

# HOMOLOGATION OF UNIVERSITY AND POSTGRADUATE DEGREES

## TO WHOM?

Professionals in possession of a higher education degree given by foreign institutions to be recognised as an official Bachelor's or Master's degree.

## WHERE TO APPLY?

The application must be submitted to any public registry of the General State Administration, Autonomous Communities and some of the Local Administrations (many City Councils have signed agreements that allow them to act as a Public Register).

## APPLICATION PROCEDURES

1. Application form duly completed. The application form can be completed either online or by downloading the form attached within the links below mentioned.
2. Proof of payment of the fee (see form 790 in links of interest). This form can be presented at any Spanish financial institution. In the case of payment from abroad, a bank transfer must be made with the following details:
  - Beneficiary: Ministry of Science, Innovation and Universities.
  - Account: ES16 9000 0001 2002 5310 8022 of the Bank of Spain.
  - BIC code: ESPBESMMXXX
  - Address: Calle de Alcalá, 48, 28014 Madrid (Spain).
3. Certified copy of the document proving the identity and nationality of the applicant, issued by the competent authorities of the country of origin or provenance or by the Spanish authorities with jurisdiction over foreigners resident in Spanish territory, a photocopy of the identity card or authorisation to verify the identity data provided by the Administration.
4. Certified copy of the qualification for which equivalence is requested or of the certificate accrediting its issuance and where appropriate, the corresponding official translation.
5. Certified copy of the academic certification of the studies carried out by the applicant to obtain the degree. The applicant has to state among other things, the official duration of the study plan followed in academic years, the subjects taken and the time load for each one of them as well as the total teaching load. Besides. if applicable, a certified copy of the corresponding official translation.

The original documents must be duly legalised, either with the corresponding Hague Apostille (if the country is a signatory to the Hague Convention) or by diplomatic legalisation.

The competent bodies to verify the documents attached to the application for the purpose of this procedure are:

- Registry of the Ministry of Universities
- Government Delegations
- Spanish Embassies and Consulates abroad
- Spanish Notaries Public

## FEES

The fee in force as of January 2024 amounts to a total of €166,50 for each qualification to be recognised.

## DELIVERY OF TITLES

Interested parties may collect the certificate in person or through a person or agency duly authorised by means of a Power of Attorney or written authorisation to that effect, with the signature of the interested party and accompanied by photocopies of the National Identity Card or Passport of the interested party and of the authorised person.

- Place of collection. Subdirección General de Títulos. Paseo de la Castellana 162 (Madrid) from 9h to 14h, from Monday to Friday.
- Other agencies. The interested party may request, in writing addressed to the Subdirector General for Qualifications, that the credential be sent to the Area of the High Inspectorate of Education of the Government Subdelegation where he/she wishes to go to collect it. If applicable, you may request, through the same channel, that the credential be sent to the Consejería de Educación of the Spanish Embassy where you want to collect it.

## USEFUL LINKS

1. [Real Decreto 967/2014 on the recognition of foreign qualifications](#)
2. [Form 790 for the payment of fees](#)
3. [Application form for equivalence of academic qualifications](#)
4. [Access to online application \(for EU citizens and foreigners with NIE\)](#)