

Documentation required allowing legal access to the University

Candidates that have been to a foreign high-school will need to present the following documentation in order to register at the University CEU San Pablo

Pre-university studies followed in the European Union, Island, Andorra, Liechtenstein, Norway, Switzerland, China, international baccalaureate or European baccalaureate

Send the following documentation to the University:

- Certified copy of academic documents from the last 3 years
- Certified copy of the final high-school diploma
- Copy of identity document

It is imperative to send the complete documentation, except for candidates who are attending the French pre-university system and finish their baccalaureate in June 2017, in which that case will not have to deliver the BAC Diploma.

Pre-university studies carried out in countries outside the European Union or in countries not listed in the previous section and that are a signatory country to The Hague Convention

Send the following documentation to the University:

- Certified copy of academic documents of the last 3 years legalized by The Hague Apostille
- Certified copy of the final Diploma legalized by The Hague Apostille
- Certified copy of the identity document
- Completed and signed Homologation request
- Completed and signed Homologation annex (2 copies)
- Authorization for delivery of documents and collection of signed credentials

Documentation required to have legal access to the University

Once the correct legalization of the original certificates has been done, the documents must be accredited by COMPULSORY COPY. The competent authorities for the certification of copies of documents are: Registration of the Ministry of Education, Delegations and Subdelegations of Government, Embassies and Consulates of Spain or by a Notary (that exercises his profession in Spain).

If the academic documentation is not in Spanish, you will have to submit authenticated translations (the University can do this for you, but the costs are the student's responsibility).

If you do not have all the documentation you can send the documentation that you have at this moment in order to start the homologation process. We will then deliver the missing documentation once you send it to the University.

Pre-university studies carried out in countries outside the European Union or in countries not listed in the previous section and that are not a signatory country to The Hague Convention

Send the following documentation to the University:

- Certified copy of academic transcripts of the last 3 years, authenticated diplomatically*
- Certified copy of the final diploma authenticated diplomatically*
- Certified copy of the identity document
- Completed and signed Homologation Request
- Completed and signed Homologation annex form (2 copies)
- Authorization for delivery of documents and collection of signed credentials

*The documents must be sealed in this order: Ministry of Education of the country where the title has been issued; Ministry of Foreign Affairs of the country where the title has been issued; Consulate of Spain.

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University studies started/finished in a foreign country

Requirements

Students who have completed university studies abroad and wish to continue their studies in Spain may request access to the Universidad CEU San Pablo through the partial validation of foreign studies.

The access to the University will only be possible if granted the validation of at least 30 ECTS credits.

However, in case of not reaching that minimum number of credits, the student can enter the university with the pre-university degree obtained in his country of origin.

May request the partial validation of foreign studies:

- Students with **unfinished** official foreign university studies.
- Students with official university studies completed abroad, that have already graduated, and who have obtained the homologation to the generic academic degree of graduate.
- Students with official university studies completed abroad, but who have not requested the homologation of their degree with the Spanish Ministry of Education.
- Students with official foreign university studies completed abroad who, having requested the homologation of their degree to the Ministry, their request has been denied (provided that the refusal is not based on any of the causes set forth in article 5 of the R.D. 285/2004. This means, because they are titles and diplomas of their own, extinguished Spanish titles, which do not have the official validity in the country of origin, those granted by a center that do not have the relevant authorization and those already homologated).

Documentation to be provided

- Copy of birth certificate, passport, Identity card or residence card
- Original or certified copy before a Notary of the official academic Certification in which appears:
 - Subjects exceeded



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- Number of ECTS credits of each subject (and equivalence of each ECTS in teaching hours)
- University system of qualifications of the country of origin or scale of qualifications indicating obligatorily the minimum mark to approve the subject and points on which scale and scoring intervals are based.

If any of the above sections do not appear on the official Certificate, additional University certificates may be presented. Without this information, it will NOT BE POSSIBLE to carry out the requested validation

- Certificate of the University with the denomination of the studies, specifying that they are official and of university level as well as the duration in years.
- Course programs of the approved subjects of those that request validation, stamped by the university of validation. If it is not possible to obtain the stamp on the programs, the student will have to provide a letter from the home university explaining this situation.
- The curriculum of origin or table of subjects required to obtain the degree, which must state whether the subject is annual, per semester or four-month, stamped by the university of origin. This document will not be necessary if this information is already included in the certificate of the University.
- Copy of the certificate of denial of homologation of the degree by the Ministry of Education or, if applicable, an affidavit of resignation, for students who have completed their university studies.

Legalization (only in case of requesting the partial validation of foreign studies)

No legalization is required

For documents issued in Member States of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Malta, Netherlands, Poland, Portugal, Romania, Slovakia and Sweden) or signatories to the Agreement on the European Economic Area (Norway, Iceland and Liechtenstein).

The documents issued by Switzerland, on the basis of its bilateral agreement with the European Union, are also exempted from legalization.

Legalization for countries that have signed the Hague Convention



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If the country has signed the Hague Convention, it will be sufficient for the relevant authorities of that country to attach the appropriate certificate.

Countries that have signed the Hague Convention (EU members are not included because they are covered in the previous scenario):

Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belize, Belarus, Bosnia and Herzegovina, Botswana, Brunei Darussalam, Cape Verde, Colombia, Cook Islands, Dominica, Dominican Republic, Ecuador, El Salvador, Fiji, Georgia, Grenada, Honduras, Hong Kong, India, , Israel, Japan, Kazakhstan, Lesotho, Liberia, Luxembourg, Macao, Macedonia, Malawi, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Mongolia, Montenegro, Namibia, New Zealand, Niue, Panama, Peru, Russia, Samoa, San Marino, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Saint Lucia, Sao Tome and Principe, Serbia, Seychelles, South Africa, South Korea, Suriname, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, United States of America, Vanuatu, Venezuela

Procedure for legalization of documents for other countries

Students who have completed university studies in countries not included in any of the previous sections must present their documentation duly legalized through diplomatic channels in the following official departments and in this order:

- The Ministry of Education of the country of origin for degrees and certificates of studies and in the corresponding Ministry for birth certificates and nationality.
- The Ministry of Foreign Affairs of the country where the documents were issued.
- In the diplomatic or consular representative of Spain in that country.

Certified translations

All the documentation required, which is in a language other than Spanish, must be translated into Spanish exclusively by the following organizations:

- By any diplomatic or consular representative of the Spanish State abroad.
- By the diplomatic or consular representative in Spain of the country of the applicant, or, where applicable, of the origin of the document.
- By a certified translator of the language (in which the documents are issued), duly authorized by the Spanish Ministry of Foreign Affairs and registered in Spain.
- Foreign language documentation will be accepted without certified translations, provided that the documentation is written in the language in



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which the degree that the student wants to attend at CEU San Pablo University is taught.

Address for sending documents:

University CEU San Pablo

Admission Service and New International Student

C / Julián Romea, 20. 28003 Madrid (Spain)