

UCAM



UNIVERSIDAD CATÓLICA  
DE MURCIA

# HOMOLOGATION PROCESS

UCAM – Universidad Católica San Antonio de Murcia



# What is the homologation?

Homologation is **recognition of studies**.

It is the procedure by which the Spanish Ministry of Education declares that the studies taken in a foreign country are equivalent to the level of high school in Spain.



# How to start the process?

To be admitted as international student, it's necessary that the previous education level is approved by the **Spanish Ministry of Education**.

Student needs to present the **recognition of studies application** (*solicitud*) in the Spanish Ministry of Education registries or in the places established in the regulations (Spanish embassies or consulates).

In order to carry out this process, it is necessary to follow the requirements.

# Documentation required



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1. **Payment proof** ([form 079](#)) click on "modelo 790 para estudios NO universitarios (Educación y Formación Profesional)"
2. **Recognition of studies request** made online/offline (*Volante de la homologación*) [Step by step process](#) + [Application here](#)
3. Certified photocopy/original and copies of **identification document** (NIE, passport, identity card etc.)
4. Certified photocopy/original and copies of the **foreign high school diploma legalized or apostilled** before the competent authority.
5. Certified photocopy/original and copies of the **legalized or apostilled transcript of records** accrediting all the subjects passed and the grades.

\*If the student is from a country where the official language is different from Spanish, he/she will have to **legally translate** all the documents to be submitted



# Can someone be admitted without the homologation?

**Yes**, with the recognition of studies request (Volante de homologación)

In this case, the admission will be conditional until the homologation is **resolved positively**.

After the deadline, if the student does not provide the homologation, the **admission will be canceled, the student will be withdrawn** without refund of the amounts paid.



**VOLANTE PARA LA INSCRIPCIÓN CONDICIONAL EN CENTROS DOCENTES O EN  
EXÁMENES OFICIALES**

**1. DATOS DEL SOLICITANTE**

Apellidos:	Nombre:
Lugar y fecha de nacimiento:	Nacionalidad:
Nº del Documento Nacional de Identidad (DNI), Pasaporte o Número de Identidad de Extranjero (NIE):	

**2. DATOS DEL REPRESENTANTE (sólo en caso de actuar mediante representación)**

Apellidos:	Nombre:
Nº del Documento Nacional de Identidad (DNI), Pasaporte o Número de Identidad de Extranjero (NIE):	

**3. DATOS RELATIVOS A LA INSCRIPCIÓN CONDICIONAL**

El presente volante se formaliza a efectos de cursar los estudios / realizar los exámenes (táchese lo que no proceda) de:

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El interesado declara que ha presentado solicitud de convalidación / homologación de sus estudios extranjeros cursados en el sistema educativo de .....  
por los correspondientes españoles de .....  
y formaliza el presente volante a los efectos de la inscripción condicional que se ha detallado.

Lugar y fecha	Firma
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# Once in Spain...



1. The student must **book an appointment** and go in person to the government delegation.

It is not necessary to go and present all the documents in person. Students can also designate a legal representative to submit all the paperwork on their behalf (after granting him/her a power of attorney). It is also possible to carry out the procedure entirely online. For this, students will need to have a digital certificate or electronic signature.

2. Must choose the following options and book an [APPOINTMENT HERE](#):

- *ÁMBITOS DISPONIBLES: "MURCIA"*
- *TRÁMITES DISPONIBLES PARA EL ÁMBITO SELECCIONADO: "REGISTRO DE DOCUMENTACIÓN"*

3. Must bring all the documentation mentioned before (original and photocopies). The documents must be accompanied by a corresponding **official translation into Spanish**. The official translation may be carried out by:



- A **Sworn Translator** duly authorized or registered in Spain.
- Any **diplomatic or consular** representation of Spain abroad.

The certified copies must meet the following requirements:

At the registry office where the application is submitted, the applicant should present **photocopies of all the original documents**. The registry office will compare the documents and copies, will stamp or certify them, and will return the original documents.

If the photocopies are already **legally certified by a notary or by the Spanish Consulate or Embassy** in the country where the document was issued, **the original document need not be presented**.

4. After delivering the requested documentation and pay the fee, they will stamp the **temporal request** (*volante*) which will identify that it is already in process.





El Director General de Evaluación y Cooperación Territorial, por delegación del Sr. Ministro, ha dictado con esta fecha la resolución siguiente:

\*Vista la propuesta formulada por el Área de Alta Inspección de Educación en Madrid, este Ministerio, en aplicación de lo dispuesto en el Real Decreto 104/1988, de 29 de enero (B.O.E. de 17 de febrero) y normas que lo desarrollan, ha acordado que los estudios cursados conforme a sistemas educativos extranjeros por los peticionarios relacionados en el anexo P-45 a la presente Orden queden reconocidos en España en los términos que en cada caso se especifican.

Anexo que se cita:

Nombre y Apellidos:

Sistema educativo extranjero:

Términos del reconocimiento: Homologación al título de Bachiller (Ley Orgánica 2/2006)

Nota media\*:

En su virtud, esta Subdirección General de Ordenación Académica, expide la presente CREDENCIAL, a los efectos previstos en el número decimoquinto de la Orden de 14 de marzo de 1988 (B.O.E. del 17).

Madrid, xx de xxxx de 201x

(\*): La nota media ha sido calculada, en su caso, de acuerdo a lo establecido en el DA.º 3 del R.D. 104/1988



The procedure of accreditation will be completed approximately within **six months** of the date on which the application was received by the registry offices of the Ministry of Education.