



**Universidad  
Europea**

**Academic Year  
2025/2026**

# **Postgraduate Admission Regulations**

**Go beyond**

## CHOOSE YOUR DEGREE

- 1.** One-to-one advice.
- 2.** Submit your application and documentation.
- 3.** Assessment of profile and interview.
- 4.** Confirmation of place.
- 5.** Formalisation of reservation and enrolment.

**Welcome!**



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# Welcome to Universidad Europea de Andalucía

With eight campuses in Spain—three in Madrid, two in Valencia, two in the Canary Islands and one in Andalusia—the Universidad Europea is an innovative institution focused on creating value for society and contributing to progress.

Our mission is to provide you with your own customised development plan from the moment you step into our university. This is possible thanks to our **Hyflex Experiential Learning Academic Model**, which is a highly practical and active learning approach that prepares them for what they will experience in the real world. This model combines the best teachers, the best facilities and the latest technology to create an immersive experience for students. By simulating real-world professional environments, students gain valuable hands-on experience that thoroughly prepares them for success in their chosen fields.

Our model is designed to meet the needs of the professional world and trends in Higher Education. The flexible and personalised learning experience offered by the institution allows students to develop the knowledge, skills and values required to be successfully employed in a globalised world.

It provides a four-dimensional profile: intellectual, professional, international and ethical-social. This integrated learning approach allows students to see the profession from all angles.





# 1.

## What is a Postgraduate Degree?

Article 7(1) of Organic Law 2/2023 of 22 March on the University System (LOSU) establishes that universities shall offer courses leading to official university degrees, valid and effective throughout Spain.

Official University Master's Studies are aimed at specialising the student in their academic, professional and research training and are made up of training programmes that ultimately lead to the awarding of a Master's Degree.

The university offers Qualifying Master's Degrees that enable professional practice and Advanced Master's Degrees. These are all recognised within the European Higher Education Area.

A Qualifying Master's Degree is an advanced training degree in a specialised subject area that qualifies the holder to work in regulated professions in Spain, and whose course programme follows the conditions set out by the Government of Spain for the professional field in question.

An Advanced Master's Degree is an advanced training degree with a specialised or multidisciplinary focus, aimed at furthering the student's academic or professional studies or developing their research skills, and which does not qualify the holder to work in regulated professions in Spain.

Advanced Master's Degrees can either be "ordinary", focusing on the specific needs of the students, such as partial dedication to studies, by type of degree, or other circumstances determined by the University in "extended" versions.

- **Ordinary Master's Degrees:** 60 ECTS credits. Lasting approximately one year.
- **Extended Master's Degrees:** Between approximately 60 and 120 ECTS credits. These master's degrees may last two or three consecutive years (the Master's Degree in Advanced Orthodontics, for example, lasts three years). The study programme is decided upon by the University. (Minimum of 30 ECTS credits per academic year).

In addition to the official degrees mentioned above, the University also offers its own private degrees. These degrees offer training programmes aimed at developing skills, expertise, aptitudes, capabilities and knowledge both as an introduction to a specific professional field and also for students to refine their skills, update their knowledge or specialise further in a professional or educational field.

The Master's programmes and other degrees taught at the Universidad Europea de Andalucía, in both their on-campus and online versions, follow a structured schedule to boost flexibility and adapt the contents to the availability and needs of the student, while offering support to ensure proper planning of study times and dedication. The success of this methodology is evident in the great results achieved by our students, their high level of involvement, and the high completion rates.

These regulations govern the conditions for admission and enrolment in our Official University Master's programmes at the Universidad Europea de Andalucía.



## Official Degrees and the European Higher Education Area

These are the degrees which are adapted to the European Higher Education Area (EHEA). There are three cycles: Bachelor's, Master's and PhDs.

RD 822/2021 introduced a significant change by changing the assignment of Bachelor's and Master's degrees from the five branches of knowledge to what are known as fields of knowledge.

The fields of knowledge in which the official Bachelor's and Master's degrees are available are the following:

- Physical activity and sports science.
- Architecture, construction, building and town planning and civil engineering.
- Biology and genetics.
- Biochemistry and biotechnology.
- Agricultural sciences and food technology.
- Biomedical sciences.
- Behavioural sciences and psychology.
- Economics, business administration and management, marketing, commerce, accounting and tourism.
- Education sciences.
- Environmental science and ecology.
- Social sciences, social work, labour relations and human resources, sociology, political science and international relations.
- Earth Sciences.
- Law and legal specialties.
- Nursing
- Gender studies and feminist studies.
- Pharmacy.
- Philology, classical studies, translation and linguistics.
- Physics and astronomy.
- Physiotherapy, podiatry, nutrition and dietetics, occupational therapy, optics and optometry and speech therapy.
- History of art and artistic expression, and fine arts.

- History, archaeology, geography, philosophy and humanities.
- Cultural industries: design, animation, filmmaking and audiovisual production.
- Electrical engineering, electronic engineering, and telecommunications engineering.
- Industrial engineering, mechanical engineering, automation engineering, industrial organisation engineering and navigation engineering.
- Computer and systems engineering.
- Chemical engineering, materials engineering and environmental engineering.
- Mathematics and statistics.
- Medicine and dentistry.
- Journalism, communication, advertising and public relations.
- Chemistry.
- Veterinary.
- Interdisciplinary studies.

## ECTS credits

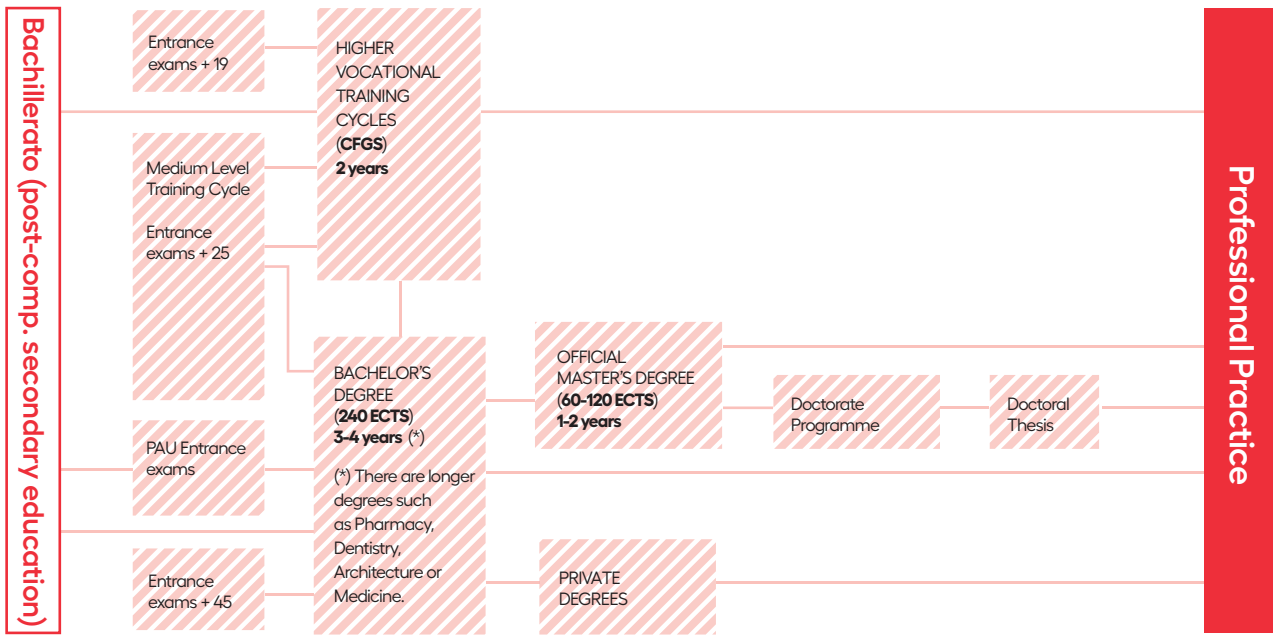
ECTS credits (European Credit Transfer System) are the standard adopted by all universities in the European Higher Education Area to ensure consistency between the different European education systems. ECTS credits are based on the student's personal work in all activities of their learning process (class hours, study hours, assignments and placements). 1 credit / ECTS is equal to 25–30 hours of work by the student.





## The higher education system in Spain

Below is an outline of the Spanish higher education system:



Article 7(1) of Organic Law 2/2023 of 22 March on the University System establishes that universities shall offer courses leading to official university degrees, valid and effective throughout Spain,

and may offer courses leading to the award of their own private degrees, including lifelong learning courses.



# 2.

## Admission Process

- 1** One-to-one advice
- 2** Beginning the admission process
- 3** Submit your application and documentation
- 4** Profile assessment and interview
- 5** Confirmation of admission
- 6** Formalisation of the reservation
- 7** Enrolment
- 8** Modification



## 2.1. One-to-one advice

Generally speaking, and regardless of whether you are interested in an on-campus or online programme, the university advisor can give you all the information you may need about any of our master's degree programmes and fill you in on any legal requirements for admission depending on your academic background.

What's more, you can request a personalised validation study free of charge for Qualifying Master's Degrees and those that require work placements. To do so, you will need to attach different documents, depending on whether you are requesting recognition of studies or professional experience, and once you have done so, you will receive your validation study a few days later. For more information, please refer to section 5 of these Regulations. You can submit your request via the Pre-Student Portal (if you already have access to it) or via the following web link <https://universidadeuropea.com/admisiones-y-financiacion/convalidaciones-traslados/> by ticking the box "I need a one-to-one validation study at no cost" when requesting information about the corresponding Master's degree.

Either way, one of our advisors will contact you as soon as possible to give you any information or guidance you may need and answer your questions.

## 2.2. Beginning the admission process

### On-Campus Postgraduate Programmes

To start the admission process:

- You can contact us at (+34) 951 102 240. A personal advisor will provide you with initial information and send you the application form and admission tests online. You can take these remotely.
- You can write to us at the following email address: [postgrado@universidadeuropea.es](mailto:postgrado@universidadeuropea.es)
- You can visit the following link on our website: [universidadeuropea.com/admisiones-y-financiacion/proceso-admision/](https://universidadeuropea.com/admisiones-y-financiacion/proceso-admision/) selecting the campus-based programme, choosing "Master" in study type and indicating what your situation is with regard to the study programmes available. By clicking the "Request Information" button, you will be directed to a form where you can input your contact information. We will then call you to provide the requested information.
- Finally, you can also go to our university campus in Malaga.

### Online Postgraduate Programmes

Likewise, if you are looking to study a Master's Degree online, you can start the admission process in one of the following ways:

- You can call us on (+34) 662 90 48 40 and (+34) 662 90 48 45
- You can write to us at the following email address: [ueonline@universidadeuropea.es](mailto:ueonline@universidadeuropea.es)

You can send us a message on WhatsApp (+34648203802). You can even start the chat from our website ([universidadeuropea.com](https://universidadeuropea.com)), both in its desktop version and in its mobile version by using the messaging application.

## 2.3. Submit the application and documentation

Generally speaking, and regardless of whether you are interested in an on-campus or online programme, as a candidate you are expected to officially express your interest in participating in the admission process for your chosen postgraduate programme by filling in and submitting the following:

### Documentation

- Web form for requesting information.
- An updated CV.
- Your DNI (front and back) (for Spanish nationals). Passport or ID (for students from abroad).
- Letter of recommendation and/or motivation for programmes that require it. Your advisor will confirm this with you. Provide documentation that proves you meet the legal requirements for access to the degree.

Official B2 level language certificate. Students must hold at least a B2 level certification in the language in which their chosen degree is taught. This certificate is only required for students enrolling in a programme taught in a language that is not their mother tongue or if specified in the degree plan. For Online Postgraduate Programmes where the degree plan requires it, in an official language of the EHEA, an official certificate issued by Cambridge, APTIS, IELTS, TOEFL, TOEIC, Trinity College and the equivalent for French, Italian and German must be provided and must have been issued less than one year prior. Certificates issued from Spain's official language schools (EOI) up to two years prior are accepted.



### Where should the documents be submitted?

Generally speaking, documents are ideally submitted via the Pre-Student Portal (<https://portaldelestudiante.universidadeuropea.es>). Your advisor will have already created your username to sign in and you will need to create your own password.

### On-Campus Postgraduate Programmes

For on-campus programmes, you may submit your documents personally, either sending them by post, fax or email:

#### Malaga Campus

Departamento de Admisión.  
Teatinos-Universidad district, between Calle Eolo and Avenida José de Ribera (Malaga, 29010).  
[postgrado@universidadeuropea.es](mailto:postgrado@universidadeuropea.es)  
Fax (+34) 911 413 585

### Online Postgraduate Programmes

#### Online Admissions Department

Contact your advisor at the email address provided.

## 2.4. Profile assessment and interview

Once you have been advised and you have submitted the required documentation, depending on the type of programme chosen (on-campus or online), the corresponding Postgraduate Admissions Department will call you in to take your entrance exams and/or to interview you. The admission process does not involve any payments or obligations until the student reserves their place.

### On-Campus Postgraduate Programmes

Depending on the degree you are interested in studying, you may be called to take entrance exams and/or to a one-on-one interview with the Director of the Master's Programme or a member of the Admissions Committee.

Admissions are open from Monday to Friday in both the morning and the afternoon online or by telephone if you are unable to go there in person.

The admission process may also include a language level exam if your mother tongue differs from the language the programme you wish to enrol in is taught. The University may require you be examined:

- If you have not provided the corresponding official language certificate.

- If the University deems it necessary to check the level indicated in the certificate.

In such cases, the language test is prepared by the University itself, which examines the student's listening, reading, use and/or production skills.

For on-campus programmes, the university reserves the right to call for the language test to be repeated in-person before classes commence in order to ensure the veracity of the certificate submitted and the language test taken online.

### Online Postgraduate Programmes

The admission process for online programmes is carried out entirely online and consists of:

- Conducting an interview. The aim of this is to get to know the candidate better, as well as to understand his or her motivation and expectations with regard to the Universidad Europea and the degree he or she wishes to study. Depending on the degree, the questionnaire may contain up to 14 questions.  
You can access the test through the link you will find in the email you will be sent to the address previously provided, although the test is always stored in the Pre-Student Portal. Depending on the postgraduate course, the interview evaluation system may include one of the following:  
1- Evaluation by the academic management or a member of the respective faculty. This is the case of interviews for specific postgraduate courses such as Business and Marketing, Big Data, among others.  
2- Telephone interview by the management or a member of the academic staff.  
3- Self-correction, based on the score assigned to the answers to the questions. There is therefore a minimum score to be passed.
- Language test. This is not necessary, except for programmes in which the degree plan requires that a certain language level be proven. Tests are accessed via a website link provided by the advisor.

There are also certain particularities in the following degrees:

- Master's Degree in Eating Disorders and Obesity requires a letter of motivation.
- For the Master's Degree in General Healthcare Psychology, it is necessary to have completed 90 ECTS in health-related subjects.





## 2.5. Confirmation of admission

After completing the entrance exams for your chosen programme, the admissions team will email you with your results.

## 2.6. Formalisation of the reservation

The fees to be paid for Postgraduate Programmes are as follows:

### PLACE RESERVATION + TUITION FEES

**Place reservation:** When you reserve your place, you are confirming that you accept it and that you would like to continue with the University's enrolment process so as to guarantee your place in the programme you have chosen. The place reservation fee does not cover tuition nor the opening of the student record, but is rather an amount that is paid to keep your place on the programme, which occurs as soon as the reservation is paid. Therefore, the place reservation fee is completely non-refundable (except in exceptional circumstances when the situation is specifically provided for).

**Tuition fees:** Tuition fees represent the academic content associated with each degree, which consist of subjects and credits/ECTS.

The yearly tuition fees for Non-Qualifying Postgraduate Programmes will depend on the degree in question, regardless of the ECTS for which you enrol.

Students must enrol for all the credits of an online postgraduate programme. Enrolment for specific credits only is not permitted.

Once you have passed the admission process, you are highly recommended to pay the place reservation fee as soon as possible after the date that you were notified of your admission into the Postgraduate Programme. This reservation guarantees enrolment in the chosen degree programme, subject to availability in the programme.

The place reservation fee to be paid for entry into a Postgraduate Programme depends on the programme chosen.

With regard to Qualifying Master's Degrees, the place reservation will be paid each year if the degree in question lasts more than one academic year. From the second year onwards, it should be paid by direct debit on 1 July each year (before enrolling for the subjects for that academic year). The tuition fees to be paid depend on the chosen degree programme.

You will receive regular updates on the next steps to be taken, either from the advisor or the person assigned to guide and support you, or through the Pre-Student Portal where you will have already registered your personal information. During the process you will also receive enrolment support.

You can pay your place reservation fee on the Pre-Student Portal.

You have the following options for payment to formalise your reservation:

- **CREDIT OR DEBIT CARD**, and you will be registered immediately. This is therefore the recommended method of payment.
- **ONLINE TRANSFER**. This is done through the Flywire payment gateway. It can be accessed via the Pre-Student Portal or via a link sent by your advisor. Estimated time up to 72 hours from the start of the transaction. Or by
- **DIRECT DEBIT** in a bank account that you can fill in on the Pre-Student Portal. You must have a bank account in Spain or a bank account within the SEPA (Single Euro Payment Area) that supports this payment method. The SEPA area includes the member countries of the European Union as well as Andorra, Vatican City, Monaco, San Marino, Switzerland, and these three members of the EEA: Iceland, Liechtenstein and Norway. (see updated list at [https://www.sepaesp.es/sepa/es/secciones/enlaces/Listado\\_de\\_paise/](https://www.sepaesp.es/sepa/es/secciones/enlaces/Listado_de_paise/)). The option to pay by direct debit through the Pre-Student Portal requires digitally signing the direct debit form. To start this process, you can refer to the instructions included in the email you will be sent to the address you previously specified.

## 2.7. Enrolment

Once the admission tests have been taken and the place reservation fee has been paid, you must complete your enrolment by digitally signing the enrolment application, the direct debit or identification document of the responsible financial party (in case of non-direct debit payment) and the general conditions provided by the University, as well as the validation waiver, if applicable. To do this, you will receive an email with a link that will take you to the digital signature platform where you can find the documents. You will also need to provide proof that the legal requirements for your programme of interest have been met.

After signing, you will receive a copy of the signed documents by email. If you have any problems with the platform, please contact your Welcome Manager.

The access documentation must be submitted as follows:

- Preferably via the Pre-Student Portal to speed up the process.
- Alternatively, the documentation may be submitted in-person or sent by post:



### Universidad Europea Academic Office On-Campus and Online Postgraduate Programmes

Departamento de Secretaría Académica.  
Opening hours: Monday to Friday from 9 a.m. to 6 p.m.  
Calle Navarro Ledesma 223 29010, Malaga

- a. If you are going to be studying a Postgraduate Diploma with a placement or research itinerary, you must indicate which itinerary you are choosing.
- b. If you are going to be studying a Qualifying Master's Degree lasting more than one academic year, you must specify, via the admission and enrolment forms, which subjects you will be taking the first year.
- c. If you are going to be studying the Master's Degree online, you must indicate in which Venue you would like to take your exams.
- d. If you need to take additional training, which will be confirmed after admission into the programme, you will need to enrol for those subjects before the course begins. These complements may entail additional costs, information which will be provided during the admission process.

Once you have paid the reservation fee, you will be sent an email with your username (which will match your record number) as well as your password to access the Student Portal. The Student Portal gives you access to all the services associated with your student status at the Universidad Europea de Andalucía when the programme commences. However, as long as you are not enrolled, your reference platform for submitting documentation will continue to be the Pre-Student Portal.

Necessary documentation to be submitted by the student to complete enrolment:

1. Postgraduate Enrolment Application, Direct Debit for the postgraduate course and the General Conditions of Enrolment fully completed and signed.
2. Photocopy of national ID card for Spanish nationals and Europeans, and of a passport for non-EU students. International students may also submit their NIE (Foreigner Identity Number).
3. Documentation to prove fulfilment of the Entry Requirements:

**3.1. Master's Degrees:** A certified copy of the university degree or, failing that, the transcript of records for those university studies or any document (degree certificate fees, the authorisation of the Ministry of Education and Vocational Training, the EU Diploma Supplement) confirming that the candidate has passed the credits required to obtain the degree.

If the degree is from an educational system within the EHEA, a certified copy of the sworn translation or the digital signature of an official body will suffice.

Documents issued outside of the EHEA must be presented duly legalised (the Hague Convention, the Andrés Bello Convention, diplomatically certified), digitally signed or certified by an official body and translated by a sworn translator into Spanish or English if they were not originally issued in either of those two languages.

Please go to section 4 of this document for more information on the legalisation process.

**3.2 Qualifying Master's Degrees:** An original copy of the Degree certificate that enables entry into the Master's Degree, or failing that, the transcript of records for that Degree.

International students wishing to enrol in a Qualifying Master's Degree, must first get their foreign degree officially recognised as an equivalent to the corresponding Degree that is needed to gain entry into the Master's Degree Programme, or any other document (tuition fees, MEC authorisation, the EU Diploma Supplement) confirming that the candidate has finished the degree.

For official degrees from educational systems outside of the EHEA, a Certificate of Authenticity must be provided. This Certificate of Authenticity is a document indicating that both the university and the degree studied are officially recognised in accordance with the laws of the country in question and that the studies are authorised. This document may be issued either by the source university (signed by the Dean or competent authority) or by the source country's governmental department for education.

For on-campus degrees, once the place reservation has been paid, the student must submit the documentation within ten days of the payment.

Students who fail to complete all the documentation after reserving their place will be automatically removed from the process (without the need for any requests or notifications being made by the University), under the following circumstances:

- **Students who reserved their place by 30 June (inclusive):** the place reservation will be cancelled if all the documentation necessary for completing the enrolment is not submitted before 31 July.
- **Students who reserved their place after 30 June:** the place reservation will be cancelled if all the documentation necessary for completing the enrolment is not submitted two weeks before the course begins.

The cancellation of a place reservation due to a failure to complete the enrolment process is in accordance with the general conditions regarding cancellation, as indicated in section 8 of the General Conditions of Admission.

Enrolment is dependent upon the submission of the legal access documentation when the student was unable to provide such documentation at the time of enrolment.

Students may indicate their timetable preferences when filling out their enrolment forms, in which case the Admissions Department will give priority to the candidate's preferred choice. This priority will never be binding and cannot guarantee that the student will be assigned their preferred timetable, given that the



timetables we can assign to our students depend on what is still available.

Once the enrolment envelope has been submitted, any additional documentation must be sent in via the Student Portal if electronically signed, or otherwise submitted to Secretaría Académica (Calle Navarro Ledesma 223, Malaga).

If you do not provide the required documentation by the set deadline, the Universidad Europea will suspend your student status, subsequently blocking your access to the Virtual campus, among other measures. The University also reserves the right to permanently cancel your enrolment without any refund of any amount paid for this reason.

As an exception, Degree students who have yet to pass their Bachelor's Thesis and a maximum of nine ECTS credits may access and enrol in a Master's Degree, as long as the corresponding conditional enrolment document is signed and in accordance with the specific enrolment conditions.

\* Those wishing to enrol in Health Science Master's Degrees are excluded from this conditional enrolment option as they are required to have fully completed their Degree Programmes first.

With regard to Master's Degrees in the Engineering and Architecture sphere, students of an associated Degree that have yet to pass their Bachelor's Thesis and one or several subjects—that under no circumstances may exceed 30 ECTS credits in total (thesis and subjects)—may access and enrol in a Master's Degree, as long as the corresponding conditional enrolment document is signed and in accordance with the specific enrolment conditions. Conditional admission and access offered to students of a Bachelor's Degree associated with a Master's Degree will only be possible if the academic planning proposed for the academic programme has been favourably informed by the competent quality authority. The University will inform the student in each case whether or not the Master's Degree in which the student wishes to enrol accepts a conditional enrolment for students of an associated Bachelor's Degree.

In all cases, students must provide proof of their completion of the Bachelor's Degree that has given them access to the Master's Degree before the end of the following two academic years to which the Master's Degree they are enrolled in belongs.

In the case of students who fail to provide proof of completion of their Bachelor's Degree that gave them access to the Postgraduate Programme in the established time frame:

- The University will not issue any kind of academic certificate or official Degree for the Master's Degree they were enrolled in.
- The student will lose their right to enrol in any Master's Degree until they do indeed complete their Bachelor's Degree.
- Any sums of money already paid for the Master's Degree will not be refunded, unless the student paid the entirety of the tuition fees, in which case they will be refunded the proportionate amount of tuition, which will be calculated on a monthly basis.

## 2.8. Changes to enrolment (Only for Qualifying Master's Degrees)

Enrolment at the University takes place only once per academic year. Once enrolment has been confirmed by the University, changes can only be made in exceptional circumstances, and only within the official time frames set by the University (two changes per period).

Any changes to your enrolment may alter your total tuition fees, which will be updated once the change has been made. You may view the financial details of your enrolment on our website: <https://universidadeuropea.com/tu-experiencia/informacion-economica/>

You can consult the Student Portal to view the deadlines for modifying enrolment for the 25/26 academic years, as well as any exceptional circumstances in which such changes may be permitted.

### Late enrolment

The deadline for late enrolment for each semester (Qualifying Master's Degree) or programme (Non-Qualifying Master's Degree) is six weeks from the start date of the semester or programme. After this deadline, the student's enrolment must be approved by the Academic Dean or Director of the respective Faculty or School.

For online degree courses, the deadline for late enrolment is three weeks after the start of the semester or programme.



# 3.

## Continuity in your Master's Degree

### 3.1. Advanced Master's Degree

In the case of Non-Qualifying Master's Degrees, students who have not passed the corresponding edition, in either the ordinary or extended version, in the established times, may continue with the Master's Degree if the start of the new edition they wish to study occurs within a maximum of two years since the completion of the aforementioned edition, with the corresponding ordinary and extraordinary calls, enrolling in the necessary module(s), paying the corresponding tuition fees for the credits they are enrolled in as well as the place reservation fee, and providing a letter of motivation by the Director of the Master's Degree, with authorisation from the Dean or the School Director. Without prejudice to the right to begin other Master's studies offered by the University. If the student fails a subject and wishes to study that subject the following academic year, they must request this via the Student Portal.

### 3.2. Qualifying Master's Degree

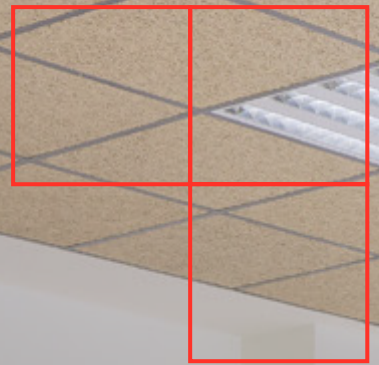
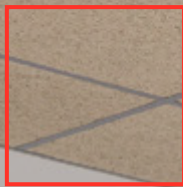
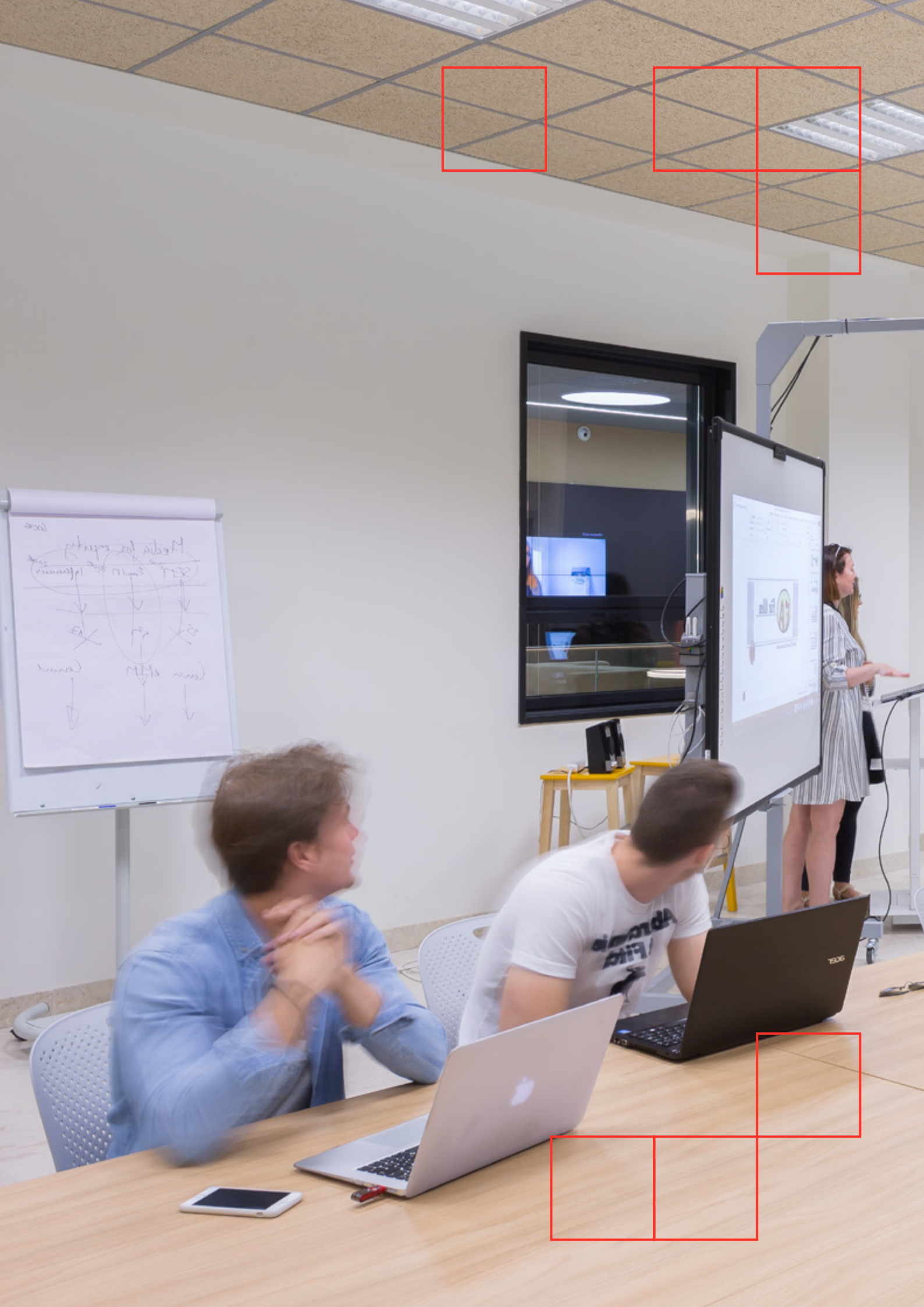
Students must pass at least six ECTS credits in the academic year in which they are enrolled. Should a student fail to pass the minimum number of credits, they may only enrol once again in the Master's Degree if they receive authorisation from the Dean or the School Director, provided the reasons for such a request are justified and bearing in mind factors such as life-long learning principles or a student's particular circumstances (disability, part time, etc.).

For more information, please visit to the Regulation of Accredited Master's Degree Tuition at the following link:

<https://universidadeuropea.com/conocenos/normativa/>







# 4.

## Legalisation of Degrees

In some cases, documents issued from abroad must be legally authenticated and translated into Spanish in order to be considered for administrative procedures.

Legalisation is not required, however you are expected to provide a copy of the sworn translation into either English or Spanish:

- Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, and Sweden.
- Signatory States to the Agreement on the European Area: Iceland, Liechtenstein and Norway.
- Switzerland, by bilateral agreement with the European Union.

An "apostille" (certified copy of the apostilled degree or a digital apostille) but not legalisation, is required from countries that are signatories to the Hague Convention, with the exception of countries that are members of the European Union (EU) and the European Education Area (EEA). These countries are:

Albania, Andorra, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belize, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Burkina Faso, Cape Verde, Canada, Chile, China, Colombia, Cook Islands, Costa Rica, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Eswatini, Fiji, Georgia, Grenada, Guatemala, Guyana, Honduras, Hong Kong, Iceland, India, Indonesia, Iraq, Israel, Japan, Jordan, Kazakhstan, Kyrgyzstan, Lesotho, Liberia, Liechtenstein, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Mongolia, Montenegro, Namibia, Nauru, Nepal, New Zealand, Nicaragua, Niue, Norway, Oman, Pakistan, Palau, Panama, Paraguay, Peru, Philippines, Republic of Korea, Republic of North Macedonia, Republic of Moldova, Republic of Serbia, Russia, Rwanda, Saint Kitts and Nevis, San Marino, Saint Vincent and the Grenadines, Saint Lucia, Saudi Arabia, Seychelles, Singapore, South Africa, Switzerland, Suriname, Thailand, Tonga, Trinidad and Tobago, Tunisia, Turkey, Ukraine, United States, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam and Yemen. EEA countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark,

Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

Updates can be consulted at: [https://www.mjusticia.gob.es/es/Ciudadano/TramitesGestiones/Documents/ESTADOS\\_FIRMANTES\\_CONVENIO\\_HAYA.pdf](https://www.mjusticia.gob.es/es/Ciudadano/TramitesGestiones/Documents/ESTADOS_FIRMANTES_CONVENIO_HAYA.pdf) and: <https://www.sepe.es/HomeSepe/es/prestaciones-desempleo/paises-ue.html>

British qualifications require a Hague apostille.

Legalisation through diplomatic channels is required:

Countries that have signed the Andrés Bello Convention: Bolivia, Cuba. They should be submitted to:

- Ministry of Education of the country of origin for degrees and certificates of studies.
- Competent ministry for birth and nationality certificates, at the Ministry of Foreign Affairs of the country where these documents were issued.
- The Spanish diplomatic or consular representation in that country.

Other countries: they must be legalised through diplomatic channels. To do this, they must be presented to:

- Ministry of Education of the country of origin for degrees and certificates of studies and to the corresponding ministry for birth and citizenship certificates.
- Ministry of Foreign Affairs of the country where the documents were issued.
- The Spanish diplomatic or consular representation in that country.
- Ministerio de Asuntos Exteriores, Unión Europea y Cooperación, in Spain. (Sección de Legalizaciones. C/ General Pardiñas, 55, 28006 Madrid (corner of Calle Padilla) (Tel.: +34 913 791 663).







# 5.

## Recognition / Validation

Before completing your enrolment, you can apply for recognition and/or validation of credits as long as you have:

- Started and/or completed official university studies.
- Accredited professional experience\*.
- Non-official university studies (own degrees from official universities\*).

\*Royal Decree 822/2021 allows up to 15% of the total number of ECTS credits making up the curriculum of the Postgraduate programme to be recognised for professional or work experience or for non-official university studies (own degrees from official universities or continuous training).

In each of these cases, before formal enrolment, you may request the Recognition/Validation Guide from the Universidad Europea de Andalucía free of charge in accordance with the current regulations published on the University's website. We recommend that you apply for this guide before the interview and admission tests in order to receive personalised academic guidance during the admission interview. Under no circumstances will the place reservation fee or tuition fees be refunded due to a disagreement with the result of the validations.

The application for Recognition/Validation Guide must be accompanied by the following documentation:

- **Personal academic certificate of degree of origin.**
- **Syllabus stamped by the secretariat of the centre of origin.**
- **Academic programme of the subjects taken and/or enrolled in the degree programme of origin.**
- **Official degree certificate translated into Spanish or English (only in the case of foreign graduates).**

- **Certificate of Official Status of the University and of the degree of origin duly translated into Spanish or English** (only in the case of students with foreign studies and/or degrees). This document must show that both the university and the degree are official and that the latter was obtained at the university of origin. This document can be issued either by the university of origin: or by the Ministry of Education of the country of origin.

If you are applying for recognition of professional experience, you must present:

- Record of employment history.
- Curriculum Vitae.
- Company certificate, stating the functions performed in the company.

All documentation must be sent electronically. NO paper documents are accepted.







The University may require the student to provide any additional documentation it deems necessary for the validation/recognition process, as well as original documents or certified photocopies. The University reserves the right to request the submission of a Sworn Statement confirming the accuracy of the data submitted.

If the studies were completed abroad, the documents presented must be duly legalised, unless they were issued by a country of the European Union. In the latter case, the stamp of the university of origin will suffice. A sworn translation is always required if the original documents are in a language other than Spanish or English.

The Universidad Europea de Andalucía will reply via email to the request within 48 to 96 hours and will send the candidates the corresponding Recognition/Validation Guide. This Recognition/Validation Guide is provisional and indicative, has no official validity and is subject to the accreditation of the Official Certificate and the Official Academic Programmes, as well as the fulfilment of the respective legal requirements.



# 6.

## Fees

### 6.1. Payment of tuition fees

#### How are tuition fees paid?

The yearly tuition fees will depend on the degree in question, regardless of the ECTS for which the student enrolls.

For Qualifying Master's Degrees, the amount will depend on the chosen degree.

Tuition fees may be paid by the following methods of payment:

#### a. Annual payment

A single fee for all tuition fees.

- By **direct debit** from a bank in the Single Euro Payments Area (SEPA). The Universidad Europea de Andalucía will issue a payment slip for the total amount of tuition fees to the bank account indicated by the student on the first day of the first month of the course.
- By visiting our website and clicking on the “make a payment” section: <https://universidadeuropea.com/tu-experiencia/informacion-economica/>
- **Online card**, virtual platform with connection to the bank. Payment is confirmed on the spot so that students have immediate access to all services.
- **Other payment methods**. You can use different methods depending on the country you are applying from. The University has an agreement with Flywire for rapid processing of domestic and international payments. This means you can pay securely from any country and any bank, usually in your country's currency. Payment will be received within 3 to 5 days.

Students who have chosen the Annual payment, not by direct debit, must make said payment in the five days following enrolment. This payment method does not exempt the student from submitting the duly completed direct debit form.

#### b. Monthly payment

Payment will be made in equal monthly instalments. The number of instalments is calculated according to the start and end dates of the course.

Payment methods:

- By **direct debit** from a bank in the Single Euro Payments Area (SEPA).

The Universidad Europea de Andalucía will issue you with a payment slip each month to the account you have specified, due on the 1st of each month.

If you are an international student enrolled in an Online Master's Degree (and not a Qualifying Master's Degree) and you are unable to set up a direct debit for your fees, you may pay them via our website in the “make a payment” section:

<https://universidadeuropea.com/tu-experiencia/informacion-economica/>



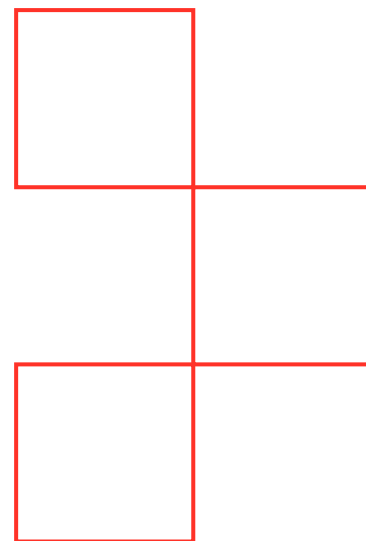
- **Online card**, virtual platform with connection to the bank. Payment is confirmed on the spot so that students have immediate access to all services.
- **Other payment methods**. You can use different methods depending on the country you are applying from. The University has an agreement with Flywire for rapid processing of domestic and international payments. This means you can pay securely from any country and any bank, usually in your country's currency. Payment will be received within 3 to 5 days.

**c. Monthly Advance Payment.**

Exclusive for certain Postgraduate Online courses. Payment will be made in equal monthly instalments. The number of advance instalments in addition to the monthly instalments will be calculated taking into account the date of signature of the enrolment form and the start of the course, with the first instalment due on the month following the signature and the last instalment due on the first day of each month.

Students must be up to date with their payments in order to request the transfer of academic records.

Please note that in order to complete your studies and to close your student record, as well as to receive academic certificates or degrees, all outstanding fees must first be paid to the University.



## 7.

# Comprehensive study support plan

## 7.1. Study grants

### Family member on another degree course at Universidad Europea (1)

If a student and a direct relative (father, mother, child, sibling or spouse) are enrolled simultaneously on Undergraduate, Postgraduate or Higher-Level Vocational Training (CFGS) programmes at the Universidad Europea, the second student receives a **5% discount on tuition fees**.

This discount does not apply if either student is enrolled in Medicine, Dentistry (in both Spanish and English) or Physiotherapy (in French).

It is important to remember that you must submit documentation proving the relationship within the first two months of enrolment. The discount is valid only while both students are studying at the same time and is lost if the student cancels their enrolment before the end of the academic year. In addition, even with the discount, you will have to pay the entrance exams for degree courses with special admission processes.

### Concurrent studies

Students who study two courses simultaneously in the same academic year will benefit from a 100% discount on the place reservation of the second degree. Not applicable to undergraduate students with conditional enrolment in postgraduate studies.

### Alumni

Former students who have completed a Bachelor's degree, Higher-Level Vocational Training or another Master's degree, or undergraduate students of the Universidad Europea with conditional enrolment until 31 December 2025 in a Postgraduate programme, regardless of whether they are studying on-campus or online, will benefit from a 15% discount on tuition fees. This discount will be applied to the full tuition fee even in the case of

Master's degrees lasting more than one year. This discount cannot be used in conjunction with the campaign discount.

(1) The UE Family discount is only applicable to immediate family members: father, mother, son, daughter, brother, sister and spouse.

### On-Campus Degrees (Alumni Discount Exceptions)

This discount does not apply to on-campus Postgraduate programmes in the field of Dentistry or any other excluded degree.

This discount for former students is not applicable to the Master's Degree in Healthcare Management and Planning for Healthcare Executives (both blended and online).

\* Limited number of study grants.

### Plan Avanza

#### For On-Campus Postgraduate Programmes:

New students enrolling in any postgraduate programme at the Universidad Europea de Andalucía starting in the academic year 2024/2026 will receive a grant for their tuition fees, provided that they completed their undergraduate studies in the previous academic year.

The grant amount will depend on the type of degree programme in which the student enrolls:

- Master's Degree with 60 ECTS or more, on-campus and non-qualifying, at the Universidad Europea (Madrid, Valencia, Canary Islands and Andalusia), Escuela Universitaria Real Madrid – Universidad Europea: a grant of 40% of tuition fees will be awarded.
- Qualifying Master's Degree: a grant of 25% of tuition fees for the full course will be awarded.





### For Online Postgraduate Programmes:

The grant amount will depend on the type of Online Degree Programme in which the student enrolls:

- University Master's Degree or Master's Degree in Continuous Training with 60 ECTS or more, non-qualifying online from the Universidad Europea (Madrid, Valencia, Canary Islands): A grant will be awarded for 30% of the amount charged for course fees.
- Degrees from the Real Madrid Graduate School - Universidad Europea: A grant will be awarded for 30% of the amount charged for course fees.
- Qualifying Master's Degree: A grant will be awarded for 15% of the amount charged for course fees.
- Advanced Postgraduate Degree ( $\leq 30-59$  ECTS), Postgraduate Diploma ( $\leq 0-29$  ECTS) or Certified Programme ( $\leq 30$  ECTS): A grant will be awarded for 25% of the amount charged for course fees.
- Postgraduate Diplomas and asynchronous Certified Programmes ( $\leq 18$  ECTS): A grant will be awarded for 30% of the amount charged for place reservation.

For more information, please visit the legal terms and conditions at:

<https://universidadeuropea.com/admisiones-y-financiacion/becas-ayudas/plan-avanza/>

\* The Plan Avanza does not apply to excluded degrees, and students can opt for ALUMNI Study Grants.

### Association with Group

In order to benefit from the discounts provided for in the agreements signed with the groups, members of the group in question must prove themselves as such within the month following the date of their enrolment at the UNIVERSITY with the Admissions Department of the UNIVERSITY, or if this does not coincide with the start of the academic year of the programme for which they have enrolled, in the month following that start date and always within the academic year for which the agreement was signed.

The member of the group must have registered with the group at least one year before payment of the place reservation in order to receive the discount. This deduction does not apply to new members of the group who register in the same year as the admission process.

In the case of online students, they must prove they belong to said group before completing enrolment and send said proof alongside the application forms for admission.

If you are studying a Qualifying Master's Degree and are receiving a discount for being part of a group with whom the University has signed an agreement, and if there is the possibility of renewing said agreement, from the second year onwards the University reserves the right to request proof of your association with said group on a yearly basis. This may be requested from either you the student or the organisation and must state that you are still connected to the organisation or you continue to meet the requirements that resulted in the discount being granted to you originally.

The enrolled student must send this proof to the Student Services Department through the Student Portal.

The discounts applied cannot be used with any other discount or scholarship from the Universidad Europea de Andalucía or any of its collaborating centres or entities.

Programmes designated by the university as fixed-price programmes are excluded from any type of discount.



# 8.

## General conditions of admission to study

1. Universidad Europea de Andalucía, legally approved by the Parliament of Andalusia on 24 July 2024, pending approval of its operation for the 2025/2026 academic year.

Likewise, its degree programmes are also pending approval and implementation in the 2025/2026 academic year in accordance with governing legislation.

The University shall not be held liable in the event that it does not obtain approval to commence operations or is unable to offer some of its degree programmes due to them ultimately not being approved. However, where possible, the University will offer the student the alternative of studying one of the official degrees that it is already approved and offered in the corresponding academic year. If a student does not wish to pursue any of the degrees offered, the University will refund the payments received.

2. The Universidad Europea de Andalucía reserves the right not to offer any Postgraduate programme or to delay its start date if the minimum number of students required for the programme is not reached; it may also change the timetable if this is necessary for organisational reasons. Should the programme ultimately be cancelled because the minimum number of students required for that specific Postgraduate programme has not been reached, the University will inform the student and will refund the place reservation fee to the account provided on the direct debit form.

3. If the student drops out of the course, they will have no right to demand a total or partial refund of the amounts paid, unless they have paid the entirety of the tuition fees, in which case they will be refunded the proportionate amount of tuition, calculated on a monthly basis.

4. We cannot cover any travel or accommodation expenses for degree courses based outside of our Malaga centres, unless they

are part of the degree course itself (see fee table).

5. If there is a discrepancy between the information provided by an advisor and the University Regulations, the latter will take precedence.

6. International students need health insurance for the visa process. The student is responsible for this procedure. The Universidad Europea de Andalucía informs students that Nueva Mutua Sanitaria offers them the opportunity to take out private health insurance. The student will take out the insurance with Nueva Mutua Sanitaria and the University will not be responsible for any claims that may arise from this contract between students and the said insurance company). You can read the terms and conditions here:

- Information in Spanish: <https://nuevamutuasanitaria.es/landings-nms/saludprofesional-universidad-europea/>
- Information in English: <https://nuevamutuasanitaria.es/en/universidad-europea/>
- Information in French: <https://nuevamutuasanitaria.es/fr/universidad-europea/>

7. If the student does not wish to continue studying the Qualifying Master's Degree in the following academic year, they must inform of this online before 20 June. Under no circumstances will the amount paid for the place reservation issued on 1 July be refunded if the student does not notify that they will not be continuing within the deadline, or if this is done after the aforementioned date. The Universidad Europea de Andalucía, for the purposes of making the place reservation, may communicate other dates than those indicated, ensuring to give sufficient notice.

8. The place reservation fee is not refundable under any circum-





stances, with the following exceptions:

- If the student does not meet the legal requirements established for entry to the University, in which case they must submit proof of this to the Student Services Department before 31 December 2025. If a failure to meet said legal requirements is not duly justified before the above-mentioned date, the place reservation fee will not be refunded. This does not apply to students whose enrolment depends on the completion of their Bachelor studies that give them access to the Postgraduate programme they have enrolled in.
- When the Master's programme is not taught because it does not meet the minimum number of students enrolled as established by the University.
- Students who are refused a student visa, upon presentation of the letter of refusal from the Spanish Embassy in the relevant country, or those who are unable to travel to the University because the competent Spanish authorities have taken measures that prevent from doing so for reasons of force majeure (e.g. border closures, non-admission of nationals of their country of origin, etc.). In the latter case, the University will refund the place reservation fee only if it is not possible to guarantee, for the duration of said measures, that the student may take the degree programme they enrolled in online rather than on-campus.
- Only students who have enrolled in a distance learning course may withdraw from the enrolment contract within 14 calendar days of enrolment. To do so, the student must send the enrolment cancellation form to the University (addressed to the Student Services Department), that should be duly completed and signed, and which can be found on the Student Portal and on the University website. If you withdraw from your enrolment contract, you will receive a refund for the amount you paid towards your tuition. However, the place reservation fee is non-refundable.

**9. Language requirements.** One of the essential requirements for admission and enrolment in any Postgraduate programme is that the student must demonstrate that they have a B2 level in the language in which the degree is taught. The University reserves the right to require that students take the University's own language test if their mother tongue is different from the language in which the programme is taught and:

- They have not provided the corresponding official language certificate.
- The University considers it appropriate to check the language level certified by the student by means of an on-campus language test during the first few days of the programme.

Likewise, if the student does not pass the test or if they fail to provide proof of the required language level, the University reserves the right, respectively, not to admit the student to the corresponding degree programme, or to cancel their enrolment, without refunding the amounts paid by the student or the person responsible for the student's finances.



# 9.

## Other information

### 9.1. On-campus assessments for online or blended postgraduate courses

#### Other relevant information.

#### 1. In-person assessments. Online Degrees

Students enrolled in official online programmes that are required to take exams (or to defend their bachelor's or postgraduate thesis) in person may do so at the venues made available by Universidad Europea.

The student will select a single venue where they will take their exams during the entire programme.

The following venues will be available for the 2025-2026 academic year:

A Coruña, Bilbao, Barcelona, Seville, Valencia, Tenerife and Madrid in Spain; and Bogotá, Quito, Lima, Santiago de Chile, Mexico City and San José (Costa Rica) in Latin America.

Universidad Europea reserves the right to remove a venue at any time without prior warning to the students who may be affected.

#### 2. Choosing a venue

When enrolling, the student must choose the venue where they are going to be examined. Nevertheless, the University will provide them with a method for choosing their preferred venue.

Under no circumstances may a student be examined in several venues nor may they change the venue they chose or that was assigned to them once the period for doing so has passed (except in cases of force majeure, in which case it should be requested at least 60 days prior to the exam date and will then be confirmed by the Online Operations team).

#### 3. Dates and timetables

Students will be informed of the exam dates from the moment they enrol, and they will be informed of the specific time of each exam via the Virtual Campus at least one month in advance.

On the day of the exam, the student is expected to arrive 15 minutes before the exam is scheduled to begin at the venue they chose or they were assigned at the start of the course. Students who arrive late will not be permitted entry to the exam hall once the exam has commenced.

The University reserves the right to grant them access to the exam hall if the invigilator, in accordance with the regulations, deems the above inappropriate.

The University will seek to ensure, wherever possible, that there is no overlapping, so that all students may attend their exams in the corresponding timetable.

If the exam schedules conflict with the courses the student is enrolled in, the University will find an individualized solution for the student. Any overlapping must be reported to the Online Tutor for fixing within the seven days following the announcement of the exam dates.

Students are responsible for knowing their exam dates and times. If a student attends another exam or arrives at a different time, the exam will be deemed null, and the exam slot for that subject will be considered used.

#### 4. Material

Regardless of the venue chosen, the student must attend the exam with a laptop computer (not ipad) to be able to take the tests, which will be completed via the Virtual Campus, where the exam will be found, located in the subject/module being examined.



Students are advised to try accessing the Virtual Campus beforehand with the laptop to be used during the exam in order to avoid any technical issues that may prevent them from accessing the exam. A specific software must be used during the exams and students are required to have access to the software and to have tested it to ensure that it is properly working, in their own laptop or via mylabs

During the exam, students are forbidden from using any documents or applications that are not part of the material deemed as valid by the teacher.

The student is responsible for showing up to the exams with the material that the teacher of the subject indicated.

The University may require that students facilitate the necessary measures so that the exam may be supervised appropriately, such as having their screens set to a specific brightness level or adding any measures that guarantee that the student is not using any support tool or document in their laptop. This may involve installing software to limit access to certain applications, screen recording during the session, having exam invigilators check the tabs and programs students have open during the exam, access to the camera and microphone, etc. Likewise, the use of a dual camera (for example, the one on the student's mobile phone) may be required to monitor the exam environment.

The University will ensure that there is an internet connection in all of its venues.

If the student's computer hinders them from taking the exam in any way (cannot access Virtual Campus, the exam, the video conference tool, etc.), the student will be unable to complete the exam and will be expected to leave the hall and will lose the exam slot for that subject. (It should be noted that errors were detected on certain Mac devices prior to 2016 when trying to access certain websites using an unsupported certificate (expired 30/09/2021). It is not a platform error. It is a device incompatibility.)

The use of mobile devices, earphones or any other device or material other than a laptop computer will not be permitted for the duration of the exam, unless this is precisely necessary to complete said exam. Such devices are to be stored away for the duration of the exam. Any use of such devices may be cause for expulsion from the exam. Should this occur, the student will receive a fail grade and will lose the exam slot for that subject.

### 5. Questions during exams

Questions relating to the subject matter of the exam are not permitted while the exam is under way. Any doubt, question or technical issue should be made known via the platform chat, which will be used to provide the student with a response.

If, while taking the exam, the student notices or suspects that a question is not properly formulated, they should make this known, in writing, in the exam itself, or via an email to the teacher, after the exam, clearly specifying the reason why they believe that the question was not correctly formulated.

### 6. Venue location

The exact location of the venue will be announced 15 days in advance on the Virtual Campus, or via another form of communication.

The University reserves the right to change the venue location, providing students with a new option in the same province.

### 7. Student identification

Students are expected to attend the exam with an official ID so that the invigilator can check their identity. A student ID card or any other document will not be valid.

This official ID is an essential requirement to be allowed to sit the exam.

Students' identification will be checked before the exam begins. Therefore, they must arrive early to ensure there are no delays.

### 8. Certificate of attendance

Before the exam commences, the student may ask the Invigilator for a certificate of attendance. This document will be emailed to the student in the days following the exam.

### 9. Defence of the Master's Thesis

With regard to the Postgraduate Thesis, part of the Panel will be based at the official headquarters of the Universidad Europea to which the programme belongs (Madrid, Valencia, Canary Islands or Andalusia). The public presentation will be held wherever the Panel is based.

If the venue assigned to the student is not where the Panel is based, the student will conduct their presentation online from their venue, in which case a supervisor assigned by the University will be present to confirm the identity of the student and accompany them during the online presentation to ensure it all goes according to plan. In this case, the public will not be allowed to attend the presentation at the venue.

In both cases, the student is expected to use their own laptop computer to connect with the panel and share their presentation.

### 10. Grade reviews

Once the grades for an exam have been posted on the Virtual Campus, the student has a maximum of 48 hours (two calendar days) to ask their professor, via the Virtual Campus, for a grade review.

### 11. Regulations and protocols

Exams are governed by the current University Disciplinary Rules. Students will be given a guide with all the details on in-person assessments.



## 9.2. Languages (Online Courses)

At the Universidad Europea, we know just how important it is to have a command of languages in your future career. With that in mind, the University offers online courses in different languages and at different levels. You can find more information on our website in the courses section or through the Online Admissions Department.

To certify the level acquired, we offer internal and external exams of recognised prestige, such as the DELE (for non-Spanish speakers) and CertAcles English B2. In addition to the language test, students can also prove their level by presenting a current official language certificate from the CRUE (Conference of Rectors of Spanish Universities) list of language certificates.

## 9.3. University card

### What is the University Card?

The University Card is a virtual card that accredits students.

### Use of the University Card

- Borrowing books from the library.
- Discounts in shops.

## 9.4. Prepare your trip to Spain

### Before coming to Spain

#### Student visa\*

International students (with the exception of online students who are not required to come to Spain) who are not residents of or citizens of the Member States of the European Union, Norway, Iceland and Liechtenstein must apply for a student visa for a period equal to the duration of the programme for which they are applying, in accordance with the following guidelines:

- For stays of up to six months, a study visa will allow you to stay in Spain. The student will need to apply for a study visa at the nearest Spanish Consulate or Embassy.
- If you are planning to stay in Spain for more than six months, you will need to apply for a student card (officially a foreigner's identity card) within one month of your arrival, on top of the student visa. This is in accordance with Article 37 of Royal Decree 1155/2024, of 19 November.

To find the address of the Spanish Consulate or Embassy in your country of origin, as well as detailed information on the procedure and documentary requirements, please visit the website of the corresponding Consulate or Embassy.

The Consulate or Embassy will tell you which documents you need to correctly apply for a visa. While the average waiting time for a student visa is four to six weeks, it's recommended that you start the process at least two months before the programme begins so international students can begin classes on schedule.

If the student is already legally residing in Spain, they can apply for a student visa without returning to their country of origin, as long as they have at least 30 days before their legal status expires.

(\*) The information provided is for informational purposes only and is subject to immigration regulations. Consult the Embassy or Consulate if you have any questions.



The student is in a legal situation in Spain if he/she has entered with a tourist visa and has entered without a visa for a maximum period of 90 days. In such cases, the student must obtain an authorisation of stay for studies in Spain or a student card in Spain for the duration of the academic year (subject to required subsequent renewal). The student can then continue legally in Spain.

In general, this possibility exists for students who have entered Spain as tourists without a visa, as they come from countries that do not require a visa to enter as tourists (List of Schengen countries).

<https://www.schengenvisa.info.com/schengen-visa-countries-list/>.

Below is a list of the requirements and documents needed to obtain a visa and/or authorisation for a study stay of more than six months:

- Passport valid for at least the period for which the stay is requested (this must be presented by the student).
- Proof of sufficient financial means (to be presented by the student).
- Letter of admission from the educational institution (issued by the Universidad Europea de Andalucía [\*\*]).
- Criminal record certificate (to be provided by the student if he/she is of age).
- Medical certificate attesting that the student does not suffer from diseases that have public health implications.
- In the case of minors, the permission of the parents or guardian.
- You must have paid the fee for processing your application.
- Private health insurance with repatriation costs (to be provided and paid by the student) (the University recommends that students take out insurance [\*\*\*]).

The cost of this health insurance is borne by the student.

(LEGAL NOTICE: Students are informed that Nueva Mutua Sanitaria offers them the opportunity to take out private health insurance. In this case, the student will take out the insurance with Nueva Mutua Sanitaria and the University will not be responsible for any claims that may arise from this contract between students and the said insurance company).

(\*\*) LETTER OF ADMISSION FROM THE EDUCATIONAL CENTRE. In order for the student to obtain his/her visa, the Universidad Europea, after the student has paid the amounts prescribed for the reservation of the place and the enrolment, will issue him/her with a letter of admission to the programme he/she has applied for, indicating the name of the programme, the start and end dates, the number of hours and any other specifics of the programme.

(\*\*\*) PRIVATE HEALTH INSURANCE. Health insurance is compulsory for any international student who needs a visa to study in Spain (i.e. students who do not reside in or have the nationality of a European Union country, Norway, Iceland or Liechtenstein). The absence of such insurance means that the

student runs the risk of not receiving adequate medical care.

Below you will find the link to take out insurance with Nueva Mutua Sanitaria. However, you can also take out insurance with any other company you choose:

- Information in Spanish: <https://nuevamuas sanitaria.es/landings-nms/saludprofesional-universidad-europea/>
- Information in English: <https://nuevamuas sanitaria.es/en/universidad-europea/>
- Information in French: <https://nuevamuas sanitaria.es/fr/universidad-europea/>

If a programme requires students to travel to a country outside of Europe, international students must discuss the need for additional health insurance with their insurance company to cover those stays.

This insurance can be taken out by any student wishing to study at the Universidad Europea de Andalucía.

Students who are citizens of any member country of the European Union should apply for the European Health Insurance Card in their country of origin.

The University is always available to help international students resolve any issues that may arise during the visa process.

### Once in Spain

The Universidad Europea reminds you that the visa issued by Spain allows the student free mobility within the countries of the Schengen area. The visa is not valid outside this area. List of Schengen countries. <https://www.schengenvisa.info.com/es/schengen-paises/>

Student Identity Card / Foreigner Identification Number (NIE).

The NIE is the identification number for foreigners. This number is unique and personal.

- If the international student is a national or resident of a European Union country, he/she will receive the NIE number when applying for registration in the Register of EU Citizens.
- If the international student is a national of a country outside the European Union, the NIE number will be recorded on his/her foreigner's identity card.

Once in Spain, international students with a visa to study for more than 180 days have one month to apply for a foreigner's card.

The student card (officially called “tarjeta de identidad de extranjero”) replaces the student visa issued in the country of origin, allows visa-free transit through Schengen member countries and provides a legal basis for the student's stay in Spain.



Until you have the student card, it is not advisable to leave Spain as international students may have difficulties re-entering the country.

## Documentation and process

To apply for a student card (officially foreigner's identity card):

- Students who have entered with a visa for studies of more than 180 days: they must apply for an appointment for fingerprinting on the website <https://icp.administracionelectronica.gob.es/icpplus/index.html>
- Students who are legally in Spain (tourist visa or legal entry without a visa): the application is submitted electronically or at any of the registers of administrative bodies or at post office branches. The documentation to be submitted is the same as that required to obtain the student card, together with form EX-00.
- European Union citizens must apply for an appointment for the EU citizen registration certificate online: <https://icp.administracionelectronica.gob.es/icpplus/index.html>

In addition to the documents required for each type of application, the following documents are usually needed:

- Certificate of census registration.
- Two (2) passport size photos (3x4 cm).

The period of validity of the residence permit may be limited to the duration of studies, research or training. After expiry of this period, it can be extended if certain conditions are met.

For the extension of the residence permit for study purposes, a certificate from the centre where the studies are carried out confirming the fulfilment of the requirements for the continuity of the studies or a positive report on the development of the research must be submitted in any case.

For more information on this topic, please visit the following websites:

<https://www.inclusion.gob.es>.

[www.policia.es](http://www.policia.es)   [www.maec.es](http://www.maec.es)   [www.interior.gob.es](http://www.interior.gob.es)

UNIVERSIDAD EUROPEA DE ANDALUCÍA offers its students an agreement with the company Homologation Students Services, through which they benefit from discounts on obtaining TIE visas, NIE, extension of residence permit for study purposes and a special return permit. For more information, please write to [info@hostudents.com](mailto:info@hostudents.com)

## Opening a bank account in Spain

Spain is home to a highly developed banking sector that is integrated into the SEPA (Single European Payment Area). This makes it easy to access and manage bank accounts in any Eurozone country.

To help our students open bank accounts and access banking services more easily, the University has reached an agreement with N26. N26 is a 100% mobile online bank with a European banking licence that offers accounts with a Spanish IBAN via its app. Its assets are protected by the Deposit Protection Fund up to a value of €100,000. The account opening process is entirely online and, depending on your nationality/residence, only requires the documents listed under the following link: <https://docs.n26.com/cs/Support%20Center/id-docs/es/iddocs-es-es.pdf>

A framework agreement between N26 and the University allows you to receive a 12-month free subscription to the 'You' rate. It can provide you with: an account in Euro currency; unlimited payments and transfers with any currency anywhere in the world; free access to online banking; purchase and cancellation insurance and lost luggage insurance; 5 cash withdrawals from ATMs and a digital debit card.

(\*) Promotion valid until 31 August 2025.

This account is valid for all university procedures and for everyday use. For more information, visit the Student Portal where you will find the link to take advantage of the promotion.

To prepare for their trip to Spain, international students who will be living in Andalusia can consult and download our practical guide on the website by clicking on this link: <https://universidadeuropea.com/en/study-ue/information-international-students/>





## 9.5. Requesting your degree and certificates

Once you have completed your studies, you can request your certificates and degree through the University's alumni website in the "Request certificates and degrees" section. To do this, you must log in with your username and password and pay the amount stated for your certificates online using your bank card. Remember that you must be up to date with your payments to make this request.

Official qualifications take approximately nine months to a year to be issued from the date of payment of the fees.

In order for these documents to take effect in a country outside the European Union, you will have to go through the process of legalising these documents.

All legalisation procedures must be carried out by the student.

For further information, please consult the website of the Spain's Ministry of Education:

<https://www.ciencia.gob.es/Universidades/Legalizaciones.html>





# Universidad Europea

## CAMPUS MÁLAGA

Distrito Teatinos-Universidad,  
(entre las Calles Eolo y Avenida José de Ribera)  
29010, Málaga.

## 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.  
28005, Madrid.

## CLÍNICA UNIVERSITARIA ODONTOLÓGICA

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

## UNIVERSIDAD EUROPEA DE VALENCIA

C/ General Elío, 2 y 10.  
46010, Valencia.

## CLÍNICA UNIVERSITARIA ODONTOLÓGICA

Paseo de la Alameda, 7.  
46010, Valencia.

## UNIVERSIDAD EUROPEA DE CANARIAS

C/ Inocencio García, 1.  
La Orotava - 38300, Tenerife.

## Teléfono:

(+34) 951 102 240

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



Reconocimientos  
de Calidad:

