



Higher-Level Technical  
Degree programmes

**Access Guide.**

**Go beyond**

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# 1. Documents to submit

## APPLICANTS FROM THE SPANISH EDUCATION SYSTEM

### LOE or LOGSE Secondary Education Certificate

- Secondary education certificate.
- Or University Entrance Exam card, which you must request from the university where you did it.
- Or full Official Academic Certification of secondary education and proof of payment of the fees for the secondary education certificate.

### Intermediate or Advanced Technician Certificate

- Intermediate or Advanced Training Program Certificate.
- Or Official academic certification and proof of payment of the fees for the Intermediate or Advanced Training Program certificate.

### Specialist Technician Certificate

- Specialist Technician Certificate.
- Or Official Academic Certification and proof of payment of the fees for the Specialist Technician Certificate.

### Specific Vocational Training Advanced Technician Certificate

- Specialist Technician Certificate.
- Or Official Academic Certification and proof of payment of the fees for the Specialist Technician Certificate.

### Bachelor's Degree Certificate

- Official Degree.
- Or Official Academic Certification confirming the completion of university studies.

### Entrance exam

- Official certification of having passed the entrance exam for the technical degree in the corresponding option (the student must be 19 years old in the year of the test).
- Official certification of having passed the university entrance exam for students over 25 years old.



## APPLICANT FROM OVERSEAS EDUCATION SYSTEMS (EUROPEAN AND NON-EUROPEAN)

### International or European Secondary education qualifications

- Resolution on the accreditation of secondary education qualifications issued by the Ministry of Education (MECD). 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](http://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](#).

### Overseas Bachelor's Degree

- Resolution on the accreditation of the degree issued by the Ministry of Education.

The Conditional Enrolment Flyer is **NOT** valid in this case.



## 2. How to submit the access documents

If your documents have been electronically signed, you can submit them, through the Portal del Pre-estudiante clicking [here](#).

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).

### **IMPORTANT**

- **The documents must be certified by a public body.**
- Documents sent VIA EMAIL are NOT accepted.
- You must not send original certificates via registered postal mail. Send only certified copies of the originals.



### 3. When to submit the documents

They must be sent as soon as possible and in all cases when formalising enrolment.

If the documents have not been submitted when formalising enrolment, **you will not be enrolled.**

**The deadline for formalizing enrollment is October 13, 2023 for students enrolled in campus-based Advanced Career and Technical Education programs, and October 27, 2023 for students enrolled in Advanced Career and Technical Education programs taught online.**





## 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).



## 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:** 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.
- **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:** United Kingdom, 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**

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**[www.universidadeuropea.es](http://www.universidadeuropea.es)**



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