



Universidad  
Europea

# FAQs

University Access  
Guide.

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## 1. What is a certified copy and how do I certify the documents I need to submit?

Certifying a document means validating the photocopy of an original document. To do this, the certifying entity stamps the photocopy after comparing it against the original.

One option is for the issuing body of the original document to certify the copy. Some town halls, official bodies and all notaries, embassies and consulates also

certify documents. **Villaviciosa de Odón town hall does NOT certify documents.**

Another option is to submit the original Bachelor's degree certificate to the university for the university to copy and stamp. **This option is not available if you wish to study a technical degree with us.**

## 2. What is a legalised document? How and where can I legalise my documents?

The Hague Apostille (also known as unique legalisation) comprises an apostille or stamp placed on the foreign public document or on an extension of the latter.

Each country establishes the corresponding authority for issuing the apostille.

Signees of the Hague Convention must legalise documents via this means.

In legalisation through diplomatic channels, each authority involved individually legalises the document.

In general, legalisation through diplomatic channels involves:

- Recognition of the signatures that appear in the original document by the Ministry of Education authorities in the country of origin.
- Legalisation by the Ministry of Foreign Affairs in the country of origin.
- Recognition of the signature, of the previous legalisation procedure, by the Spanish Consulate in the country of origin. .

**Students should consult the procedures for legalising or apostilling their documents in their country of origin before coming to Spain.**

### **Remember.**

The apostille must be from the same country where you studied.

Countries that have not signed the HAGUE CONVENTION must legalise their documents VIA CONSULAR channels at the Spanish Consulate in the country where they studied.

For the list of countries that signed the Hague Convention, click on the following [link](#).

### 3. If I have studied in a country that has not signed the Hague Convention but my course corresponds to the education system of a country that has signed the Hague Convention, where should I legalise the documents?

If, for example, you have studied in Egypt but your course corresponds to an education system other than the Egyptian, for example, the US system, your course

shall be legalised according to the procedure corresponding to US courses.

### 4. How can I obtain accreditation of my secondary education qualifications from the Ministry of Education?

Submit the application form that can be downloaded from the ministry's website, providing the documents specified therein.

All of the documents submitted for this procedure must be official and issued by the competent authorities.

#### Important Notes.

- The Ministry 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.

In the Ministry of Education ask for a **CONDITIONAL ENROLMENT FLYER** and submit it to the university until you receive your final credentials.

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](#).

## 5. How do I get accreditation from the UNED?

Contact the UNED directly using this [link](#) and submit the documents as requested.

## 6. I want to do a Qualifying Master's degree but I have not yet received homologation of my overseas Bachelor's degree. Can I access with a conditional enrolment flyer?

No, if you want to do a Qualifying Master's degree and you have an overseas Bachelor's degree, you must provide the DEFINITIVE HOMOLOGATION issued by the Ministry of Education.

The declaration of Degree Equivalence issued by the Ministry of Education will not be valid.

## 7. In which language should I submit the documents?

All documents must be provided in **Spanish or English**, translated by a sworn translator.

The translation must be accompanied by the document in the official language.



## 8. I am a student with a Bachelor's degree from a Spanish university, but I do not yet have my degree certificate. Can I submit another document proving that I have a Bachelor's degree?

Yes, you can submit the 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](https://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.

You need a digital signature certificate in order to obtain the electronic certificate.

If you do not have a digital signature certificate, you can submit any other academic certificate that declares that you have completed your course.

## 9. What is a recognised body certificate?

It is a certificate that specifies that the university is a recognised body, that the degree studied is also recognised and that it allows an official Master's degree to be studied in the country of origin of the course.

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.

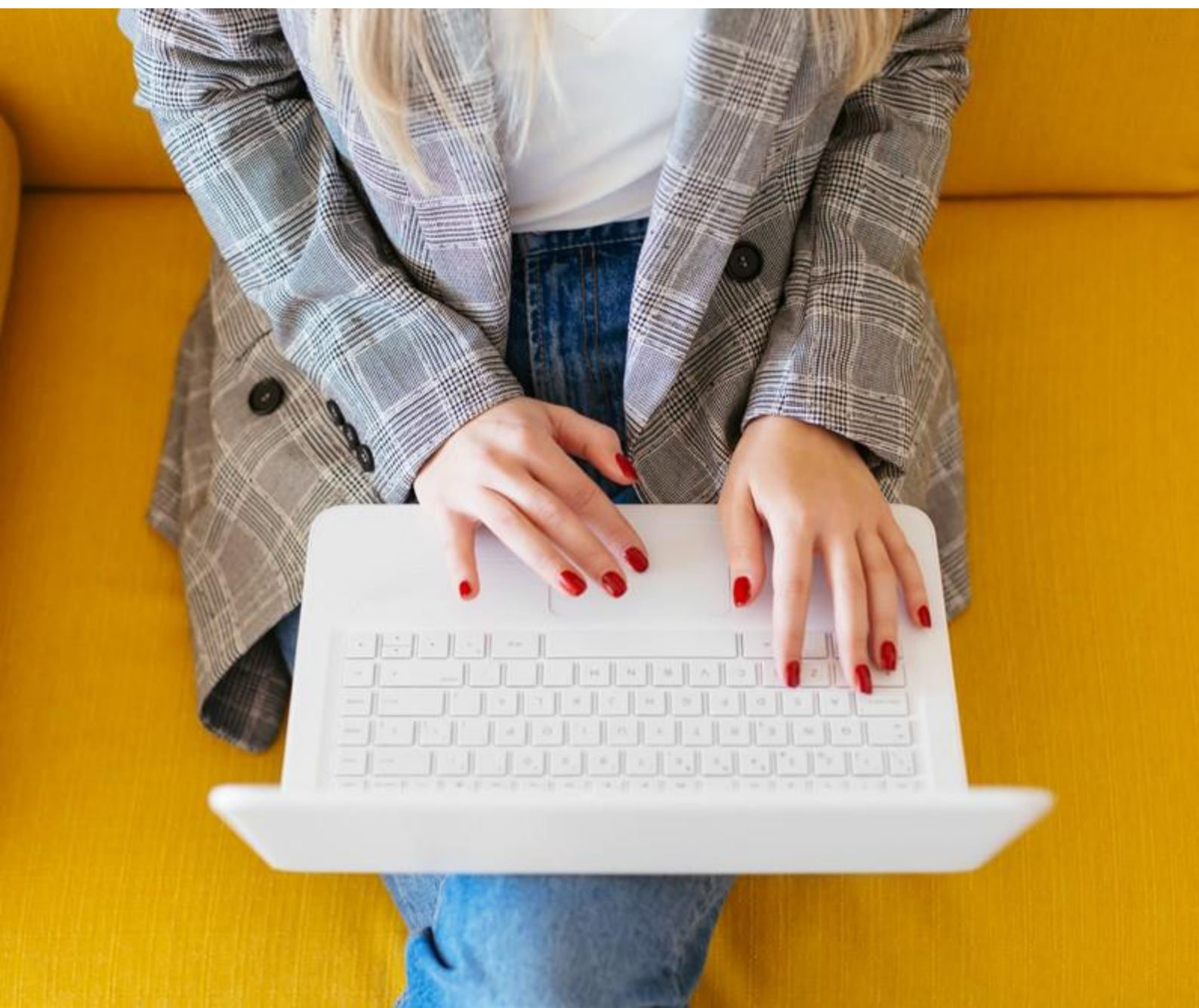
## 10. I have to pay transfer fees, what are they and where do I do this?

Transfer fees are fees that students must pay to the Spanish university of origin for the universities to transfer the student's academic record.

They must be paid by students who have started a Bachelor's degree or Qualifying Master's degree in another Spanish university or when the students has taken the University Entrance Exam or exam for students over 25 years old in another Spanish university.

## **11. I have started studying at an overseas university, should I ask my university of origin to transfer my record?**

No, the transfer of transcripts only applies to students who have studied at a Spanish university.





## 12. In order to prove that I have a Bachelor's degree from a Spanish university, can I submit my Mecenes equivalency certificate?

No, but you can submit the 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](https://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).

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You need a digital signature certificate in order to obtain the electronic certificate.

If you do not have a digital signature certificate, you can submit any other academic certificate that declares that you have completed your course.

## 13. I have a Bachelor's degree from an overseas university and the competent body in my country (SUNEDU; SENESCYT) has given me an equivalence certificate of my degree. Can I submit this document to prove that I have a Bachelor's degree?

No, it is not enough. This document allows your level of education to be checked, whether it is official or not and it does allow access to official post-graduate courses but in order to prove that you have a Bachelor's

degree you must submit your degree certificate or a legalised and apostilled certificate proving that you have completed the course.

## 14. I have an overseas Bachelor's degree and want to do a Bachelor's degree but less than 30 ECTS credits are recognised, can I go to the university?

If the Universidad Europea recognises less than 30 ECTS credits for your previous university course you cannot enrol in the university through that channel. You must request accreditation of your secondary education qualifications from the Ministry of Education

if you have studied in a country that does not belong to the European Higher Education Area (EHEA) or get the accreditation granted by the UNED open university if you have completed your secondary education in a country that belongs to the EHEA.



## 15. If I have a Bachelor's degree from a Spanish university, do I have to submit my original degree certificate?

No, you can submit the 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](https://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.

You need a digital signature certificate in order to obtain the electronic certificate.



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