

## **INFORMATION ABOUT DOCUMENTS TO BE PROVIDED BY FOREIGN STUDENTS HOLDING A NON-RECOGNIZED DEGREE**

- **Certified photo-copy of the passport** or, failing that, the **NIE**.
- **Original or certified copy of the diploma** accrediting the corresponding degree. It is imperative that this degree enables the admission to postgraduate studies in the issuing country.
- **Original or certified copy of an academic certificate** related to the corresponding degree and issued by the foreign University, containing: the duration in academic years of the degree; the courses taken and passed by the student; the university grading system of the country of origin or the grading scale, indicating the minimum grade to pass and the points on which the scale and score intervals are based; duration of each course (annual, semester, four months, ...); number of weeks making up the term for each course; number of hours devoted to theory, practice or the like, imparted per week.
- **Certificate** issued by the foreign University stating that the delivered diploma enables the admission to postgraduate studies in the issuing country.

All documents must be official, issued by the competent authorities and, where applicable, duly legalized (Apostille Convention) and translated in accordance with current regulations.

Obtaining prior authorization does not imply, in any case, the approval of the foreign degree, or its recognition for purposes other than to study for a Master's degree. In particular, it neither confers the status of student of the University of Seville nor guarantees admission to these degrees. The student will have to undergo the pre-registration process and get admission.

### **Legalization of documents issued abroad:**

**There are no requirements for legalization** of documents issued in Member States of the **European Union** or signatories to the Agreement on the **European Economic Area**:

Germany, Austria, Belgium, Cyprus, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, Holland, Hungary, Ireland, Iceland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Norway, Poland, Portugal, UK, Czech Republic and Sweden. Also Switzerland, by bilateral agreement with the U.E.

In other cases, documents must be duly legalized in accordance with the following conditions:

- **Documents issued in countries that have signed the Hague Convention** on October 5, 1961: the unique legalization or "Apostille" issued by the competent Authorities of the country suffices.

In addition to the countries of the European Economic Area, other countries are: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belize, Belarus, Bosnia-Herzegovina, Botswana, Brunei Darussalam, Bulgaria, Cyprus,

Colombia, Croatia, Dominica, Ecuador, El Salvador, Slovenia, United States of America, Estonia, Russian Federation, Fiji, Granada, Honduras, Hong Kong, Hungary, Marshall Islands, Israel, Japan, Kazakhstan, Lesotho, Liberia, Macao, Monaco, the former Yugoslav Republic of Macedonia, Malawi, Malta, Mauritius, Cook Islands, Mexico, Namibia, New Zealand, Niue Island, Panama, Puerto Rico, Czech Republic, Romania, Saint Vincent and the Grenadines, Samoa, Saint Kitts and Nevis, San Marino, Saint Lucia, Seychelles, Switzerland, South Africa, Suriname, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Venezuela, Serbia and Montenegro.

Extensions: Netherlands (Netherlands Antilles, Aruba); United Kingdom (Anguilla, Jersey, 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 countries that have signed the Andrés Bello Agreement:** (2nd. Art. Section 6. Resolution 006/98, approved by the XIX Meeting of Ministers of Education of the Andrés Bello Agreement): they must be legalized through diplomatic channels. (When the country is also a signatory to the Hague Convention, the simpler procedure established by it may be used). They must be submitted to:
  - Ministry of Education of the country of origin for diplomas and study certificates and the corresponding Ministry for birth certificates and certificates of nationality.
  - Ministry of Foreign Affairs of the country where the documents were issued.
  - Diplomatic or consular representation of Spain in that country. Bolivia, Colombia, Cuba, Chile, Ecuador, Spain, Panama, Paraguay, Peru and Venezuela.
- **Documents issued in other countries:** should be legalized through diplomatic channels. To this end, they must be submitted to:
  - Ministry of Education of the country of origin for diplomas and study certificates and the corresponding Ministry for birth certificates and certificates of nationality.
  - Ministry of Foreign Affairs of the country where the documents were issued.
  - Diplomatic or consular representation of Spain in that country.
- **Documents issued by diplomatic or consular authorities of other countries** in Spain must be legalized by the Spanish Ministry of Foreign Affairs.

## **Translation of documents issued abroad:**

The article 36.1 of Law 30/1992 of November 26 on the Legal Regime of Public Administrations and Common Administrative Procedure states that the language of proceedings conducted by the General State Administration shall be Spanish. In line with this, the rules governing these proceedings require that documents issued abroad intended to be enforced in them must be accompanied by an official Spanish translation (when they are not issued in that language).

The **official translation** can be done:

- By a sworn translator duly authorized or registered in Spain.
- By any diplomatic or consular representation of Spanish abroad.
- Through diplomatic or consular representation in Spain of the country that the applicant is citizen of or, where appropriate, of the country of origin of the document.

When the original document is written in an alphabet other than the Western one, it is recommended that, as far as possible, the corresponding translation includes the name of the degree in its original language, but transcribed into the Western alphabet, instead of a translation of that name.