

**GENERAL RULES FOR
THE ADMISSION OF
STUDENTS WITH A DECISION
ON THE RECOGNITION OF
FOREIGN CREDENTIALS
CONDITIONAL UPON THE
FULFILLMENT OF ADDITIONAL
ACADEMIC REQUIREMENTS

ACADEMIC YEAR 2026–2027**

Introduction

Royal Decree 889/2022, of October 18, establishing the conditions and procedures for the recognition, declaration of equivalence, and validation of university education from foreign educational systems, and regulating the procedure for establishing the correspondence to the level of the Spanish Qualifications Framework for Higher Education of official university degrees belonging to previous academic classifications, aims, among other things, to recognize foreign higher education degrees as equivalent to the corresponding official Spanish Bachelor's and Master's degrees that grant access to a regulated profession in Spain, and whose possession is a necessary condition for access to such a profession.

To this end, Article 18 establishes that if, once the recognition procedure processed before the Ministry of Universities has been completed, deficiencies are detected in the accredited training required to obtain the foreign degree in relation to that required to obtain the Spanish degree with which it is intended to be recognized, and the extent of such deficiencies is not sufficient to deny recognition, a Resolution of Recognition shall be issued, conditional upon the interested party first fulfilling certain complementary educational requirements.

These supplementary educational requirements may consist of passing an aptitude test, completing an internship, carrying out a project or assignment, or successfully completing supervised courses that address the identified educational deficiencies. They shall be carried out through one or more Spanish universities of the applicant's choice that offer the programs leading to the Spanish degree to which the recognition pertains.

Admission Procedure

Universidad San Pablo-CEU establishes the following admission procedure for students who, having completed studies abroad that have been conditionally recognized by the Ministry of Universities, apply for admission to the University to fulfill the corresponding supplementary academic requirements.

A. If, pursuant to the provisions of the Conditional Recognition Resolution, the student is required to complete certain courses, the applicant may enroll at USP-CEU in accordance with the following admission procedure:

- The applicant must submit a written request to the Dean of the relevant Faculty or the Director of the Institute of Technology, requesting admission to fulfill the necessary supplementary academic requirements, as established in the Conditional Recognition Resolution for the Degree, issued by the Ministry of Universities. The application must be accompanied by a duly certified copy of the Conditional Recognition Resolution.

- For the application to be accepted, the Conditional Recognition Resolution must refer to a degree program offered at Universidad San Pablo-CEU.
- The Dean or Director of the School, after reviewing the submitted documentation, will issue, if applicable, a Letter of Admission for the student, which must state that the supplementary academic requirement consists of passing certain courses, which will be expressly listed.
- Once issued, if applicable, the Letter of Admission will be given to the student, who must submit it along with a duly certified copy of the Conditional Equivalency Resolution, as well as any required documentation (personal information, bank details, etc.) to the Registrar's Office of the corresponding campus.
- Once the student has been added to the system, the Campus Registrar's Office may enroll them in the courses listed in the Letter of Admission.
- To be admitted, the student **must pay the place reservation fee plus the tuition fees corresponding to the courses in which they are enrolled**¹.

¹ **IMPORTANT NOTICE: Legal information regarding the exercise of the right of withdrawal in the admission of students whose foreign academic credentials have been recognized subject to the completion of additional academic requirements.**

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they shall have a period of fourteen calendar days following the date of payment of the corresponding amounts, at which time the contract is deemed to have been entered into, without the need to justify their decision and without penalty or expense of any kind; in such cases, the money paid for the service in question will be refunded in full. Under no circumstances may this right be exercised once the relevant supplementary training requirement has begun. The exercise of the right of withdrawal is not subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it shall suffice for the interested party to send an email to the Secretary's Office of the corresponding Campus [secretariamoncloa@ceu.es or secretariamonteprincipe@ceu.es] indicating their first and last names and any other information sufficient to identify the procedure in question. Exercising this right of withdrawal within the established period shall result in the loss of all rights inherent to enrollment as a student at the University.

B. If, pursuant to the provisions of the Conditional Approval Resolution, the student is required to pass an aptitude test to be held at Universidad San Pablo-CEU in order to enroll, the admission procedure is as follows:

- On the University's website, the applicant will find all the information regarding the aptitude test, along with a link to submit the application.
- The application must be accompanied by a copy of the Conditional Recognition Resolution.
- Once the application is submitted, the University will proceed, if applicable, to validate it.
- Once the applicant has been notified that they meet all the requirements for admission, they must pay the **exam fee**, which amounts to six hundred euros (600€)².
- On the University's website, the student will find all information related to the aptitude test, including the date and location, as well as the documentation that must be presented on the day of the test.

² **IMPORTANT NOTICE: Legal information regarding the exercise of the right of withdrawal in the admission of students whose foreign academic credentials are subject to approval contingent upon the fulfillment of additional academic requirements.**

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the revised text of the General Law for the Protection of Consumers and Users and other complementary laws. For these purposes, they shall have a period of fourteen calendar days following the date of payment of the corresponding amounts, at which time the contract is deemed to have been entered into, without the need to justify their decision and without penalty or expense of any kind; in such cases, the money paid for the relevant item will be refunded in full. Under no circumstances may this right be exercised once the student has taken the aptitude test. The exercise of the right of withdrawal is not subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it will be sufficient for the interested party to send an email to the Secretary's Office of the corresponding Campus [secretariamoncloa@ceu.es or secretariamontepincipe@ceu.es] indicating their first and last names and any other information that sufficiently identifies the procedure in question. Exercising this right of withdrawal within the established period will result in the loss of all rights inherent to enrollment as a student at the University.

Acknowledgment and Acceptance of the Academic and Administrative Regulations of the Universidad San Pablo-CEU

By participating in the admission process as a student with a Resolution of Recognition of Foreign Studies conditional upon fulfilling supplementary educational requirements, the student **FULLY ACCEPTS** the Academic and Administrative Regulations governing Universidad San Pablo-CEU; in particular, its Organization and Functioning Rules approved by Decree 31/2011 of June 2 of the Governing Council, published in the Official Gazette of the Community of Madrid, No. 136, of June 10, 2011, as well as the rest of its internal implementing regulations. The student declares that **he or she IS FULLY AWARE OF AND FULLY ACCEPTS THESE RULES.**