

ACADEMIC DOCUMENTS REOUIRED

studies abroad

•The four academic years of

Secondary Education

Secondary Education

First years of Baccalaureate.

of the E.S.O (4 academic years)

• Forth academic year of E.S.O

Compulsory Secondary Education

Spanish diplomas that can be homologated

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

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

Diploma of Compulsory
•The four academic year of Compulsory and first year of Baccalaureate certificate

• Homologation of G.E.S.O or the marks Recognition of the first year of Baccalaureate First year of Baccalaureate

Baccalaureate diploma • First and second year of Baccalaureate



Specific information about the documents required is available for different countries

Documentation for the equivalent

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.

• The diploma



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.



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 OR reader? Don't worry, enter this link in any internet searcher:



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

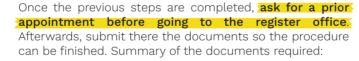


ENROLLING IN AN EDUCATIONAL CENTRE OR OFFICIAL EXAMS

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



REGISTRATION



- 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.



CONDITIONAL **APPLICATION FORM**

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

TRACKING OF THE STATE **OF THE REOUEST**

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



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 PROFFESIONAL 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:

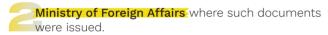
With the single legislation procedure or Apostille of the Hague is enough.

List of the countries belonging to the Hangue Convention:



Through diplomatic channels:

Ministry of Education of the country of origin for educational diplomas and certifications.



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:





IF YOU NEED ANY EXTRA INFORMATION OR HELP, PLEASE CONTACT OUR SERVICE:



Government Delegation of the Región de Murcia

educacion.murcia@correo.gob.es +34 968 989 359

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NON-UNIVERSITY STUDIES ABROAD

Guide for applying for the homologation and academic recognition

