

## **LEVEL VERIFICATION FOR ACCESS TO MASTER'S STUDIES**

### **What is level verification?**

To access official Master's studies with a foreign, non-homologated bachelor's degree in Spain from a university outside the European Higher Education Area (EHEA), it is necessary to undergo a procedure called **level verification of equivalent education**.

To do this, the student must **submit in person or send by postal mail** to the Postgraduate Section (Edificio Rector Soler, 3<sup>a</sup> planta 30100 Campus de Espinardo), his/her academic documentation duly apostilled or legalized and officially translated into Spanish if necessary.

The documents will be reviewed by the corresponding commission to the area of study to verify that the studies certify a level of education equivalent to Spanish official degrees and that they qualify, in the country that issued the degree, for access to Master's studies. The resolution will be issued by the Vice-Rector for Studies by delegation of signature from the University's Rector.

If the resolution regarding the verification of the level of education of your Bachelor's degree is favorable, then the student **may apply for admission to a Master's program during the application period**.

Please note that this level **verification is not a homologation of the degree** and only allows the student to access official studies at the University of Murcia in a general sense.

### **How to apply and documentation required:**

The documents to be submitted are:

1. APOSTILLED OR LEGALIZED COPY OF PASSPORT
2. COMPLETED AND SIGNED LEVEL VERIFICATION REQUEST
3. BACHELOR'S OR UNDERGRADUATE DEGREE, duly apostilled or legalized.
4. PERSONAL ACADEMIC CERTIFICATION of the bachelor's or undergraduate degree indicating: the official duration, in academic years, of the program followed, the subjects taken, the workload of each of them (hours taken), and their grades, duly apostilled. \*If credits are listed but not hours, the student must provide evidence of how many hours each credit is equivalent to, or better yet, the total number of hours of the degree.
5. CERTIFICATION ISSUED BY YOUR HOME UNIVERSITY indicating that the degree obtained qualifies, in the issuing country of the degree, for access to Master's studies (must be signed by the competent authority of the home university or even the Ministry of Education), duly apostilled.

6. Proof of payment of the €55 fee (see the attached document explaining how to pay).

Remember that the student must either bring the original documents or send the documents with the original legalization or apostille stamps, or copies of the legalized documents certified with the original seal of the Spanish Embassy or Consulate in your country.

This process can take several weeks from the receipt of all your documents correctly apostilled or legalized. You must send your documents well in advance to have the verification resolved in time for the pre-registration deadline.

**It is not possible to pre-register for Master's studies until you have obtained a favorable resolution regarding the level verification of your Bachelor's degree.**

### **IMPORTANT: HOW TO SEND THE DOCUMENTATION:**

If your documentation is legalized, or apostilled but cannot be verified online, the student must send it to us through the Registry of the Embassy or Consulate of Spain if they verify all the original documentation (CÓDIGO GEISER-Dirección SIR. Órgano de destino: U01200001 Universidad de Murcia. Oficina de Servicio: O00002183 Registro General de la Universidad de Murcia); or otherwise, send it to us by **postal mail**, following one of these options:

- Copy of all documentation, but with the original legalization stamps or apostille.
- Copy of all documentation and legalization or apostille stamps, but with the original seal of their certification or authentication at the Embassy or Consulate of Spain abroad.

### **Offered Master's programs:**

<https://www.um.es/web/estudios/masteres>

### **Equivalence of average grades for university studies completed at foreign institutions:**

<https://sede.educacion.gob.es/tramite/login/inicio.jjsp?idConvocatoria=818>

### **More info:**

<https://www.um.es/web/iwp/perfiles/estudiantes/degree-seeking/requisitos-de-admision-para-master>