

Documents required for pre-registration in university master's programmes

Remember to save all the required documentation in .pdf format. **Create a .zip o .rar** file not exceeding a total of **8 MB**, to include all your documents, which must be clearly marked.

1. A copy of your current national identification document (NIE) or passport.
2. A copy of your university degree certificate or of the degree certificate payment receipt. (The *acta de grado*, a document issued at graduation ceremonies in some American countries, is not accepted as a university degree certificate.)
3. A copy of the academic transcript corresponding to your completed university degree programme (preferably with marks out of 10).
4. Document with the grade point average equivalence of your foreign marks into the Spanish System, from the "[Ministerio de Educación Cultura y Deporte](#)".
5. Your curriculum vitae.
6. Letter of motivation.
7. European University Diploma Supplement for universities of [EU member countries](#) or certificate issued by the home university that allows admission to postgraduate studies.

During pre-registration you must attach, along with the documents issued in the official language of your university, **the OFFICIAL TRANSLATION INTO CATALAN OR SPANISH OF YOUR:**

- A) university degree certificate
- B) academic transcript

NOTE! If the original documents have been issued by your home university in ENGLISH, no translation is needed.

This **OFFICIAL TRANSLATION INTO CATALAN OR SPANISH** must be done by one of these official authorities:

- Any Spanish diplomatic mission or consular section in a foreign country.
- The diplomatic mission or consular section in Spain of the country of which the applicant is a citizen or, where applicable, of the country of origin of the document.

Embassies and consulates generally do not offer translation services but will certify correct and exact translations done externally. Normally, the document is stamped to indicate that the translation has been certified.

- A sworn translator duly registered and authorised to translate in Spain. Further information is available at:
 - a) [Registry of sworn translators and interpreters of the General Directorate for Language Policy of the Government of Catalonia \(*la Generalitat*\)](#)
 - b) [List of sworn translators and interpreters certified by the Spanish Ministry of Foreign Affairs and Cooperation](#)

The official translation must be stamped by the translator.

NOTE! In case you need your studies being approved by Spanish officials (the Ministry of Education, Culture and Sport), you will need to submit the official recognition of the diploma allowing admission to postgraduate studies and will not be necessary to submit the documents mentioned in the previous point 6. The other documents to be delivered are the same as described above. You must follow, as well, the process of official translation.