



# **Requirements**

**to access official Spanish  
university studies for  
freshmen students**

## **A** Requirements for students who completed their education in Spain.

If you studied in Spain, or in a school outside of Spain that complies with the Spanish education system, you will need to submit your *Nota oficial obtenida en las Pruebas de Acceso a la Universidad EvAU* that proves you have officially passed the exam.

## **B** Requirements for students who completed their education in the rest of Europe, in the Swiss education system, the International Baccalaureate, the European Baccalaureate, the Chinese education system, or any country that has a bilateral agreement with Spain.

If you have completed one of the programs that are part of these **education systems**, you just need to submit the credential given by the UNED (Universidad Nacional de Educación a Distancia) that certifies that you are qualified to start your college education.

The UNED is responsible for providing a Spanish-equivalent grade on a scale from 1 to 10.

### How to obtain the credential issued by the UNED

The credential issued by the **UNED** can be obtained on their website. However, this process can be complex for students from schools outside of Spain, which is why we strongly recommend that you let our **Admissions Department** do it for you. The documentation needed to obtain the credential is the following: a photocopy of your DNI (if you are Spanish) or your passport, as well as a photocopy of the following documents:

- Diploma or certificate that allows university-level access in your corresponding education system. Those who completed the British education system (A Levels) also need to submit a certified photocopy of the GCSE and GCE A2 certificates.
- Academic certificate\* of your last two years of high school. If your school uses more than one scale (i.e. a numeric one and a letter-based one), the conversions of your grades to be used by the UNED need to appear in these scales.

Candidates who completed their education in China must submit an official translation into Spanish of the relevant academic documentation. This translation can be certified at the Spanish Embassy in China. They also must submit the validation report of the Gaokao exams. If this report is certified in English, the UNED will not need the translation into Spanish.

Candidates who completed their education in an international school in Spain should ask their school's *Dpto. de Orientación* ("guidance department") about obtaining the UNED University Access Accreditation. Their school should process this request with the UNED directly. These students should communicate this situation to their Admissions Advisor at IE University.

## **C** Requirements for students from other education systems

If you studied in an education system not mentioned above, you must obtain your high school studies' equivalent in the Spanish Baccalaureate system. This is called *homologación*.

*Homologación* is a process in which the Spanish Ministry of Education certifies that your high school studies allow you to enroll in a Spanish university, the same way it would if you had graduated from a Spanish school. At the end of the process, the Spanish Ministry of Education will certify your *homologación*. This certificate implies that you have a Spanish Baccalaureate certificate, and with it, you can enroll in a Spanish university.

This process can take several months, so you'll need to present the initial documentation to our Admissions Department as soon as possible. However, this does not mean you can't enroll before obtaining the *homologación* of your studies. The Spanish Ministry of Education allows you to enroll (temporarily) by presenting a document that shows your *homologación* request.

### How to obtain the *homologación* of your high school studies

#### **1. Before starting the *homologación* application process, you need to request that an apostille be added to your academic certificate (\*) and your diploma or any other document allows you to enroll in a university in your education system.**

The apostille is a stamp that confirms the authenticity of a document and is awarded by the corresponding authorities.

- a. If the country in which the student obtained their diploma is a member of the **Hague Convention**, the student only needs to submit one apostille issued by the authorities in that country.
- b. On the other hand, those students who studied in countries that are not members of the convention, will have to get these two documents verified following these steps:
  - First, the documents must be stamped by the Ministry of Education in the country where you studied.
  - Second, they must be stamped by the Foreign Office in the country where you studied.
  - Third, the documents must be stamped by the Embassy or Consulate of Spain in the country where you studied.

**All seals/stamps should be on the diploma and the academic certificate, NOT on the certified translations.**

After finishing this process, the student will end up with three stamps on each document (the academic certificate and the diploma), which later must be translated into Spanish by a sworn translator registered in Spain. This can be requested directly in the Embassy or Consulate of Spain in your country.

**2. The documents you need to present to the IE University Admissions Department in order to apply for the *homologación* are the following:**

- a. Original academic certificate (\*) that has previously been translated into Spanish by a sworn translator and given an apostille.
- b. Original diploma or certificate (with an apostille) that allows you to enroll in a university in your own education system, as well as its translation into Spanish by a sworn translator.
- c. Certified photocopy of your identity card (DNI if you are Spanish) or passport (they'll certify the copy for you at the Spanish Consulate or Embassy).

**3. Request the processing of your *homologación*.**

We strongly recommend you let our Admissions Department process your *homologación* credential. The only thing you have to do is present the previously mentioned documents (A, B, and C) to your Admissions Advisor. We will provide you with the necessary forms. It is not compulsory to have this credential to register at IE University. Nevertheless, it is compulsory that you eventually obtain this credential, or you will not be considered an official student and you run the risk of being expelled.

If you have any questions regarding this process, please contact our [Admissions Department](#), and we will be glad to help you.

For more information about this, please go to any of the following Spanish Ministry of Education's [website](#) sections.

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**\* Academic certificate of high school studies.**

The academic certification of high school studies is a document that certifies that you have graduated from high school. This document displays all the courses you have taken, number of years attended, and where you completed your high school studies. This certification is issued by the institution where the student completed their last year of school.

[www.ie.edu/university](http://www.ie.edu/university)

Don't forget to check out our blog:

[drivinginnovation.ie.edu](http://drivinginnovation.ie.edu)

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subject to revisions or changes. You will  
find the most up-to-date information  
on the IE University's website.*