


PRE-REGISTRATION AT UNIVERSITY OF GIRONA (UdG)

<https://gacad.udg.edu/preinscripciones/en/>


 Pre-registration CA ES EN

Master's you wish to pre-register for *
3105M0421 Erasmus Mundus Masters in Intelligent Field Robotic Systems (IU) ▼

Identification document * **PASSPORT NUMBER** Date of birth (DD/MM/YYYY) *

I accept the personal data protection conditions ⓘ

BEGIN

 Pre-registration - 3105M0421 Erasmus Mundus Masters in Intelligent Field Robotic Systems (IU) (2023-25) EXIT

1 Personal data

Type of document
Passport ▼ Identification document **PASSPORT NUMBER** Sex
Man ▼

Name * First surname * Second surname

Date of birth (DD/MM/YYYY)
DATE OF BIRTH Country of birth * Place of birth * Nationality *

Check the box below if you have any type of disability

Continue

1 Personal data

2 Contact information

Address * Postal code * Country * Town or city *

Mobile phone * Email address *
The use of a Hotmail address does not guarantee you will receive the emails the University of Girona might send you.

Return Continue



1 Personal data

2 Contact information

3 Studies

Bachelor's degree, pre-EHEA bachelor's degree or equivalent studies

Country where you completed your studies * University * Studies *
YOUR COUNTRY YOUR UNIVERSITY

Please bear in mind that, according with the [master's degree requirements](#), it is necessary to request the academic degree in order to be eligible for admission. You can do it via [La Meva](#) > Transcript > Procedures

Students with foreign degrees must calculate the mark using the following link:
<http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html>
It is required to date and sign the document in section "9. Declaration of the person responsible" of the Declaration of equivalence of the average grade.

Return Continue



1 Personal data

2 Contact information

3 Studies

4 Languages

Catalan: High Medium Low Without knowledge

Spanish: High Medium Low Without knowledge

English: High Medium Low Without knowledge

Return Continue





- Personal data
- Contact information
- Studies
- Languages
- 5 Additional information**

Knowledge of the master's degree *
Indicate how you learned about the master's degree

Return

Continue



6 Documentation

File types supported: 'pdf', 'doc', 'jpg', 'docx', 'jpeg', 'png', 'odt', 'rtf'

Passport or Identity Card	UPLOAD
Curriculum vitae	UPLOAD
Letter of motivation	UPLOAD
University diploma certificate Bachelor/Degree	UPLOAD
Personal academic transcript for the completed university degree	UPLOAD
European Diploma Supplement or certificate issued by the home university	UPLOAD
B2 English	UPLOAD
Grade Point Average (MECD)	UPLOAD
Documentation	UPLOAD

ALL THESE DOCUMENTS
EXPLAINED AT:
**DOCUMENTATION REQUIRED FOR
PRE-ENROLMENT OF MASTERS' DEGREES**



* Required documents. You can attach the remaining documents at another time, but keep in mind that your application will not be considered if you don't.

Return

Continue





- Personal data
- Contact information
- Studies
- Languages
- Additional information
- Documentation
- Payment

In order for the pre-registration to take effect, you must pay the fee of €30.21 established by the UdG.

Once you make the payment, you will receive an email confirming that you have pre-registered.

To exit without completing the pre-registration, close this window. You can pre-register and make the payment later.

If you can not pay by credit card, contact masters@udg.edu

Next you will be redirected to the payment service of the University of Girona so that you can pay the pre-registration fee.

[Return](#) [Continue](#)

PAGAMENT ELECTRÒNIC

UNIVERSITAT DE GIRONA

Preinscripció Màsters UdG

prova prova

Descripció	Quantitat	Preu unitari	Preu
Pagament inscripció / Pago inscripción / Preregistration payment	1	30,21 €	30,21 €
Total			30,21 €

[Accept terms and conditions](#)

[Pagar / Pay](#)



[Legal notice and data protection](#)

PRE-ENROLMENT for MASTERS' DEGREES

You must have the documentation prepared in **PDF format** when completing the online pre-enrolment form, as it will need to be attached to the form.

If you did the access course to the master's degree in the University of Girona

1. *Curriculum vitae*.
2. Cover letter.
3. If you have another specific or official master's degree, please upload it.
4. English level accreditation (this must be proven if it is a requirement in your master's degree in the 'Access, admission and enrolment' section). Consult the ways to accredit your level of English.

If you did the access course to the master's degree in other **universities in the Spanish state**, all the documentation can be submitted in **Catalan, Spanish or English** if it is issued in one of these languages:

1. Valid national ID card (DNI) or passport, Foreigner ID card (TIE) or ID document from an EU country.
2. *Curriculum vitae*.
3. Cover letter.
4. University degree or proof of payment of entitlement to degree or certificate substituting degree. If you have more than one degree, please upload them all.
5. Personal academic transcript of the completed university degree (the certificates must be calculated on a scale of 1-10, in accordance with Spanish Royal Decree 1125/2003 of 5 September).
6. If you have another specific or official master's degree, please upload it.
7. English level accreditation (this must be proven if it is a requirement in your master's degree in the 'Access, admission and enrolment' section). Consult the ways to accredit your level of English.

If you did the access course to the master's degree in a university **outside the Spanish state**, all the documentation can be submitted in **Catalan, Spanish or English** if it is issued in one of these languages. If it is not in one of these languages, a **sworn translation** to Catalan or Spanish will be required **together with the originals** (see the section **Sworn Translation**)

1. Valid passport, Foreigner ID card (TIE) or ID document from an EU country.
2. *Curriculum vitae*.
3. Cover letter.
4. University degree (duly legalised and translated into Catalan or Spanish if necessary. See the section **Legalisation/Translation**); or proof of payment of entitlement to degree or certificate substituting degree. Also proof of official recognition of degree if you wish to access a professional master's degree (see the section **Official Recognition**)
NOTE: The 'Acta de Grado' certificate issued by Latin American universities will not be accepted as a substitute for the university degree.
5. Personal academic transcript of the completed university degree (duly legalised and translated into Catalan or Spanish if necessary. See the section **Legalisation/Translation**); or European Diploma Supplement (EDS).
6. Grades equivalence document for university studies completed in foreign centres. This document can be obtained from the 'Ministerio de Educación'.
7. Certificate issued by the university of origin accrediting that the studies completed give access to a master's degree in that country or European Diploma Supplement (EDS).
8. If you have another specific or official master's degree, please upload it.
9. English level accreditation (this must be proven if it is a requirement in your master's degree in the 'Access, admission and enrolment'). Consult the ways to accredit your level of English.

LEGALISATION of DOCUMENTATION (university degree and personal academic transcript) for the PRE-ENROLMENT in UNIVERSITY MASTER'S DEGREE in the UNIVERSITY of GIRONA

In general, **legalisation** consists of recognising the signature of the education authority that issues the original document. The **university degree** and the **personal academic transcript** need to be legalised:

A) DO NOT LEGALISE

Legalisation of the documents issued in EU member states or signatory countries of the European Economic Area (Norway, Iceland and Liechtenstein) is not necessary. It is also not necessary in Switzerland, due to the bilateral agreement with the EU.

B) APOSTILLE

If the degree and personal academic transcript are issued by a country that has signed the **Hague Agreement**, the unique legalisation or apostille issued by the relevant authorities of the country is sufficient.

C) DIPLOMATIC LEGALISATION

For all other countries, the two documents will require diplomatic legalisation. This means that the **university degree** and the **academic transcript will need to be stamped** by the following entities:

- ↓ Present the original documents to the **MINISTRY OF EDUCATION** of your country to accredit the signatures on these documents. In some countries, such as Japan and Brazil, they are accredited by the universities themselves.
- ↓ Then the documents need to be presented to the **MINISTRY OF FOREIGN AFFAIRS** of your country to perform the following legalisation stage.
- ↓ Finally, the documents must be presented to the **DIPLOMATIC representative** or **CONSULATE of SPAIN** in the country of issuance to approve the legalisation signature of the Ministry of Foreign Affairs.

In the case of having to legalise the university degree and the academic transcript, the **SWORN TRANSLATION** will have to be done **AFTER** the legalisation. Upon enrolment, the **original** legalised documentation must be submitted to the academic secretariat of your faculty (it is NOT necessary at the time of pre-enrolment).

SWORN TRANSLATION of the DOCUMENTATION (university degree and personal academic transcript)

NOTE: If your original documentation is issued by your university of origin in **Catalan, Spanish or English**, it does NOT need to be translated. If you have to translate your university degree and personal academic transcript, please do it **AFTER** the legalisation.

How do you do the sworn translation to Catalan or Spanish? With a sworn translator, duly authorised or registered. See:

- a) The **list** of sworn translators and interpreters appointed by the Ministry of Foreign Affairs and Cooperation.
- b) The **registry** of sworn translators and interpreters of the Directorate-General for Language Policy of the Generalitat Government of Catalonia.

The sworn translation must be stamped and bear the registration number of the translator.

OFFICIAL RECOGNITION of DOCUMENTATION (university degree and personal academic transcript) for the PRE-ENROLMENT in MASTER'S DEGREE in the UNIVERSITY of GIRONA

For a **professional master's degree**, it is necessary for foreign degrees to be **officially recognised** to complete the university pre-enrolment. The University of Girona offers the following professional masters' degrees:

- Master's Degree in Advocacy
- Master's degree in Architecture
- Master's Degree in Industrial Engineering
- Master's Degree in Teaching for Compulsory Secondary School and Upper Secondary School Education, Vocational Schools and Language Teaching
- Master in General Health Psychology

Official recognition must be requested at the Ministry of Universities. You can consult the procedure at the following [link](#).

It is necessary to present the **proof of official recognition** of your university degree and the **personal academic transcript**.

MASTER'S DEGREE LETTER OF ADMISSION FOR PERSONAL PROCEDURES (Student visa and other bureaucratic procedures)

If you require a letter of admission, **it is a requirement that you have received acceptance to the master's degree** from the coordination department, within the admission periods set out in the [pre-registration calendar](#).

To receive the letter of admission, **it is essential to have been accepted** and have made the payment of € 500 if requested before the enrolment period (from July 22, the start date of the enrolment period).

The letter of admission is issued at the request of the person concerned. To request it, you must send an email to masters@udg.edu. **Make sure your passport is valid as required by the embassy or consulate.** If in doubt, please contact the relevant Spanish diplomatic delegation.

The letter of admission will be issued in electronic format and will be valid for all purposes.

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>

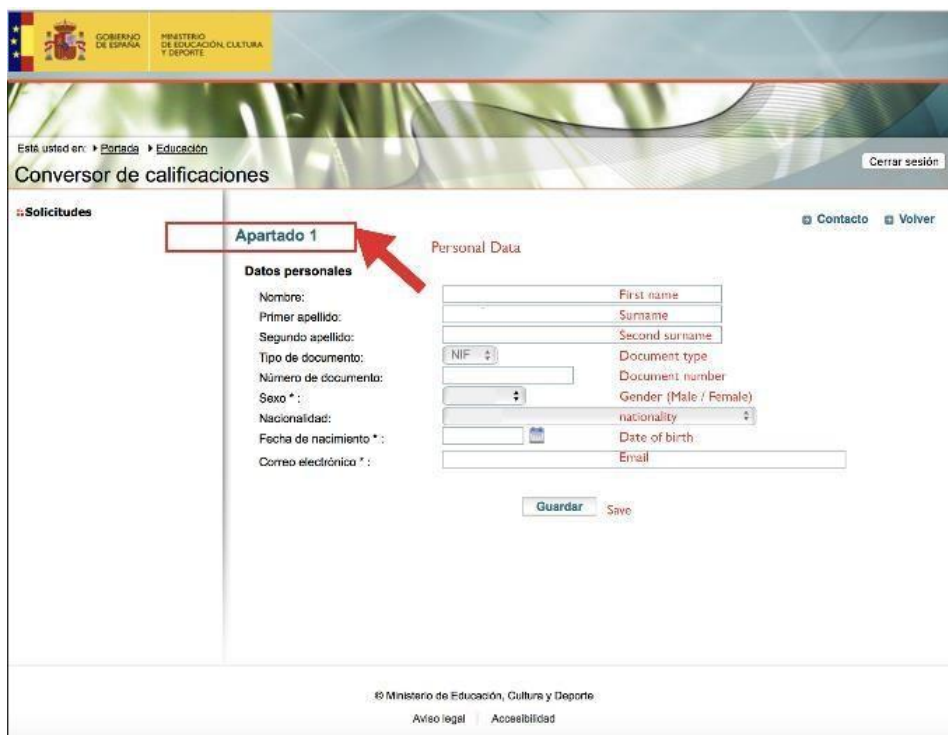
Here is some Information regarding [Equivalence of average grades certificate](#) into the Spanish System from the “Ministerio de Educación, Cultura y Deporte”.

First of all, you should register on this site with your ID and a password.

Once in the application you should access into the application of the Equivalence of average grades:



Then you should enter all your personal data:



In the step 2 you should add the Information of the Degree as you can see below:

The screenshot shows the 'Convertidor de calificaciones' website. The left sidebar contains a menu with '2. Información de la titulación' highlighted. The main content area is titled 'Apartado 2' and contains the following fields:

- Denominación de la Titulación *:** Name of degree (text input)
- Nivel *:** (level) (dropdown menu)
- País de los estudios *:** Country of studies (dropdown menu)
- Universidad/Institución *:** University / Institution (dropdown menu)
- Estudio organizado en *:** Study organized (dropdown menu)
- Año inicio *:** Starting year (text input)
- Año Finalización *:** Finishing year (text input)
- Estudios finalizados *:** Finished Studies (dropdown menu)
- Título *:** Degree (dropdown menu)
- Título homologado *:** Accredited Degree (dropdown menu)

Below the fields is a 'Guardar' button. At the bottom of the page, there is a footer with 'Ministerio de Educación, Cultura y Deporte', 'Aviso legal', and 'Accesibilidad'.

Next step will be the Classification of the Degree:

The screenshot shows the 'Convertidor de calificaciones' website. The left sidebar contains a menu with '3. Códigos de clasificación de los estudios' highlighted. The main content area is titled 'Apartado 3' and contains the following fields:

- Código ISCED. En el caso de que este código no figure en el certificado académico o en el título, solicite a la universidad en la que ha realizado los estudios el número que corresponde según los campos de educación y capacitación del ISCED-F-2013. (International Standard Classification of Education- UNESCO):** (text input)
- ISCED *:** (dropdown menu)
- Rama española *:** (dropdown menu)

Below the fields is a 'Guardar' button. At the bottom of the page, there is a footer with 'Ministerio de Educación, Cultura y Deporte', 'Aviso legal', and 'Accesibilidad'.

Then you should find the Scale of qualification of your studies. In case of doubt please contact notamedia.uni@mecd.es

GOBIERNO DE ESPAÑA
MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE

Esta usted en: ▶ Portada ▶ Educación Cerrar sesión

Convertidor de calificaciones

Solicitudes

Solicitud

- » 1. Datos personales
- » 2. Información de la titulación
- » 3. Códigos de clasificación de los estudios
- » 4. Escala de calificación de los estudios**
- » 5. Asignaturas, créditos y equivalencia
- » 6. Resumen de las calificaciones y media global
- » 7. Información adicional
- » 8. Procedimientos a los que presenta la declaración
- » 9. Documentación acreditativa
- » Imprimir / Finalizar

[Contacto](#) [Volver](#)

Apartado 4

Scale of qualification of the studies and general table of equivalence applied
Escala de calificación de los estudios y tabla general de equivalencia aplicada

País de los estudios * :

Escala * :

En caso de que no encuentre su escala entre las publicadas en la mencionada Resolución, deberá remitir su certificado de estudios al gestor de la DGPU en el correo electrónico notamedia.uni@mecd.es.

Explicación del sistema de calificación y la escala de puntuación de su universidad para el expediente académico presentado para la equivalencia de nota media :

In case you do not find your scale among those published in the aforementioned Resolution, you must send your study certificate to the DGPU manager in the email notamedia.uni@mecd.es
Explanation of the rating system and the scale of your university's score for the academic record submitted for the average grade equivalency:

Distribución de las calificaciones del total de asignaturas conducentes a la obtención del título. Transcribir la información del apartado 4.4 del Suplemento Europeo al Título para todos los estudios con créditos ECTS. Para los estudios/ títulos de universidades que no expiden el Suplemento Europeo y no faciliten esta información se incluirá el siguiente texto "Sin información":

Distribution of the grades of the total of subjects leading to the obtaining of the title. Transcribe the information in section 4.4 of the European Diploma Supplement for all studies with ECTS credits. For the studies / degrees of universities that do not issue the European Supplement and do not provide this information, the following text "Without information" will be included:

[Guardar](#)

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In this step you must fill out subject by subject with its marks, based on the transcript of your BSc.

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Esta usted en: ▶ Portada ▶ Educación Cerrar sesión

Convertidor de calificaciones

Solicitudes

Solicitud

- » 1. Datos personales
- » 2. Información de la titulación
- » 3. Códigos de clasificación de los estudios
- » 4. Escala de calificación de los estudios
- » 5. Asignaturas, créditos y equivalencia**
- » 6. Resumen de las calificaciones y media global
- » 7. Información adicional
- » 8. Procedimientos a los que presenta la declaración
- » 9. Documentación acreditativa
- » Imprimir / Finalizar

[Contacto](#) [Volver](#)

Apartado 5

Atención Warning

Para poder introducir información de asignaturas, créditos y calificaciones es imprescindible completar primero la escala, en el apartado 4

To be able to enter information about subjects, credits and qualifications, it is essential to complete the scale first, in section 4

GRADE POINT AVERAGE (Document Equivalencia Notes Mitjanes -MECD) must be based on the B.Sc. XX. Remember to fill out the information according to the Personal academic transcript, subject by subject with its marks, for the completed university degree.

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[Aviso legal](#) | [Accesibilidad](#)

A summary of rating should be added at Apartado 6:

Trámites y Servicios - Ministerio de Educación, Cultura y Deporte Cerrar sesión

Convertor de calificaciones

Solicitudes

Solicitud

- » 1. Datos personales
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[Contacto](#) [Volver](#)

Apartado 6

Resumen de las calificaciones y nota media global Summary of ratings and overall average grade

Nota media (original) * :	<input type="text"/>	Average grade (original) %:	<input type="text"/>
Nota media equivalente * :	<input type="text"/>	Average grade equivalent %:	<input type="text"/>

Nº asignaturas/créditos con calificación:	<input type="text"/>	Number of subjects / credits with qualification:	<input type="text"/>
Nº asignaturas/créditos sin calificación:	<input type="text"/>	No. of subjects / credits without qualification:	<input type="text"/>
Total asignaturas:	<input type="text"/>	Total subjects:	<input type="text"/>

Nº asignaturas/créditos APROBADO * :	<input type="text"/>	Number of subjects / credits APPROVED %:	<input type="text"/>
Nº asignaturas/créditos NOTABLE * :	<input type="text"/>	No. of subjects / credits NOTABLE %:	<input type="text"/>
Nº asignaturas/créditos SOBRESALIENTE * :	<input type="text"/>	No. of subjects / credits SOBRESALIENTE %:	<input type="text"/>
Nº asignaturas/créditos MATRICULA DE HONOR * :	<input type="text"/>	Nº subjects / credits MATRICULA DE HONOR %:	<input type="text"/>

% asignaturas/créditos APROBADO:	<input type="text"/>	% subjects / credits APPROVED:	<input type="text"/>
% asignaturas/créditos NOTABLE:	<input type="text"/>	% subjects / credits NOTABLE:	<input type="text"/>
% asignaturas/créditos SOBRESALIENTE:	<input type="text"/>	% subjects / credits SOBRESALIENTE:	<input type="text"/>
% asignaturas/créditos MATRICULA DE HONOR:	<input type="text"/>	% subjects / credits MATRICULA DE HONOR:	<input type="text"/>

In the next page Web of the University of your BSc degree is needed:

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Convertor de calificaciones

Solicitudes

Solicitud

- » 1. Datos personales
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- » 9. Documentación acreditativa
- » Imprimir / Finalizar

[Contacto](#) [Volver](#)

Apartado 7

Información adicional Additional Information

Web de la Institución que ha emitido el título * :	<input type="text"/>	Web of the Institution that has issued the degree*:	<input type="text"/>
Web de la universidad en la que se impartieron los estudios:	<input type="text"/>	Website of the university where the studies were given:	<input type="text"/>
Web del centro en la que ha realizado los estudios:	<input type="text"/>	Website of the center where you have carried out the studies:	<input type="text"/>

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Some information about our University is needed. Here you can see which information should be written:

GOBIERNO DE ESPAÑA | MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE

Esta usted en: [Inicio](#) > [Educación](#)

Conversor de calificaciones

[Cerrar sesión](#)

- Solicitudes
- Solicitud**
 - 1. Datos personales
 - 2. Información de la titulación
 - 3. Códigos de clasificación de los estudios
 - 4. Escala de calificación de los estudios
 - 5. Asignaturas, créditos y equivalencia
 - 6. Resumen de las calificaciones y media global
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 - 9. Documentación acreditativa
- Imprimir / Finalizar

Apartado 8

Procedimiento al que se presenta la declaración Procedures to which the declaration is presented

Denominación completa del procedimiento (admisión a estudios, convocatoria de ayudas, becas, etc.) *:
Full name of the procedure (admission to studies, call for grants, scholarships, etc.) *:
**Admisión a estudios de Erasmus Mundus Joint Master in Intelligent Field
Girona Robotics System (IFRoS)**

¿Es una universidad? * Sí No

Universidad convocante *:
Girona - Spain

Publicado en:
01/02/2018

Fecha de publicación:

[Guardar](#) [Volver](#)

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In the last step you must upload supporting documentation authenticated (see Authentication Process Information in my previous mail)

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Conversor de calificaciones

[Cerrar sesión](#)

- Solicitudes
- Solicitud**
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 - 4. Escala de calificación de los estudios
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 - 9. Documentación acreditativa**
- Imprimir / Finalizar

9. Documentación acreditativa

Supporting documentation

Documentos añadidos a la solicitud Documents added to the application

3 registros encontrados, mostrando todos los registros.

Tipo de documento		
Certificado académico con calificaciones	Academic certificate with grades, authenticated	Descargar
Documento Identificativo	Identification document	Descargar
Otros	Others	Descargar

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Aviso legal | Accesibilidad

And finally, you can download the certificate. Remember that you must be **signed/dated (handwritten)** at the end, section 9 “Declaración Responsable”;

Before filling in the form, and with a copy in the hand of your degree / bachelor's academic file, you must choose:

- the scale that applies in your country (<https://www.educacionyfp.gob.es/dam/jcr:22e6b622-05ca-4128-823c-245a6ae90bb7/anexoi-escalas--1-.pdf>) - and that fits with your official academic record of degree / bachelor's degree;
- then keep filling in the sections you will find, according to the "Rating convert Steps" attached there are 10;
- Section no. 5 must be entered subject by subject with its grade /mark, important!;
- Section 9 and 10 of the form that you have to fill in asks for a "Sworn statement" WHICH SHOULD BE SIGNED / DATED. In case you do it, it shouldn't be taken to the center of origin to be sealed;

Finally, you have to upload the required documentation for university studies carried out outside the EEES:

- Document that proves the identity and nationality of the applicant.
- Certificate of transcripts.
- Official translation into Spanish of the certificate of transcripts
- Bachelor Degree and Certificate of Transcripts authenticated:

1 - Legalized through diplomatic channels (see document attached: Legalization Eng)
or 2 - through the Apostille of the Hague Convention

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

Please remember that you have to authenticate your academic documents before asking for the Equivalence of average grades certificates.

So, maybe you have to pre-register at UdG without this certificate by now.

If you have any further questions do not hesitate to contact me again.