

1 ACADEMIC DOCUMENTS REQUIRED

Spanish diplomas that can be homologated

Diploma of Compulsory Secondary Education Certificate (E.S.O)

Diploma of Compulsory Secondary Education and Baccalaureate

Diploma of Compulsory Secondary Education and first year of Baccalaureate certificate

Recognition of the first year of Baccalaureate

Baccalaureate diploma

Documentation for the equivalent studies abroad

- The four academic years of Compulsory Secondary Education

- The four academic years of Compulsory Secondary Education
- The two academic years of Baccalaureate
- And the diploma

- The four academic year of Compulsory Secondary Education
- First years of Baccalaureate.

- Homologation of G.E.S.O or the marks of the E.S.O (4 academic years)
- First year of Baccalaureate

- Forth academic year of E.S.O
- First and second year of Baccalaureate
- The diploma



Specific information about the documents required is available for different countries

To submit the certificates, the verified copy of the title, diploma or accredited official document that certifies the completion of the studies carried out abroad is needed. For the academic years, the supporting document of the passing grading scores and academic years are needed.

2 FEES PAYMENT

Proof of the fees payment for the baccalaureate studies.

In order to do so, the document must be printed, and the payment has to be made at any bank entity, meanwhile the online payment service is fully operative on the website.



3 TELEMATIC REQUEST

Fill out the telematic request in the Ministry of Education and Vocational Training's website. In the same link, there is access to videos and tutorials.



Don't you have QR reader? Don't worry, enter this link in any internet searcher:

www.educacionyfp.gob.es/mc/convalidacion-homologacion/convalidacion-no-universitaria/solicitud.html

4 ENROLLING IN AN EDUCATIONAL CENTRE OR OFFICIAL EXAMS

If you need to enrol in an educational centre, you must fill out the temporary registration form the same online request.

5 REGISTRATION OFFICE

Once the previous steps are completed, ask for a prior appointment before going to the register office. Afterwards, submit there the documents so the procedure can be finished. Summary of the documents required:

- All the academic documents required, the temporary application form signed (if this were the case), the printed request, also signed.
- Receipt of the fee payment (only baccalaureate).
- Verified copy of the document establishing identity (DNI, NIE, passport, document of identity from your country)

Registration offices:

Attention to citizen offices of the town hall where the applicant is resident (OCAC, former counters), in the Office of General Information to the Citizen and in the Register of the Government Delegation of the Región de Murcia, etc.

6 CONDITIONAL APPLICATION FORM

Once it has been stamped in the Registration Office, it must be submitted in the educational centre where you wish to enrol. This application form has the same effects as if the homologation had been granted, but is temporary.

7 TRACKING OF THE STATE OF THE REQUEST

The tracking of the state of the request can be made by the official website.

8 OFFICIAL CREDENTIAL OF THE HOMOLOGATION

You will receive a notification informing that your credential is available and, subsequently, you will be able to download the document from the website.

Remember to submit the credential at your educational centre, in case of being enrolled.

TO HOMOLOGATE PROFESSIONAL TRAINING, ARTISTIC OR SPORTING EDUCATION. HERE IS ALL THE INFORMATION.



* All the documents must be official and have to be issued by the competent authorities.

HOW CAN I LEGALIZE MY ACADEMIC DOCUMENTS?

There is no need to legalize academic documents if they are issued in:

- The European Union.
- In a country inside the European Economic Area (Iceland, Norway and Liechtenstein).
- In Switzerland, by bilateral agreement with the EU.

For the rest of the countries, the degree recognition can be done in **two ways**:

Documents issued in countries subscribed to the Hague Convention:

With the single legislation procedure or Apostille of the Hague is enough.

List of the countries belonging to the **Hague Convention**:



Through diplomatic channels:

- 1 Ministry of Education** of the country of origin for educational diplomas and certifications.
- 2 Ministry of Foreign Affairs** where such documents were issued.
- 3 Diplomatic or consular representation** of Spain in the foreign country.

HOW CAN I TRANSLATE MY DOCUMENTS?

In case that the already legalised documents are written in a language different to Spanish, it must be translated in:

- In any **diplomatic or consular representation** of Spain abroad.
- By the **diplomatic or consular representation** in Spain of the country that the applicant is resident of or, in its case, that the document proceeds from.
- By **sworn translator**, properly authorized or registered in Spain or abroad.

List of official **certified translators** of the Ministry of Foreign Affairs in **Spain**:



Gran Vía Alfonso X el Sabio, 6
(Multiple Services Building)
30008 – Murcia

NON-UNIVERSITY STUDIES ABROAD

Guide for applying for the homologation and academic recognition

