

## PROCEDURE FOR RECOGNITION AND ADAPTATION OF QUALIFICATIONS

### I. GOVERNING LEGISLATION

ROYAL DECREE 1267/1994 of 10th June, in amendment of Royal Decree 1497/1987, of 27th November, which lays down the common general directives of curriculums for official university qualifications, and other Royal Decrees ratifying the general directives therein. BOE (Official Spanish Gazette) of 11th June 1994.

ROYAL DECREE 1044/2003 of 1st August, which lays down the procedure for Universities to issue the European Diploma Supplement. BOE (Official Spanish Gazette) of 11 September 2003.

ROYAL DECREE 1125/2003 of 5th September, which establishes the European Credit Transfer System and the grade system for official university qualifications, valid throughout Spain. BOE (Official Spanish Gazette) of 18 September 2003.

ROYAL DECREE 285/2004 of 20th February, which governs the conditions for the recognition and validation of higher education qualifications from foreign institutions. BOE (Official Spanish Gazette) of 4th March 2004.

AGREEMENT of 25 October of the University Coordination Council, which lays down the general criteria to which universities will have to adapt for the validation and adaptation of studies at Spanish and foreign academic centres.

Studies leading to the same official degree will be **adapted** and will show the grade obtained at the Centre of Origin.

Studies will be **validated** when the application is made for a qualification other than that studied for and will show the equivalent numerical grade corresponding to the qualification obtained at the Centre of Origin.

Students whose studies abroad have led to the awarding of a qualification may choose between applying for the recognition of their studies as an official Spanish university qualification or the partial validation of studies, although they may not apply for both.

## II. PRESENTATION OF APPLICATIONS FOR VALIDATION OR ADAPTATION

### 1. STUDENTS WHO HAVE STUDIED AT A UNIVERSITY WITHIN A EUROPEAN UNION MEMBER STATE

Applications will be presented at the Secretariat of the corresponding Study Centre in accordance with the time frames specified in the Appendices to the University Admission and Enrolment Regulations.

The standard form will be accompanied by the following documents (originals or copies certified by the Technical University of Madrid):

- Transcript of records showing the grades obtained in the subjects studied and the year of study to which they apply. (Students of the Technical University of Madrid may present their transcript of records).
- Curriculum of the subjects passed, showing the course content and workload. This must be stamped and formalised on all pages by the study Centre, with details of the academic years to which it applies.
- Curriculum of the qualification studied for, as issued or published by the corresponding Study Centre.
- Photocopy of National Identity Document or Passport.

### 2. STUDENTS WHO HAVE STUDIED AT A UNIVERSITY OUTSIDE OF THE EUROPEAN UNION

Applications will be presented at the Secretariat of the corresponding Study Centre in accordance with the time frames specified in the Appendices to the University Admission and Enrolment Regulations.

The standard form will be accompanied by the following documents (originals or copies certified by the Technical University of Madrid):

- Certification of the applicant's nationality, issued by the appropriate authorities of the country of origin, or photocopy of the National Identity Document in the case of Spanish nationals. Foreign students may present certification issued by the Consulate of their country of origin in Spain, showing their nationality and registration with the Consulate.
- Transcript of records showing the grades obtained in the subjects studied and the year of study to which they apply.

- Curriculum of the subjects passed, showing the course content and workload. This must be stamped and formalised on all pages by the study Centre.
- Curriculum of the qualification studied for, as issued or published by the corresponding Study Centre.

If the photocopies have already been checked against the original documents and authenticated by a Notary or by Spanish diplomatic or consular representation in the country from which the document originated, it will not be necessary to present the originals.

Documents issued outside of the European Union must meet the following requirements:

- They must be official documents, issued by the relevant authorities and authenticated through diplomatic channels.
- In the case of authentication through diplomatic channels, the documents must be presented at each of the following offices, in the order below:
  - The Ministry of Education in the country of origin.
  - The Ministry of Foreign Affairs in the country in which the documents were issued.
  - The Spanish diplomatic or consular representation in the country of origin.
  - The Authentication Section of the Spanish Ministry of Foreign Affairs and Cooperation (address: Calle Juan de Mena, 4. 28014 Madrid).

In the case of authentication of documents from countries signatory to the Hague Convention, the aforementioned requirements for diplomatic authentication will not be required if the **Hague Apostille** is affixed. This process will be carried out by the relevant authority of the State from which the documents originated.

### 3. TRANSLATION OF DOCUMENTS

Documents must be accompanied, where applicable, by their corresponding official translation into Spanish, which may be done:

- By any diplomatic or consular representation of the Spanish State abroad.

- By any diplomatic or consular representation in Spain of the country of which the applicant is a subject or, where applicable, the country of origin of the document.
- By an official translator duly authorised and registered in Spain.
- By the Translation Office of the Spanish Ministry of Foreign Affairs.

[Application for Validations](#) 