

Authentication Process of Foreign Degrees in Spain Information Sheet

IFROS programme enrolment

Dear student,

The process of authenticating documents differs, depending on the country of origin of the student:

1. EU Countries

Authentication will not be required for documents issued by **European Union (EU) member states or signatories of the European Higher Education Area agreement**.

However, their degree must be translated into Spanish if it is issued in another language different from Spanish or English.

2. Countries that have signed the Hague Convention

The students of the countries that have signed **The Hague Convention** (see Hague Convention countries, *Annex 1*) need to go with their **original degree** and a **copy** of it to:

The competent institution of their country (not fixed, usually the Ministry of Education the University, or others) **to get the “Hague Apostille”**.

Then the Authenticated degree (copy) must be translated by an official translator recognised in Spain (see *Annex 2*) if the documents (degree and certificates) are not issued in English or Spanish. The translation must include not only the content but also the stamps of the “Hague apostille”.

If it isn't done correctly the authentication will be rejected (see point 4).

3. Countries not involved at any convention

Documents issued in all other countries must be authenticated through diplomatic channels. This can be done by submitting the documents (**original degree** and a **copy**) to:

1st. The **ministry of education of the country of origin** recognizes the signature of the academic institutions that issued the documents (degrees and certificates).

2nd The ministry of foreign affairs of the country where the documents were issued, for the authentication.

3rd. **Diplomatic or consular representatives of Spain** in the country where the documents were issued, to recognize the previous signatures.

[some countries just put the authentication stamps on the copies of the degree not on the original one, anyway, it is recommendable for the students to make the authentication on the copy because it is just an authentication for Spain not useful for other countries]

After these three steps the authenticated degree (copy) must be translated by an official translator recognized in Spain (see *Annex 2*), if the documents (degree and certificates) are not issued in English or Spanish. The translation must include not only the content translation but also the stamps of the different institutions' translation.

If it isn't done correctly the authentication will be rejected (see point 4).

4. Translation of documents issued in a foreign country

Article 36.1 of Law 30/1992, of 26 November, on the Legal System for Public Administration and Common Administrative Procedure, indicates that the language of procedures handled by the public administration will be Spanish or the co-official language of the autonomous community. Consequently, the regulations governing these procedures require that documents issued in foreign countries be accompanied by an official translation into Spanish or Catalan. The official translation may be done by:

- **A sworn translator** duly authorized or registered in Spain (see *Annex 2*).
- Any **diplomatic or consular representative of Spain** in a foreign country.
- The **diplomatic or consular representative in Spain** of the country of which the applicant is a citizen or, if the case may be, **of the origin of the document**.

However, as English is considered to be the lingua franca of the global university community, documents issued in that language will also be accepted, provide that the document authentication conditions established in the previous section are guaranteed.

The degree translations made by non-official translators and authenticated by the Spanish Embassy of their home country **are not** accepted.

We also accept documents issued in French or Italian as they are the official languages of the partners universities.

5. General Information

These procedures can be done by the student's relatives if they are not in their country.

For authentication at our University the students need to submit at the Induction Days in September the certified copy of the degree with the original stamps (not copies) and the official translation.

--> Please remember to send by e-mail a scanned copy before July 1st, 2021 and bring the originals and authenticated documents during Induction Days in September, 2021.

Do not hesitate to contact us in case you had any questions regarding this procedure.

Annex 1.

European Union (EU) member states or signatories of the European Higher Education Area agreement	Countries that have signed the Hague Convention	
<ul style="list-style-type: none"> • Austria • Belgium • Bulgaria • Cyprus • Czech Republic • Denmark • Estonia • Finland • France • Germany • Greece • Hungary • Iceland • Ireland • Italy • Latvia • Liechtenstein • Lithuania • Luxembourg • Malta • Netherlands • Norway • Poland • Portugal • Romania • Slovakia • Slovenia • Spain • Sweden • Switzerland • UK 	<ul style="list-style-type: none"> • Andorra • Antigua and Barbuda • Argentina • Armenia • Australia • Azerbaijan • Bahamas • Barbados • Belarus • Belize • Bosnia and Herzegovina • Botswana • Brunei-Darussalam • Colombia • Cook • Croatia • Cyprus • Czech Republic • Dominica • Ecuador • El Salvador • Estonia • Fiji • Granada • Honduras • Hong Kong • Hungary • Israel • Japan • Kazakhstan • Lesotho • Liberia • Macau 	<ul style="list-style-type: none"> • Macedonia • Malawi • Malta • Marshall Islands • Mauritius • Mexico • Monaco • Montenegro • Namibia • Netherlands • New Zealand • Niue • Panama • Puerto Rico • Russian Federation • Saint Christopher and Nevis • Saint Lucia • Samoa • San Marino • Serbia • Seychelles • Slovenia • South Africa • Suriname • Swaziland • Switzerland • Tonga • Trinidad and Tobago • Turkey • UK • Ukraine • US • Venezuela

Annex 2. Sworn translators

- In Spain -> See the web:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/Listado%20actualizado%2026%20FEBRERO%202020.pdf>