

Students who have studied at a foreign university, and who wish to study at the University of Girona, must take the following steps, depending on their particular academic situation.

In the following section we present the three most common cases:

### **1. If you have never studied at university**

A distinction must be made between students from member states of the European Union and those from other countries.

- a. Students from educational systems in member states of the European Union who have met the academic requirements in their countries to enter universities there, can enter a Spanish university without taking an entrance exam, in compliance with that which is established in article 38.5 of Organic Law 2/2006, dated 3 May, on Education. That is also applicable to students from the Swiss educational system and to students awarded the European Baccalaureate or the International Baccalaureate, as well as those from the educational systems of Iceland, Norway, Liechtenstein, and Andorra and students from the Chinese educational system.

Compliance with university entrance requirements will be verified by the National University of Distance Education (UNED), which will issue an accreditation certificate to enter the university. To obtain this accreditation student will have to apply via the Internet, in accordance with the guidelines established by the UNED on their website: [www.uned.es/accesoUE](http://www.uned.es/accesoUE). The credential issued by the UNED will specify an entrance grade on a 10-point scale. If a student wants a higher grade (maximum of 14 points), he or she must take the specific part of the university entrance exam (<http://www.uned.es/selectividad>) through the UNED.

This entry route is incompatible with other university access routes. Students who have gained access to a Spanish university cannot request to be admitted in this way.

- b. Students from educational systems in countries not included in the previous category must have their pre-university studies validated according to the Spanish educational system. That can be done in the Spanish Embassy in their country or in the Spanish Ministry of Science and Education or one of its Provincial Subsidiaries.

#### **Ministerio de Educación y Ciencia**

Subdirección general de títulos, convalidaciones y homologaciones

C/ Alcalà, 36

28014 Madrid

Tel. 91 701 85 00

Fax 91 701 86 37

Information Center:

C/ Alcalà, 36

Tel. 902 21 85 00

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#### **Subdelegació del govern a Girona**

Avinguda Jaume I, 17

17001 Girona

Tel. 972 06 90 00  
Fax 972 41 86 63

**Consorci d'Educació de Barcelona**

Plaça Urquinaona, 6  
08010 Barcelona

**Serveis Territorials d'Ensenyament a Girona**

C/Pompeu Fabra, 1  
17002 Girona  
872 91 50 00

[st\\_girona.educacio@gencat.cat](mailto:st_girona.educacio@gencat.cat)

If the approved and recognized qualification is equivalent to a qualification as a *Tècnic Superior de Formació Professional*, a *Tècnic Esportiu Superior* or a *Tècnic Superior d'Arts Plàstiques i Disseny*, the student will be allowed to enter official university undergraduate degree studies without taking an exam, unless he or she wants additional points for a higher admission grade. In that case, the student will be examined in subjects on the specific part of the university entrance exam (<http://www.uned.es/selectividad>) through the UNED. For entrance to university studies students are also required to pre-register during the corresponding pre-registration period.

If a student applying for university entrance has an approved and recognized qualification equivalent to a *Batxillerat* (an upper secondary education diploma, a high school diploma or a *Baccalauréat*), he or she must take the general part of the University Entrance Exam for Foreigners (PAU) through the National University of Distance Learning (UNED), which is graded on a 10-point scale. If the student wants additional points for a higher admission grade (maximum of 14 points), he or she must take the specific part of the university entrance exam (<http://www.uned.es/selectividad>) through the UNED. For further information, please contact this university at:

**UNED MADRID**

**Sección de Selectividad de la UNED**

C/ Senda del Rey, 11, 28040  
MADRID  
Tel: (00 34) 913 98 66 12/13/16  
E-mail:  
[selectiv@adm.uned.es](mailto:selectiv@adm.uned.es)

**UNED TERRASSA**

C/ Colón, 114, 2ª  
08222 TERRASSA  
Tel: 93 731 49 33  
E-mail:  
[info@terrassa.uned.es](mailto:info@terrassa.uned.es)  
<http://www.uned.es>

Once you have sat the exam and obtained the qualification, you may pre-register\*.

**2. If you have unfinished university studies done in your country**

If students have started university studies in their home country, as of the second half of April (approximately) they may apply for academic recognition of any or all of the subjects they have passed. The exact dates and the procedure to follow can be obtained from the academic secretary in the corresponding department or faculty. The following documents must be submitted at the time of application:

- Certified transcript of studies (with grades for all the subjects taken).
- Syllabus with all the subjects of which the university degree is made up and its duration in academic years, with the original stamp of the University.

- Programme of the subjects that you wish to have recognised, with the original stamp of the University.
- Certificate accrediting your nationality (passport, ID card, etc.)
- [Application](#).

All the documents must be official, issued by the relevant authorities and legalised through diplomatic channels or the Hague Apostille and translated, where necessary, into Catalan or Spanish. The legalization or Hague Apostille requirement applies to each and every document submitted (except documents from European Union member countries that do not require official recognition). The documents must be the originals or attested photocopies.

If the University accepts a minimum of 30 credits, students must apply directly to the faculty or school for admission.

If less than 30 credits are accepted, students must complete the university pre-registration\* process and apply only to the faculty or school that accepted the credits. They will be given a grade of 5.00 for admission to the university.

If it is not possible to validate any credit, you will have to follow the same steps as for part 1.

### 3. If you finished your university studies outside Spain

In such a case, you may ask for recognition for an official Spanish university qualification or the validation for partial studies, bearing in mind that **both options may not be requested at the same time**:

- The validation of foreign studies for partial Spanish university studies corresponds to the Spanish university at which you wish to continue studying. You will thus obtain the qualification issued by the university in question. In this case you should request validations from the Academic Secretary of the corresponding Faculty or School, as explained in point 2.
- If you would like to request the recognition of your studies for an official Spanish university qualification, you should address the Spanish Embassy in your country or the Ministry of Education and Science or Provincial delegations:

**Subdelegación general de títulos, convalidaciones y homologaciones.  
Servicio de convalidaciones y homologaciones**

Paseo del Prado, 28  
28014 Madrid  
Tel. 91 506 56 00

**Subdelegació del Govern a Girona**

Avinguda Jaume I, 71  
17071 Girona  
Tel. 972 41 86 00

In this case, you may find three kinds of decision:

- The approval of the foreign qualification, as it corresponds to a Spanish qualification.
- The denial of the approval requested. In this case and if relevant, you may go ahead with requesting the partial approval of your studies.
- Approval conditioned to passing complementary training requirements. Fulfilling these requirements can be done through a Spanish university or corresponding higher education centre.

If your qualification is approved, you may access the university studies:

1. Undergraduate studies. To register students must have completed the pre-registration process.

2. Official University Master's Programmes. To register students must have completed the online pre-registration process. Further information: <http://www.udg.edu/masters>
3. Unofficial Postgraduate, Masters and Specialisation Courses (the UdG's own degrees). In this case, you do not need to have your studies previously approved. For further information, please consult our website. <http://www.udg.edu/if> or make a personal visit to:

**Fundació Universitat de Girona: Innovació i Formació**

Edifici Mercadal - Plaça Jordi de Sant Jordi,1  
17001 Girona  
Tel. 972 21 02 99  
E-mail: [fcontinua@pas.udg.edu](mailto:fcontinua@pas.udg.edu)

4. Third cycle or Doctorate studies. In this case, you do not need to have your studies previously approved. For further information, please consult our website. <http://www.udg.edu/publicacions/doctorat/> or make a personal visit to:

**Girona International Graduate School. Doctoral Unit.**

Campus Montilivi – Mòdul 20  
17071 Girona.  
Tel. 972 418048

**\* PRE-REGISTRATION**

Those who fulfil the requirements of current legislation and who wish to access the first course of any Faculty, Technical School or University School in Catalonia, will have to do a University Pre-Registration. The application period will have two convocations, one in June and the other in September.

The application is to be presented at the Oficina d'Orientació per a l'accés a la Universitat (Guidance Office for access to the University) in Barcelona or its delegate offices:

**Oficina d'Orientació per a l'accés a la Universitat**

Pl. Bonsuccés, 5-6  
08001 BARCELONA  
Tel. 93 223 03 23 / 93 223 25 91

**Oficina Delegada d'Orientació per a l'accés a la Universitat**

Universitat de Girona  
*Secció d'Atenció a l'Estudiant i d'Accés*  
*Centre d'Informació i Assessorament dels Estudiants - CIAE*  
Campus Montilivi  
17071 Girona  
Tel. 972 41 98 54  
Fax. 972 41 98 44  
E-mail: [acces@udg.edu](mailto:acces@udg.edu)

Stages for carrying out the pre-registration:

Formalise the pre-registration on Internet: <http://accenet.gencat.cat>

Submit the documentation required for university entrance. It is important to take into account the difference between an university entrance grade and a university admission grade. An entrance grade is based on a 10-point scale and is the same grade used for entrance to any undergraduate degree programme. An admission grade is based on a 14-point scale and, depending on the particular programme to which the student is applying, this grade is determined according to the subjects passed on the specific part of the entrance exam, which are weighted with a factor of 0.1 or 0.2.

**General Regulations**

The university entrance regulations can be consulted at: <http://www.udg.edu/acces> ›  
Normativa vigent d'accés

For more information studies at the UdG <http://www.udg.edu> > Estudia a la UdG