

## FACULTY OF PHILOLOGY UNIVERSITY OF BARCELONA

**ADMISSION TO UNIVERSITY MASTER'S AND UB-SPECIFIC MASTER'S OR POSTGRADUATE DEGREE PROGRAMS** for students holding one of the following degree types or its equivalent as issued by a university or centre of higher education not belonging to the European Higher Education Area: an undergraduate degree (equivalent to the Spanish 'graduado'); the equivalent of the Spanish *licenciatura* degree (the degree type awarded on the old national plan of studies); a diploma (equivalent to the Spanish 'diplomatura'); or an engineering, architectural or technical engineering degree.

### 1. ADMISSION PROCEDURE

Students who wish to enrol in a university master's or UB-specific master's or postgraduate course should complete the following procedure:

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#### **1. 1 Obtain academic admission from the body responsible in each case.**

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In the case of **UB-specific master's or postgraduate degrees**, the student should contact the course coordinator enclosing certification of the degree obtained abroad and documentation certifying the subjects taken and grades awarded.

If these are accepted, the course coordinator will issue the academic admission document.

Should the student wish to enrol for a **university master's degree**, the established pre-enrolment procedure must be followed using the online form (<http://www.ub.edu/masteroficial/index.php?lang=en>).

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#### **1.2. Request a study of the equivalence of their foreign degree with an officially recognized Spanish degree, pay the corresponding fee and obtain the admission resolution issued by the Rector of the University of Barcelona.**

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Once admission has been granted in the postgraduate/master's program, students should deliver their application (using the attached form) to the faculty secretary, together with the following documents:

- a) Copy of their **PASSPORT OR NATIONAL IDENTITY DOCUMENT/NIE**
- b) Official copy of the **DEGREE OR DIPLOMA CERTIFICATE** authenticated\* and officially translated (when not originally drafted in Spanish or English).
- c) Official copy of the **ACADEMIC CERTIFICATE LISTING THE SUBJECTS COMPLETED AND GRADES AWARDED** authenticated and officially translated (when not originally drafted in Spanish or English).

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\* See the section on AUTHENTICATION OF FOREIGN DOCUMENTS

d) Admission resolution issued by the course coordinator

- e) Proof of payment of the fee corresponding to the equivalence study of their foreign degree for admission to university master's or doctoral programs (payment of this fee is not required for admission to UB-specific master's or postgraduate degree courses).

#### Document requirements:

Documents issued abroad must meet the following requirements:

- a) They must be **official** and issued by the legally competent authorities in the corresponding country.
- b) They must be **authenticated** by the appropriate diplomatic channel or, where applicable, by the Hague Convention "**apostille**". For the purposes of that provided on the presentation of certified copies, **the authentication or "apostille" must appear on the original document**, prior to making the copy to be certified. This requirement will not be applicable in the case of documents issued by the authorities of European Union member states or signatories of the Agreement on the European Economic Area.
- c) They must be accompanied by their corresponding **official translation into Spanish or Catalan** if drafted in any language other than Spanish or English.

Documents (always true copies of the original documents previously authenticated) should be either submitted to the Faculty Office, or posted by ordinary mail (scanned copies do not have legal value) to the following address:

Secretaria d'estudiants i docència  
Facultat de Filologia  
Universitat de Barcelona  
Gran Via de les Corts Catalanes, 585  
08007-BARCELONA

Once the documents have been received and revised, the Faculty Office will advise the prospective student the way that the tax should be paid.

Once the application has been processed students will receive the resolution at the address they have indicated.

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### 1.3 Complete enrolment and pay the enrolment fee before the deadline for the corresponding program.

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See information about enrolment at:

<http://www.ub.edu/web/ub/en/index.html?>

<http://www.ub.edu/filologia/en/>

#### **IMPORTANT NOTE:**

***Admission to the university master's program by this method does not in any case mean that the student's foreign qualification has been officially validated as equivalent to a Spanish university degree or recognized for any other purpose except that of taking the corresponding authorized program at the University of Barcelona.***

## **2. AUTHENTICATION OF FOREIGN DOCUMENTS**

Authentication is necessary for all foreign documents that must have legal effects outside the country in which they were issued.

**Authentication is not required** for documents issued in **European Union** member states or signatories of the Agreement on the **European Economic Area**:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, Netherlands, Hungary, Ireland, Iceland, Italy, Latvia, Lithuania, Liechtenstein, Luxemburg, Malta, Norway, Poland, Portugal, United Kingdom, Czech Republic, Rumania and Sweden; and Switzerland, by bilateral agreement with the E.U.

In all other cases, documents issued abroad that are to be used in these procedures must be duly authenticated according to the following conditions:

For **documents issued in countries which are signatories to the [Hague Convention](#)** of 5 October 1961, the single or “apostille” authentication issued by the competent authorities in the country of origin is sufficient.

In addition to the countries of the European Economic Area, they are the following: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belize, Belorussia, Bosnia-Herzegovina, Botswana, Brunei Darussalam, Bulgaria, Cyprus, Colombia, South Korea, Croatia, Dominica, Ecuador, El Salvador, United States of America, Russian Federation, Fiji, Georgia, Granada, Honduras, Hong Kong, Hungary, India, Marshall Islands, Israel, Japan, Kazakhstan, Lesotho, Liberia, Macao, Monaco, Republic of Macedonia, Malawi, Malta, Mauritius, Cook Islands, Mexico, Moldavia, Namibia, New Zealand, Niue, Panama, San Vicente and the Grenadines, Samoa, Saint Kitts and Nevis, San Marino, Saint Lucia, Seychelles, Switzerland, South Africa, Surinam, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Venezuela, Serbia and Montenegro.

Extensions: The Netherlands (Netherlands Antilles, Aruba); United Kingdom (Anguilla, Jersey, the Bailiwick of Guernsey, Isle of Man, Bermuda, British Antarctic Territory, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, Turks and Caicos Islands, Virgin Islands).

**Documents issued in other countries** must be authenticated through diplomatic channels and should be presented at the following offices:

- 1 the Ministry of Education of the country of origin for degrees and certificates of studies and the corresponding Ministry for birth certificates and certificates of nationality;
- 2 the Ministry of Foreign Affairs in the country in which the documents were issued;
- 3 the Spanish diplomatic representation or consulate in that country.

**Documents issued by diplomatic or consular authorities of other countries** in Spain must be authenticated at the Spanish Ministry of Foreign Affairs.

**Further information:** <http://www.ub.edu/acad/noracad/documents/es/legalizacion.htm> (in Spanish)

## **4. TRANSLATION OF DOCUMENTS ISSUED ABROAD**

Article 36.1 of Law 30/1992, of 26 November, on the Legal System and Jurisdiction of the Public Administrations and Common Administrative Proceedings indicates that the language used for procedures processed by the Government administration will be Spanish. In line with this, the regulations governing these procedures require that documents issued abroad must be accompanied by an official translation into Spanish (when they are issued in other languages).

By virtue of the *Regulations on exemption from translation into Spanish or Catalan of certain academic documents of the University of Barcelona (UB Governing Council, of 5 October 2010)*, academic documents (certificates, programs and degrees) that are originally **issued in English** and presented for the purposes of access and admission to University of Barcelona programs, for recognition of credits or for the validation of foreign master's or doctoral degrees are exempt from the obligation to furnish translations.

The **official translation** can be provided:

- by a sworn translator who is duly authorized or registered in Spain;
- by any Spanish diplomatic or consular representation abroad;
- by the diplomatic or consular representation in Spain of the country of which the applicant is a citizen or, as applicable, of the country of origin of the document.

Further information: <http://www.ub.edu/acad/noracad/documents/es/traduccion.htm> (in Spanish)

As far as possible, where the original document is written in an alphabet other than the Western alphabet, it is recommended that the corresponding translation include the title of the degree in the original language, but transcribed into the Western alphabet, instead of a translation of this title.



**APPLICATION FOR AUTHORIZATION TO UNDERTAKE POSTGRADUATE AND MASTER'S DEGREE  
STUDIES WITHOUT PRIOR VALIDATION OF A FOREIGN DEGREE**

(Name and surnames) \_\_\_\_\_

born in \_\_\_\_\_ ,

of \_\_\_\_\_ nationality and bearer of passport nº. \_\_\_\_\_ ,

contact address \_\_\_\_\_ ,

\_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

Web page of the University which awarded the foreign degree:

\_\_\_\_\_

**DECLARES:**

That he/she is in possession of the degree in \_\_\_\_\_

\_\_\_\_\_, awarded by the

University of \_\_\_\_\_ and dated \_\_\_\_\_ ,

and wishes to study for the **UNIVERSITY MASTER'S DEGREE / UB-SPECIFIC MASTER'S DEGREE / POSTGRADUATE**

**DEGREE** \_\_\_\_\_

\_\_\_\_\_

in the academic year \_\_\_\_\_ .

**REQUESTS:**

That, as provided in Royal Decree 1393/2007, of 23 October, he/she be authorized to enrol in the aforementioned degree course, to which end he/she encloses with this application the duly authenticated required documentation.

Barcelona, \_\_\_\_\_ of \_\_\_\_\_ , 20 \_\_\_\_\_

*signature*

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**Dean of the Faculty of Philology.**