



Approval and recognition of foreign educational systems studies to their non-university Spanish equivalent

The validation of degrees, diplomas or foreign studies of non university education implies a declaration of equivalence with the titles of the existing Spanish educational system.

The competent body in this case is the [Ministry](#) of Education, Culture and Sports (abroad it can be done through the Education Ministry Department of the Embassies of Spain or Spanish consular [offices](#) abroad).

The application form can be downloaded from the following [link](#).

1) Required documents to submit with application (must be official, in this case, duly legalized and be accompanied by an official translation into Spanish):

- Proof of payment of the prescribed fee.
- Certified copy of the document establishing identity.
- Where applicable, original writing authorizing a representative interested to act in his name along with the document proving identity of the representative.
- Photocopy of official diploma to be approved.
- Certified copy of the certificate accrediting courses taken, subjects followed, qualifications obtained and the academic years in which respective courses were conducted.

In addition, the body may require any documents deemed necessary for the accreditation of the equivalence of foreign studies performed and the title or Spanish studies which seek approval or validation.

2) Any form of legalization is not required for documents issued in Member States of the European Union or signatories to the Agreement on the European Economic Area.

Legalization documents issued by Switzerland, by bilateral agreement with the European Union are also exempt.

In other cases, the documents issued abroad which are to be presented in these procedures must be duly authenticated in accordance with the following conditions:

- **Documents issued in countries that have signed the Hague Convention of October 5, 1961.** Only legalization is sufficient or "Apostille" issued by the competent authorities of the country.
- **Andrés Bello Convention:** to legalize the title, it must be submitted to the Ministry of Education of the country, the Ministry of Foreign Affairs where the title has been issued, and the diplomatic or consular representation of Spain in the country.

The signatories to the convention are: Bolivia, Chile, Colombia, Cuba, Ecuador, Mexico, Panama, Paraguay, Peru, Dominican Republic and Venezuela.

- **Documents issued in other countries:** should be legalized through diplomatic channels.
 - Ministry of Education of the country for origin certificates of studies and the related Ministry for birth and nationality.
 - Ministry of Foreign Affairs of the country where the documents were issued.
 - Diplomatic or consular representation of Spain in that country.

3) The **official translation** can be:

- By sworn translator, **duly authorized or registered in Spain.**
- By any diplomatic or consular representation of Spain abroad.
- By the diplomatic or consular representation in Spain of the country of citizenship of the applicant or, where appropriate, the provenance of the document.
- By a foreign official translator and duly authenticated signature of the translator.

4) The applicable rate would correspond to the 'Application for approval to the Spanish title of Bachelor, Higher Technical Vocational, Technical Plastic Arts and Design, Superior Sports Technical or Professional Music and Dance Degree': **€ 46.88**

Payment from abroad should be carried out as follows:

- The payment of the fee will be made by bank transfer to the Ministry of Education, Culture and Sports in the restricted account for levying fees abroad:
Account **0182 2370 44 0200203771** of **BBVA, C / Alcalá, 16, 28014-Madrid (Spain).**
- **IBAN** account code restricted: **ES4101822370440200203771** (CCC twenty digit account number preceded by ES41). This code may be required for transfers from foreign banks, as **BIC** Code (formerly called "Swift Code"): **BBVAESMMXXX.**
- The **amount** provided for the rate in each case shall be that entered in the account of restricted, regardless of expenses which might result for obligor with respect to the entity from which the transfer is issued. These transfer fees or other bank charges, if any, will always be the interested party and shall not reduce the amount of the fee to be entered in the restricted account.

5) The deadline for the resolution of cases of recognition or validation is 3 months from the date in which the file is properly completed.

6) In order to make the **conditional registration** of applicants possible within the established time limits, either in schools or in public examinations, requests may be accompanied by a document signed by the applicant or his legal representative and with the model published as Annex II of the Order ECD/3305/2002.

This document, once stamped by the Registration Unit where the application had been filed, shall be considered certifying flyer that such a request has been filed and, within the term of the same, enable its registration in the same terms as if the validation or recognition has been granted, although conditionally and set within it.

The issue of such *Volante* is under the responsibility of the applicant and does not prejudice the final resolution of the case. In the event that the resolution does not occur in the terms requested, it shall render null the conditional registration and the results of the examinations carried out as a result of it.

- [Sample instructions for completion](#)  (**Volante de inscripción provisional**)