

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

### MANDATORY DOCUMENTATION THAT MUST ACCOMPANY THE APPLICATION FOR EQUIVALENCE

- Photocopy of NIF /NIE/ Passport
- Original and photocopy or certified copy of the degree for which the equivalence is to be obtained or of the certificate accrediting its issuance.
- Original and photocopy or certified copy of the academic qualification of the studies carried out to obtain the doctorate degree, stating the official duration in academic years, the program of studies followed, the subjects taken, the time load of each one of them and their grades.
- Document certifying the grade obtained in the thesis defense.
- Explaining memory of the thesis written in Spanish (between 5 and 10 pages) in pdf format.
- A copy of the thesis in the language in which it was defended in pdf format.

### DOCUMENTS ISSUED ABROAD MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:

1. They shall be official and issued by the competent authorities, in accordance with the legal system of the country concerned.
2. They must be legalized through diplomatic channels or, if applicable, by means of an apostille of the Hague Convention. This requirement shall not apply to documents issued by the authorities of the Member States of the European Union or signatories of the Agreement on the European Economic Area.
3. They must be accompanied, where appropriate, by the corresponding official translation into Spanish.

### DOCUMENT VALIDATION

In case of doubt about the authenticity, validity or content of the documents provided, the necessary steps may be taken to verify them, and the competent authority issuing them may be contacted to validate the doubtful points.

## LEGALIZATION OF DOCUMENTS

The legalization of documents is a necessary step for the processes of access to doctoral studies and for the application of **equivalence of the doctor's degree**.

### Legalization ways

The procedures for the legalization of documents vary according to the country of origin of the studies or titles, there being different means of legalization:

1. **Countries members of the European Union or signatories of the Agreement on the European Economic Area**  
Also Switzerland, by bilateral agreement with the E.U. For the documents issued in these countries it will not be necessary the legalization (only comparison with the original), legalization will not be necessary (only comparison with the original), **only the translated documentation** must be submitted.
2. **Signatory States of the "Hague Convention"** of October 5, 1961 (Albania, member since May 9, 2004, without effect for Spain).  
In order to legalize the documents of these countries it is enough with the opportune "Apostille" (model according to the [Convention of The Hague](#)) issued by the competent authority of the State from which the document originates. Hague Convention) issued by the competent authority of the State from which the document originates. More information at [Apostille \(e-APP\)](#), [Explanatory documents](#) and [Documents on how it works in practice](#).
3. **Countries that have signed the Andrés Bello Convention**. The stamp of the Spanish Ministry of Foreign Affairs is not required): Documents must be legalized through diplomatic channels, presented at:
  - a) The Ministry of Education of the country of origin for degrees and certificates of studies and in the Ministry for birth and nationality certificates.
  - b) The Ministry of Foreign Affairs of the country where the documents were issued.
  - c) The diplomatic or consular representation of Spain in said country.
4. The **rest of the countries**: Documents will be legalized through diplomatic channels, for this purpose they must be presented at:
  - a) The Ministry of Education of the country of origin for degrees and certificates of studies and in the Ministry for birth and nationality certificates.
  - b) The Ministry of Foreign Affairs of the country where the documents were issued.
  - c) The diplomatic or consular representation of Spain in said country.
  - d) The Legalization Section of the Spanish Ministry of Foreign Affairs (Phone +34 913791606).

Documents issued by diplomatic or consular authorities of other countries in Spain must be legalized at the Spanish Ministry of Foreign Affairs.

## TRANSLATE OF DOCUMENTS ISSUED IN A FOREIGN LANGUAGE

All documents issued in a foreign language must be accompanied by their translation into Spanish, which may be done:

1. By a sworn translator, duly authorized and registered in Spain.
2. By UNESCO, the Office of the Ibero-American Center for Cooperation or any other organization recognized in Spain.
3. By any diplomatic or consular representation of the Spanish State abroad.
4. By the diplomatic or consular representation in Spain of the applicant's country of nationality or, if applicable, of the country of origin of the document.