

Master's Degree

**University
Access Guide.**

Go beyond

Index

1. Documents to submit	3
<ul style="list-style-type: none">▪ Spanish degree▪ Overseas bachelor's degree	
<hr/>	
2. How to submit the access documents	5
<hr/>	
3. When to submit the documents	6
<hr/>	
4. Where to submit the access documents	7
<hr/>	
5. Procedures	8

1. Documents to submit

SPANISH DEGREE

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.

You 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.

If the Master's degree you wish to do is a Qualifying Master's degree, the Official Bachelor's degree must be one of those that enable you to enrol in this Master's degree, in accordance with the regulations corresponding to each regulated profession.

For the Master of Laws Degree for admission into legal practice, any of the aforementioned documents that certify that you are a law graduate or have a law degree shall be required before starting the Master's degree.

For the Master's Degree in Teacher Training for Compulsory Secondary Education, Further Secondary Education, Vocational Training, Language Teaching and Sports Education, you must also prove that you are competent in a foreign language at a level equivalent to B1 of the Common European Framework of Reference for Languages.

Spanish graduate who has begun the Master's Degree in question at another university

- Document applying for a transfer from the university where you started the Master's.
- And proof of payment of the transfer fees.

OVERSEAS BACHELOR'S DEGREE

Degree from a country belonging to the European Higher Education Area (EHEA)

- Degree certificate.
- Or Academic Certificate that proves you have completed the course.

Degree from a country not belonging to the European Higher Education Area (EHEA)

- Degree certificate.
- Academic Certificate that proves you have completed the course.
- Where applicable, sworn declaration, in English or Spanish, 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 and enable access to official post-graduate courses. 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 wish to do a **Qualifying Master's degree**, you must submit the definitive credentials from the accreditation of the degree that enables you to do the Master's degree issued by the Ministry of Education. The Conditional Enrolment Flyer is **NOT** valid in this case.

All of the documents must be duly stamped by the **university of origin, translated and legalised and/or apostilled** (except for the sworn statement, which only needs to be translated where applicable).

If you are a graduate 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. The sworn translation and the certificate in the native language must be submitted.



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, 7. 46010.
Valencia.

Universidad Europea de Canarias.

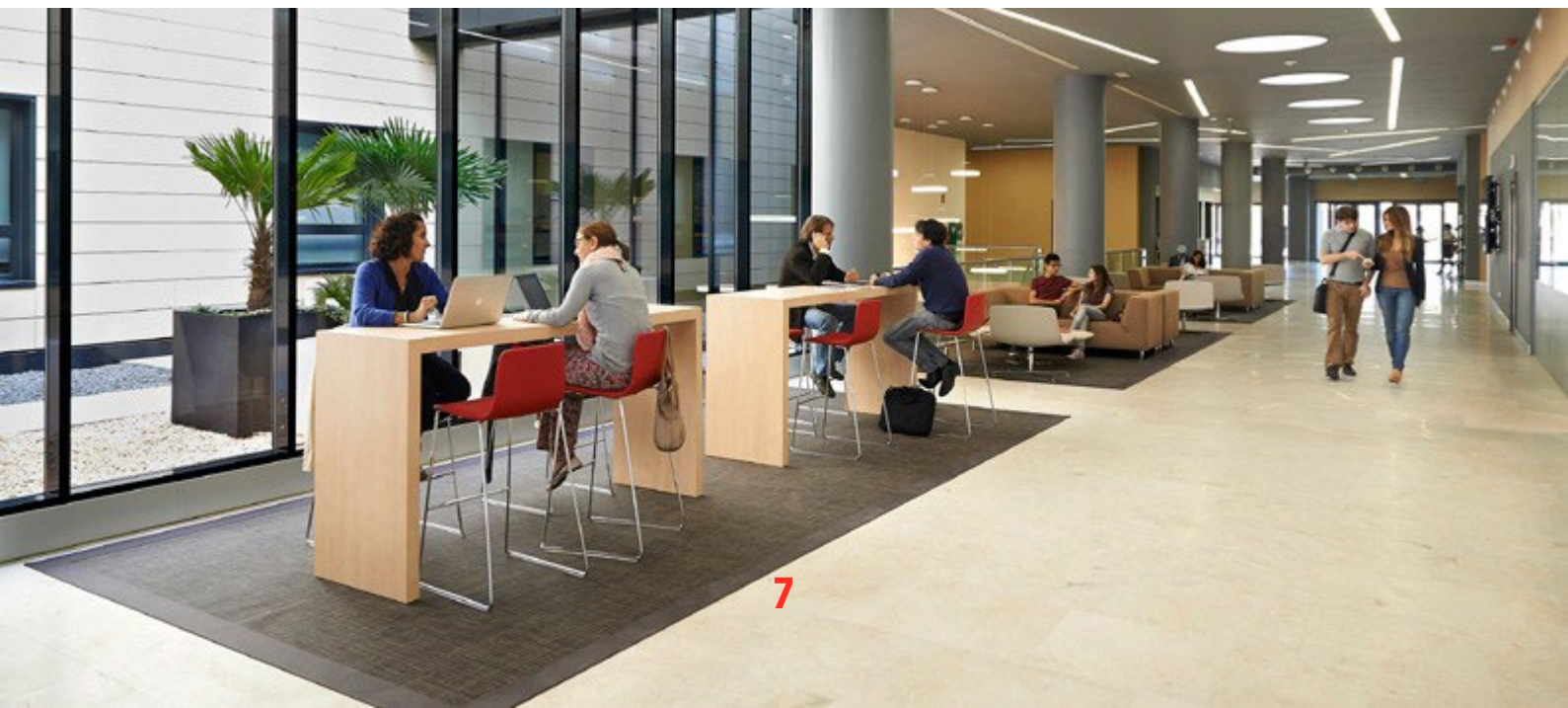
- Submit them in person at the Academic Secretary's Office.
- Send it via registered postal mail to the Departamento de Secretaría Académica.

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.



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).



Villaviciosa de Odón Campus

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

Alcobendas Campus

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

La Orotava Campus

C/ Inocencio García, 1
La Orotava
38300, Tenerife

Santa Cruz Campus

Calle Valentín Sanz, 27
Santa Cruz de Tenerife,
38002, Tenerife

Phone:

(+34) 917 407 272

www.universidadeuropea.es

