of the Ministry of Education.

This certificate can be obtained by following the steps below:

1. Go to sede.educacion.gob.es.
2. Click "Acceso servicio online".
3. Click "Certificado electrónico".
4. Select your certificate with a digital signature and click "Acceso solicitud" (under the box).
5. In the drop-down menu, select "Autorizaciones".
6. For each degree you wish to share, click "Añadir autorización".
7. After creating the authorisation, click the PDF icon and download it.

The student will need a digital signature certificate in order to obtain the electronic certificate.

You must submit at least one of the following documents if you do not have the former:

- Degree certificate (an electronic copy of the official degree certificate is not accepted).
- Or Academic Certificate that proves you have completed the course.
- Or Certificate of having paid the fees for the certificate.
- Or Substitute document for the Official Certificate.

With incomplete university studies.

- Document applying for a transfer from the university where the tests were done.
- Proof of payment of the transfer fees.
- Personal Academic Certificate.

All of these documents are obtained and processed by the university where the course was started.

APPLICANTS FROM OVERSEAS EDUCATION SYSTEMS

No prior university studies.

International or European Baccalaureate or secondary school qualifications from an education system in the European Union or a country with a reciprocity agreement.

- UNED Open University accreditation. Request your accreditation and we shall validate your file through the UNED platform.

All of the information for this procedure is available in the following link: unedasiss.uned.es/home.

Secondary school qualifications from an education system outside the European Union or a country without a reciprocity agreement.

- Pass the admission process of the Universidad Europea.
- Resolution on the accreditation of secondary education qualifications issued by the Ministry of Education. You must request it from the Ministry of Education and submit the **Conditional Enrolment Flyer** (valid for the entire academic year) to the university whilst you wait for **Resolution on the Accreditation of Secondary Education Qualifications** www.mecd.gob.es.

All of the information for this procedure is available in the following links:

- Information about the accreditation of secondary education qualifications application form [here](#).
- Information about overseas non-university qualification accreditation-validation [web](#) / [youtube](#).
- Go to the Electronic Office [here](#).
- How to register in the Electronic Office [here](#).
 - Video: Register in the Electronic Office ([spanish](#)).
 - Video: Register in the Electronic Office ([english](#)).
 - Video: Register in the Electronic Office ([french](#)).

- How to fill in the application form [here](#).
- Find a Registration Office [here](#).
- Specific information by country [here](#).

With prior university studies.

Overseas Degree.

- Degree certificate.
- Personal Academic Certificate.
- Course plan and programmes (syllabus) stamped by university of origin.
- Where applicable, sworn declaration confirming that you have not also submitted the documents to the Ministry of Education to accredit the degree.
- Recognised Body Certificate that specifies that the university and the course studied are officially recognised and authorised. This document can be issued by the university of origin (signed by the rector or authorised body) or the Ministry of Education in the country of origin.

Incomplete overseas university studies.

- Personal Academic Certificate.
- Course plan and programmes (syllabus) stamped by university of origin.
- Recognised Body Certificate that specifies that the university and the course studied are officially recognised and authorised. This document can be issued by the university of origin (signed by the rector or authorised body) or the Ministry of Education in the country of origin.

To be considered in both cases.

If you are an applicant with overseas studies, all of the documents must be duly stamped by the university of origin, translated and legalised (except for the sworn statement, which only needs to be translated, where applicable, and stamped by the university of origin).

If you are an applicant from a country belonging to the European Union, it will not be necessary for the documents to be legalised.

Only documents in Spanish or English shall be accepted. A sworn translation and the certificate in the native language shall be required.

In order to be accepted as a student through this channel, the university must have recognised at least 30 ECTS credits.

If at least 30 ECTS credits have not been recognised, you must apply for accreditation of your secondary school qualifications at the UNED open university or at the Ministry of Education, depending on where you studied.



2. How to submit the access documents

If your documents have been electronically signed, you can submit them:

- **Before you enrol**, through the Portal del Pre-estudiante clicking [here](#).
- **After enrolling** (only if your enrolment was formalised before being able to get the documents) by opening a Request through the Portal del Estudiante: Asuntos Académicos/Solicitudes/

If your documents have not been electronically signed, you must provide a certified copy of the original enrolment documents.

Universidad Europea de Madrid:

- Submit them in person at the Academic Secretary's Office. You will need an appointment, which you can make [here](#).
- Send it via registered postal mail to the Departamento de Secretaría Académica.

Universidad Europea de Madrid.
Dpto. Secretaría Académica.
C/ Tajo S/N.
28670 Villaviciosa de Odón (Madrid).

Universidad Europea de Valencia:

- Submit them in person at the Academic Secretary's Office. You will need an appointment, which you can make [here](#).
- Send it via registered postal mail to the Departamento de Secretaría Académica.

Universidad Europea de Valencia.
Dpto. Secretaría Académica.
Paseo de la Alameda Nº 7.
46010 (Valencia).

Universidad Europea de Canarias:

- Submit them in person at the Academic Secretary's Office.

- Send it via registered postal mail to the Departamento de Secretaría Académica.

Universidad Europea de Canarias.
Valentín Sanz, Nº 27.
38002 Santa Cruz de Tenerife.

Universidad Europea de Canarias.
Inocencia García, Nº 1.
38300 La Orotava,
Santa Cruz de Tenerife.

IMPORTANT

- Documents sent **VIA EMAIL are NOT accepted.**
- If you have not certified your document, you can bring the original document in person, with an appointment, to the Academic Secretary's office and we will certify it.
- You must not send original certificates via registered postal mail. Send only certified copies of the originals.
- Photocopies of certified copies are not valid.

3. When to submit the documents

They must be sent as soon as possible and in all cases before **15 November 2023**.

For students enrolled after this date, the deadline will be the last working day of the month following formalisation of enrolment.

If the documents are not submitted on time:

- The file shall be cancelled (You cannot access the Virtual Campus).
- No fees shall be reimbursed.



4. Where to submit the access documents

Universidad Europea de Madrid.

CAMPUS VILLAVICIOSA.

Secretaría Académica.
Edificio B, C/ Tajo S/N, 28670.
Villaviciosa de Odón, Madrid.

You will need to make an appointment [here](#).

CAMPUS ALCOBENDAS.

Servicios al Estudiante.
Av. Fernando Alonso, 8, 28108.
Alcobendas, Madrid.

Universidad Europea de Valencia.

- Submit them in person at the Academic Secretary's Office. You will need an appointment, which you can make [here](#).
- Send it via registered postal mail to the Departamento de Secretaría Académica.

Universidad Europea de Valencia.

Dpto. Secretaría Académica.
Paseo de la Alameda Nº 7.
46010 (Valencia).

Universidad Europea de Canarias.

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38300 La Orotava,
Santa Cruz de Tenerife.



5. Procedures

Qualification accreditation.

To get accreditation of your overseas qualifications, you must submit the application form that you can download from the Ministry of Education's website along with the documents specified therein.

All of the documents submitted for this procedure must be official and issued by the competent authorities, in accordance with the legal system of the country in question.

For more information click [here](#).

Important Notes.

The Ministry of Education may require additional documents to those submitted with the application form. In these cases it is important to submit them as quickly as possible.

The deadline set by the ministry is a guideline and it may take 6 months.

Legalisation of qualifications.

In some cases, the documents issued overseas must be legalised and translated into Spanish for them to be considered when carrying out administrative procedures.

These countries do not require any type of legalisation:

- **Members of the European Union and United Kingdom:** Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania Slovakia, Slovenia, Sweden and United Kingdom.
- **Signatories of the Agreement on the European Economic Area:** Iceland, Liechtenstein and Norway, Switzerland through a bilateral agreement with the European Union.

Require apostille but not legalisation:

- **Countries that have signed the Hague Convention, except for countries belonging to the European Union and the European Higher Education Area (EHEA) These countries are:** India, Monaco, San Marino, Colombia, Mongolia, Saint Vincent and the Grenadines, Cook Islands, Saint Lucia, Antigua and Barbuda, South Korea, Israel, Namibia, Sao Tome and Principe, Argentina, Costa Rica, Nicaragua, Japan, Niue Republic of Seychelles, Australia, Kazakhstan, South Africa, Dominica, Kyrgyzstan, New Zealand, Ecuador, Lesotho, Oman, Bahamas, USA, Suriname, Bahrain, El Salvador, Liberia, Panama, Swaziland, Barbados, Paraguay, Tajikistan, Belarus, Peru, Tonga, Trinidad and Tobago, Belize, Fiji, Macao, Botswana, Malawi, Dominican Republic, Uruguay, Brazil, Uzbekistan, Brunei, Grenada, Morocco, Vanuatu, Marshall Islands, Venezuela, Burundi, Honduras, Mauritius, Republic of Cabo Verde, Hong Kong, Mexico, Samoa, Chile, and Saint Kitts and Nevis.

Require legalisation via diplomatic channels: the remaining countries.

The countries that have signed the Andrés Bello Agreement (Bolivia and Cuba) must legalise documents through diplomatic channels:

- At the Ministry of Education in the country of origin for degrees and qualification certificates.
- At the corresponding ministry for birth and nationality certificates.
- At the Ministry of Foreign Affairs in the country where these documents were issued.
- At the diplomatic or consular representation of Spain in that country.

The remaining countries must legalise the documents through diplomatic channels:

- At the Ministry of Education in the country of origin for degrees and qualification certificates.
- At the corresponding ministry for birth and nationality certificates.
- At the Ministry of Foreign Affairs in the country where these documents were issued.
- At the diplomatic or consular representation of Spain in that country.
- At the Ministry of Foreign Affairs and Cooperation in Spain. (Legalisations Section. Calle Juan de Mena 4. 28014 Madrid).



Campus Villaviciosa de Odón

C/Tajo, s/n
Villaviciosa de Odón
28670, Madrid

Campus Alcobendas

Av. Fernando Alonso, 8
Alcobendas
28108, Madrid

Clínica Universitaria Policlínica

Pl. Francisco Morano, s/n
Madrid
28005, Madrid

Clínica Universitaria Odontológica

Paseo Santa María de la Cabeza, 92
Madrid
28045, Madrid

Universidad Europea de Valencia

Paseo de la Alameda, 7
Valencia
46010, Valencia

Clínica Universitaria Odontológica

C/ Alfambra, 4 Bajo
Valencia
46009, Valencia

Campus de La Orotava

C/ Inocencio García, 1
La Orotava
38300, Tenerife

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