

REQUIREMENTS TO ACCESS OFFICIAL UNIVERSITY STUDIES IN SPAIN FOR FIRST-YEAR STUDENTS

1) ACCESS FOR CANDIDATES FROM THE SPANISH EDUCATION SYSTEM.

If you studied in Spain, or in a Spanish school abroad, you must present the University Admission Assessment Card (EvAU) with a Pass grade.

2) ACCESS FOR CANDIDATES FROM EUROPEAN EDUCATION SYSTEMS, SWITZERLAND, INTERNATIONAL BACCALAUREATE, EUROPEAN BACCALAUREATE, CHINA AND OTHER COUNTRIES WITH BILATERAL AGREEMENTS WITH SPAIN.

If you have studied in one of these [education systems](#), you only have to provide the credentials granted by the UNED (Universidad Nacional de Educación a Distancia), which certify that you meet the requirements for university admission.

UNED is responsible for converting the grade obtained in your education system to the Spanish grading system from 1 to 10.

How to obtain the accreditation granted by the UNED?

The accreditation granted by the UNED is obtained through the [UNED website](#).

Given the complexity of the process, we recommend that you process it through the Admissions Department.

You can contact your admission advisor or send an email to admisiones.grado@esic.edu, if you want us to help you. Otherwise, you can follow the following steps.

The following documents are required to obtain the UNED credential:

- Photocopy of ID card (if you are Spanish) or passport
- Original or, alternatively, a certified photocopy of the following documents:
 - ▶ Diploma that gives you access to university in your corresponding education system. If you have studied the British system (A Levels), a certified photocopy of the GCSE and GCE A2 certificates is also required.
 - ▶ Academic Transcript (*) of the last two years of high school.

If your school uses more than one grading scale (for example, a numerical and an alphabetical one) the grades from which the UNED must make the conversion to the Spanish system must be in this scale.

Candidates coming from the Chinese education system must submit an official translation into Spanish of all their academic documentation.

3) ACCESS FOR CANDIDATES FROM OTHER EDUCATION SYSTEMS

If you have studied in an education system other than those mentioned in the previous point, you must validate your high school studies to the Spanish Bachillerato certificate.

The Admissions department can help you manage the validation process. Before starting the process, please contact your admission advisor or write to admisiones.grado@esic.edu

Homologation is a process by which the Spanish Education Department recognizes that your high school studies give you access to Spanish universities, on the same terms as if you had studied in Spain. At the end of the process, the Spanish Education Department grants you the Credencial de Homologación. The Credencial de Homologación is equivalent to having the Spanish Bachillerato degree, which will allow you to access Spanish universities.

The process can take several months to become effective, so you should start it as soon as you have the required documents. The Spanish Department of Education allows you to enroll at a university provisionally with proof that you have applied for the homologation (conditional university enrollment form) with the Education Department's entry stamp.

How do I get my high school diploma validated?

Before the Spanish Education Department grants you the Credencial de Homologación, they must have proof that you have carried out officially recognized studies in the country where you studied.

Therefore, you must follow the following steps:

A) At your country's Spanish Embassy or Consulate, you need to apply for the universal legalization or The Hague Apostille of your Academic Transcript (*) and the Diploma or degree that grants access to university in your education system.

Legalization or Apostille is the procedure that proves the authenticity of a document through signatures and seals of the competent authorities.

For studies in countries that have ascribed to the Hague Convention, the only requirement is a single legalization or "apostille" issued by the competent authorities of the country.

In the case of those countries that are not ascribed to the convention, you must legalize these two documents through diplomatic channels by means of the following procedure:

- ▶ First, documents must be stamped by the **Department of Education** of the country in which you studied.
- ▶ Second, they must be stamped by the **Department of External Affairs** of the country in which you studied.
- ▶ Third, they must be stamped by the **Spanish Embassy or Consulate** of the country in which you studied.

All stamps must be on the Diploma and the Academic Transcript, not on the translation. Once the Academic Transcript and the Diploma have been legalized and have the three necessary stamps, the legalized document must be translated into Spanish by a **sworn translator**, duly authorized or registered in Spain. The translation must be into Spanish and can be arranged at the Spanish Embassy or Consulate.

B) Submit the following documents to the ESIC Business & Marketing School Admissions Department to start the approval process:

- Original and photocopy of your Academic Transcript (*) already legalized and Spanish translation.
- Original and photocopy of your Diploma or degree that grants access to university studies in the country where you studied already legalized and translated.
- Original and photocopy of your ID (ID if you are Spanish or passport).

C) Apply for the Credencial de Homologación.

The admissions advisor who has assisted you during the process can help you obtain the Credential and will provide you with the necessary forms to submit the application along with the documents mentioned in point b).

It is not necessary to wait until you have the definitive credential to enroll at ESIC, but it is vitally important that you submit the necessary documents to begin the homologation process at the beginning of the course. Bear in mind that it is a long process and your credential is necessary for your enrollment to be definitive and officially recognized by the Department of Education.

For any questions you may have regarding the processing of the Homologation Credential or Academic Transcript you can contact the **ESIC Business & Marketing School Admissions Department**. We will be happy to help you.

Please, visit the Department of Education [website](#) for more information.

(*) Academic Transcript of Secondary Education. The Secondary Education Academic Transcript is a document that verifies that the student has completed his or her secondary education. This document shows all the courses, grades, years and places where the studies have been carried out. This certification is issued by the school where the last academic year was taken.

(**) Certifying a photocopy. Certifying a photocopy is done at the institution where you deliver the documents. You must take the original and the photocopy already made. The institution verifies that the photocopy corresponds to the original and stamps it.