

Homologation of Diplomas in the EU by the Spanish Ministry of Education

1.- Fill out proper application form:

Application for the accreditation of a **A.A. Degree** (Diplomado) or **B.A./B.S. Degree** (Licenciatura) to an equivalent degree found at the "Catalogue of Official Degrees."

<http://www.mecd.gob.es/dms-static/4a9816c5-30bd-41a1-90ca-36d0ab0201aa/2010-homologacion-2-pdf.pdf>

When filling out the application form, in section 3, it is the responsibility of the applicant to visit the "Catalogue of Official Degrees" listing and choose a degree equivalent to the one whose accreditation is requested.

Catalogue of Official Degrees listing:

<http://www.mecd.gob.es/educacion-mecd/areas-educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/titulos-universitarios.html>

If the diploma is not listed in the "Catalogue of Official Degrees" the applicant has the option of applying for accreditation of a A.A./B.A./B.S. Degree to the educational equivalency of a "Título de grado," an accreditation of educational level (A.A./B.A.) with no specificity to field of study. It is important to notice that this degree has no professional validity unlike those at the "Catalogue of Official Degrees".

Application for accreditation of a Título de grado,

<http://www.mecd.gob.es/dms-static/463371c8-3606-4461-9b45-6d3d447ceb1b/2010-homologacion-1-pdf.pdf>

3.- Translate documents.

Have the **original Diploma / or certification of diploma issuance, and original official transcripts** be translated to their **EXACT** Spanish (CASTILLIAN) equivalent by an **official translator based in Spain. It could be also possible to make the official translations by the Spanish Consulate/Embassy abroad (you must check this possibility).**

When contacting a translator specify that all translations must be "Traducciones oficiales." To request the services of an official translator based in Spain please visit the following web page:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/2013listadoIIJJ.pdf>

4.- Payment of fees:

For a more detailed chart of fee information please visit:

<http://www.mecd.gob.es/educacion-mecd/areas-educacion/universidades/educacion-superior-universitaria/titulos/homologacion-titulos/homologacion-titulos-universitarios.html#tasas>

a) Application for the accreditation of **B.A./B.S. Degree** (Licenciatura, Ingeniería or Arquitectura) to an equivalent degree found at the "Catalogue of Official Degrees" or application to the "Título de grado": **93,76 €**

b) Application for the accreditation of **A.A./A.S. Degree** (Diplomatura, Ingeniería Técnica or Arquitectura Técnica) to an equivalent degree found at the "Catalogue of Official Degrees" or application to the "Título de Diplomado": **46,88 €**

Payments made outside of Spain

Banking institution: Banco Bilbao Vizcaya Argentaria (**BBVA**)
Wire transfer recipient: Ministerio de Educación
Account/IBAN: ES41 01822370440200203771
Address: Alcalá 16, 28014 Madrid, Spain.
Swift Code/BIC: BBVAESMMXXX.

5.- Submit application and paperwork.

True copies must be done by the following authorities:

- Registro del Ministerio de Educación
- Delegaciones y Subdelegaciones del Gobierno
- Embajadas y Consulados de España
- Notario.

The applicant will present the following documents:

- 1.- Application form (properly signed)
- 2.- Certified true copy of your Passport, or any other official document that states full name and nationality.
- 3.- Original wire transfer receipt.
- 4.- **Certified true copy of Diploma.**
- 5.- Official translation of "diploma" made by official translator based in Spain.
- 6.- **Certified true copy of Official Transcripts** These should include:
 - official duration in academic years

- name of the program, subjects and ECTs (credits) and/or hours, and marks obtained.

It is highly important to include the credits per subject. If no credits are specified, hours per subject must be included. Please, take into account that the Spanish Education Commission is going to check every subject to the corresponding one in Spain (e.g.: *Quantum Mechanics to Mecánica Cuántica*). Therefore all the available information must be submitted to the Commission for an accurate check (for example, inclusion by the foreign administration of “syllabi” or brief description of the content of each subject).

- 7.- Official translations of “official transcripts” and other supporting docs (syllabi, etc) made by official translator based in Spain.