



FACULTY OF PHILOLOGY UNIVERSITY OF BARCELONA

ENTRY TO OFFICIAL MASTER'S COURSES for students who hold a foreign higher education award that is not officially recognised by the Spanish Ministry of Education.

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1. APPLICATION PROCEDURE TO OBTAIN THE RECTOR'S AUTHORIZATION TO ENROL IN A MASTER'S COURSE PRIOR TO OFFICIAL RECOGNITION OF PREVIOUS ACADEMIC AWARDS

Entry to Master's courses by this route shall in no way imply official recognition in Spain of the foreign award held by the interested party, nor its recognition for other purposes other than the possibility of enrolling in the authorized course and, at all events, within the University of Barcelona.

PROCEDURE

2.1 OBTAINING ENTRY TO THE MASTER'S COURSE



The interested party must complete the online pre-inscription, providing all the information and documentation regarding his/her previous studies as required by the head of the Master's course in question.

Once entry has been granted the head of the Master's course will inform the candidate personally of this decision.

2.2 SUBMISSION OF THE APPLICATION AND DOCUMENTATION required to the secretary's office of the centre to which the Master's course is linked

Once entry has been obtained the interested party must submit his/her application (using the **STANDARD FORM** attached herein) to the secretary's office of the corresponding centre, along with the following documents:

- ? Copy of **PASSPORT OR NATIONAL IDENTITY CARD**
- ? **DEGREE OR DIPLOMA CERTIFICATE** (authenticated copy or original and a copy to enable its comparison) that has been legalized^{???} and accompanied by a sworn translation (provided it is not already written in Spanish).
- ? **ACADEMIC TRANSCRIPT OF THE SUBJECTS TAKEN AND THE GRADES OBTAINED** (authenticated copy or original and a copy to enable its comparison) that has been legalized^{???} and accompanied by a sworn translation (provided it is not already written in Spanish).
- ? **LETTER CONFIRMING ENTRY FROM THE HEAD OF THE MASTER'S COURSE**
- ? **PAYMENT OF THE FEE (pending approval for the 2007-08 academic year: approx. €40) TO APPLY FOR EVALUATION OF THE ACADEMIC RECORD FOR ENTRY TO OFFICIAL POSTGRADUATE COURSES WITHOUT AN OFFICIALLY RECOGNIZED ACADEMIC AWARD**

^{???} See item 3, on LEGALIZATION OF FOREIGN DOCUMENTS

2.3 ENROLMENT IN THE ORDINARY PERIOD ESTABLISHED IN EACH CASE

Enrolment shall take place during the period and following the procedure established by the centre corresponding to each Master's course and academic year.

2. OFFICIAL RECOGNITION PROCEDURE

One of the two routes through which students who are diploma or degree holders, or those with an award of engineer, architect, technical engineer, technical architect or an equivalent academic level obtained in a foreign university or higher education centre may gain entry to a Master's course at the University of Barcelona is via the:



PRIOR OFFICIAL RECOGNITION OF THE CORRESPONDING ACADEMIC AWARD

The official recognition of academic awards may only be granted by the Spanish Ministry of Education and Culture (*Ministerio de Educación y Cultura*) and, once obtained, means that a foreign higher education award is given official validity throughout Spain for academic and professional purposes.

For further information about the procedure or to apply for official recognition of an academic award, students should contact the:

**MINISTERIO DE EDUCACIÓN Y CULTURA
SUBDIRECCIÓN GENERAL DE TÍTULOS, CONVALIDACIONES Y
HOMOLOGACIONES**
Paseo del Prado, 28
28014-MADRID
Tel. (34) 91 701 85 00
(34) 91 701 86 37

Or its office in Barcelona:

OFICINA D'EDUCACIÓ I CULTURA
carrer Bergara, 12
08002-BARCELONA
Tel. (34) 93 482 06 20

In the event that a student chooses this route to enter a Master's course, and in order to formalize the corresponding enrolment procedure, he/she shall be required to submit proof of the original academic award and the corresponding official recognition granted by the Ministry of Education and Culture.

3. LEGALIZATION AND OFFICIAL TRANSLATION OF FOREIGN DOCUMENTS

Legalization is required for all foreign documents that need to take legal effect outside their country of issue. **There are three different routes by which legalization may be obtained**, depending on the country in which the original documents were issued:

No form of legalization is required for documents issued in member states of the **European Union** or in those who are signatories to the agreement governing the **European Economic Space**:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden and the United Kingdom; also Switzerland, through bilateral agreement with the EU.

Since 1 May 2004 the following countries are also included in this category: the Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia.

Since 1 January 2007 the list also includes: Bulgaria and Romania.



In all other cases, documents issued abroad but which are to be presented as part of these procedures must be legalized in accordance with the following conditions:

- ? **Documents issued in countries which have subscribed to the Hague Agreement** of 5 October 1961: these only require the sole legalization or apostille issued by the competent authorities of the country in question.

In addition to the countries of the European Economic Space, these are as follows: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Bahamas, Barbados, Belarus, Belize, Bosnia-Herzegovina, Botswana, Brunei-Darussalam, Bulgaria, Cyprus, Colombia, Croatia, El Salvador, Slovenia, USA, Estonia, Russian Federation, Fiji, Hong Kong, Hungary, Marshall Islands, Israel, Japan, Kazakhstan, Lesotho, Latvia, Liberia, Lithuania, Macao, Former Yugoslav Republic of Macedonia, Malawi, Malta, Mauritius, Mexico, Namibia, New Zealand, Niue Island, Panama, Puerto Rico, Czech Republic, Samoa, San Marino, Seychelles, St. Kitts and Nevis, Switzerland, South Africa, Surinam, Swaziland, Tonga, Trinidad and Tobago, Turkey, Venezuela, Federal Republic of Yugoslavia.

Extensions: The Netherlands (Netherlands Antilles); United Kingdom (Jersey, Guernsey, Isle of Man, Bermuda, British Antarctic Territory, Cayman Isles, Falklands, Gibraltar, Montserrat, St Helena, Turks and Caicos Islands, Virgin Isles).

- ? **Documents issued in countries which have subscribed to the Andrés Bello Agreement.** These should be presented at the:

- ? Ministry of Education of the country in which they were issued, in the case of academic awards and certificates.
- ? the corresponding Ministry, in the case of birth certificates and nationality documents; in the Ministry of Foreign Affairs of the country in which the said documents were issued.
- ? Diplomatic office or consulate in Spain of the said country.

Bolivia, Colombia, Cuba, Chile, Ecuador, Spain, Panama, Peru and Venezuela.

(When the country is also a signatory to the Hague Agreement the procedure established under such may be used, it being simpler).

- ? **Documents issued in all other countries** these must be legalized through diplomatic channels. To this end they must be presented at the:

- ? Ministry of Education of the country of issue for academic awards and certificates, and in the corresponding ministry for birth certificates and nationality documents (except Brazil).
- ? Ministry of Foreign Affairs of the country in which the said documents were issued.
- ? Diplomatic office or consulate in Spain of the said country.



Documents issued by the diplomatic or consular authorities of other countries in Spain must be legalized in the Department of Legalizations of the Spanish Ministry of Foreign Affairs, whose address is:

C/ Padilla, 46 (28007- MADRID)

Further information about the procedure may be obtained from:

- ? **MINISTERIO DE EDUCACIÓN Y CULTURA**
Centro de Información y Atención al Ciudadano
Sección de Información Educativa
C/ Alcalá, 36
28014-MADRID
Tel. (34) 91 521 55 11 and 91 701 80 00
- ? **THE PROVINCIAL OFFICE OF THE MINISTRY OF EDUCATION AND CULTURE (*DIRECCIÓN PROVINCIAL DEL MINISTERIO DE EDUCACIÓN Y CULTURA*)** OR THE GOVERNMENT BRANCH OFFICE IN THE SPANISH TOWN OR CITY WHERE THE APPLICANT WILL RESIDE OR ALREADY RESIDES.
- ? **OUTSIDE SPAIN:** IN ALL CONSULAR OFFICES OF SPANISH EMBASSIES IN THE COUNTRY IN QUESTION.

The official translation of documents into Catalan or Spanish may be done:

- ? By a sworn translator who is duly authorized or registered as such in Spain.
- ? Through any diplomatic office or consulate of Spain in another country.
- ? Through any diplomatic office or consulate of Spain in the country of which the applicant is a citizen or, where appropriate, the country in which the document was issued.



UNIVERSITAT DE BARCELONA



Facultat de Filologia

Secretaria d'Estudiants i Docència

Gran Via de les Corts Catalanes, 585

08007 Barcelona

Tel. 93 403 55 80

Fax. 93 403 55 96

(Name and surname) _____
born in _____ ,
and whose nationality is _____ , with passport no. _____
and resident in (place name and country) _____ ,
Full Address _____
Post code _____ , telephone/fax/e-mail _____

Web address of the university where the entry award was obtained:

HEREBY STATES:

That he/she is the holder of the award of _____
_____ issued by
the University of _____ ,
on (date) _____ and that her/she wishes to take the **MASTER'S COURSE** entitled

in the academic year ____ , and that he/she has applied for entry, proof of which is herein attached.

AND HEREBY REQUESTS:

That, in accordance with Royal Decree 1393/2007, of 29 October, he/she be authorized to enrol in the abovementioned Master's course, to which end this application is accompanied by the required documentation, duly legalized.

Barcelona, (date) _____ (month) _____ 200 _____

Signature

Vice-rector of Academic Policy of the University of Barcelona / Dean of Faculty of Philology of the University of Barcelona