

## 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. **The university Diploma is the only document accepted.**

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) for students from the European Higher Education Area.
6. Grades Equivalence document for university studies completed in foreign centres. This document can be obtained from the 'Ministerio de Educación'.
7. UdG may request a 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**.

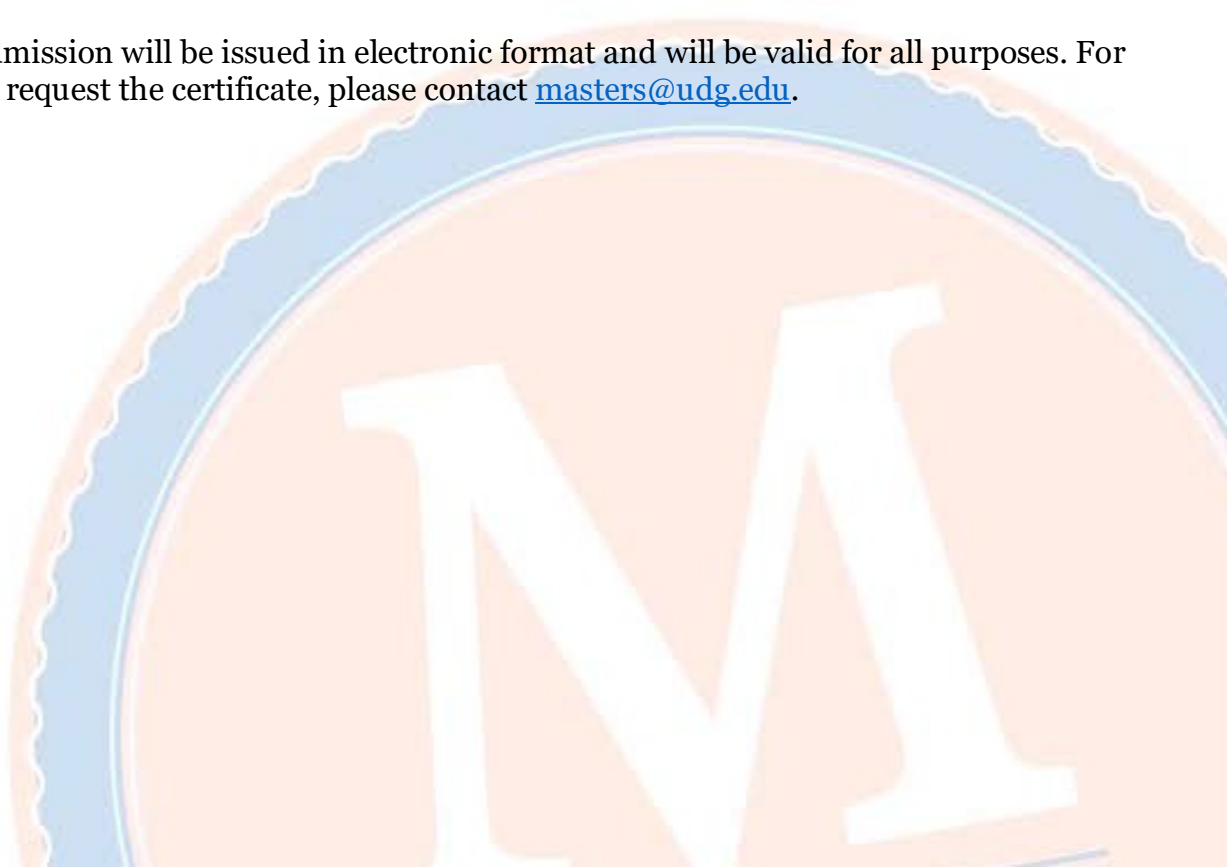
### CERTIFICATE OF ADMISSION TO A MASTER'S PROGRAM

(Student visa and other bureaucratic procedures)

If you have need of a certificate of admission, **it is a requirement that you have received the notification of acceptance to the master's degree** from the coordination department, within the admission periods set out in the [pre-registration calendar](#). **There is an issuance fee of €27.27 for the certificate of admission.**

The certificate of admission is issued at the request of the person concerned. The request for a certificate of admission is submitted via the University's Online Campus while logged in into your student account. **Make sure your passport is valid as required by the embassy or consulate.** If in doubt about student visas, please contact the relevant Spanish diplomatic delegation.

The certificate of admission will be issued in electronic format and will be valid for all purposes. For guidance on how to request the certificate, please contact [masters@udg.edu](mailto:masters@udg.edu).



Do you have any questions? Contact [masters@udg.edu](mailto:masters@udg.edu), Tel. 972 418843 or 972 419555