



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

ACADEMIC YEAR 2025-2026

PRE-REGISTRATION AND ADMISSIONS

MASTER'S DEGREE STUDIES

EARLY PHASE 0



Index

1. WHO IS THE TARGET AUDIENCE FOR PHASE 0.....	3
2. WHEN PHASE 0 OPENS.....	3
3. PRE-REGISTRATION APPLICATION FORM.....	4
4. FEE APPLICABLE IF A FOREIGN UNIVERSITY ENTRANCE QUALIFICATION FROM NON-EHEA EDUCATION SYSTEMS IS PRESENTED	4
5. DOCUMENTATION TO BE PROVIDED	6
6. OFFICIAL TRANSLATION OF THE DOCUMENTATION INTO SPANISH.....	8
7. PROCEDURE FOR THE LEGALISATION OF ACADEMIC DOCUMENTS (OFFICIAL DEGREES AND ACADEMIC CERTIFICATES) ISSUED IN A FOREIGN COUNTRY	9
8. HOW PHASE 0 WORKS	10

Pre-registration is a **competitive admissions procedure** in which **all applications are ranked**, and **places are allocated** for a given academic year.

At the UPV, pre-registering in advance before the ordinary period (but as part of it) in the so-called **PHASE 0** is possible.

1. WHO IS THE TARGET AUDIENCE FOR PHASE 0

This phase, which is part of the pre-registration procedure in its ordinary period, is aimed at **foreign graduates without European nationality and legal residence in any of the states of the European Union** so that they have, if applicable, their firm admission sufficiently in advance to process **study visas**, grants or permits.

In addition to a passport, a visa is usually required to enter Spain. The visa is processed at the Spanish Consulate in the country of origin. Students wishing to study at the UPV should check with the Spanish Consulate to find out if they require a student visa to enter and/or stay in Spain (a visa is always required if it is for more than 90 days). The non-resident must process and obtain the visa for their stay. The UPV does not have the authority to process visas. Finally, it is important to remember that for this visa, it is also necessary to prove that you have the required financial means to cover the cost of your studies, your stay, and the cost of returning to your country of origin. You can find more information [here](#)¹.

2. WHEN PHASE 0 OPENS

Only for the purposes mentioned above, and **at the request of the Academic Committees of the respective Master's degrees** that so request, will the pre-registration application **be opened** in advance (from **15 November 2024 to 14 February 2025**).

The list of Master's Degree Awarding Bodies (ERTs) that have decided to open this early phase, together with their contact details, is published on [the website of the Master's Degree Unit](#)² of Student Services.

¹ <https://www.upv.es/entidades/OAI/info/506741normalc.html>

² <https://www.upv.es/entidades/SA/mastersoficiales/592623normalc.html>

3. PRE-REGISTRATION APPLICATION FORM

Applications can be made using the **electronic form** available [here](#)³.

If you do not have a password, the first step is to request it through the link above. **Without the password, you cannot pre-register.** Once you request it, you will receive it by email, so remember to stay tuned. When you request the PIN, you will receive an email with a temporary (15-minute) encrypted verification link. You must click on this verification link to receive the access data to the pre-registration application.

Through the pre-registration application, each interested person can choose up to a **maximum of four Master's degree courses per phase** and six in the corresponding academic year. You must indicate your **order of preference**, putting first the Master's degree in which you are most interested. You must bear in mind that admission to a master's degree course you have applied for with the highest preference will cancel the other Master's degree courses you have applied for with the lowest preference. This order of preference can be modified while the pre-registration period is open.

On our website, you can find [help manuals](#)⁴ for pre-registration.

4. FEE APPLICABLE IF A FOREIGN UNIVERSITY ENTRANCE QUALIFICATION FROM NON-EHEA EDUCATION SYSTEMS IS PRESENTED

If you are a student **with a foreign higher education degree from an education system outside the European Higher Education Area (EHEA)**, such as Latin America, Asia, Africa... you have two options to pre-register with that degree:

1. **Pay a fee** (currently **€155.22**) established in [Decree 101/2024, of 2 August, of the Consell de la Generalitat Valenciana](#) so that the university can verify that your degree is equivalent to a Spanish bachelor's degree and that it qualifies you in your country of origin for postgraduate studies. **If the verification is favourable, the university will issue a rectoral resolution of educational equivalence and the pre-registration applications made may be assessed and resolved by the corresponding Degree Academic Committee (CAT).** Under no circumstances does access by this route imply

³ https://www.upv.es/pls/soalu/pos_preins.sol_preinscripcion?p_vista=normal

⁴ <https://www.upv.es/entidades/SA/mastersoficiales/1185934normalc.html>



the recognition of your degree or its recognition for purposes other than studying for a Master's degree.

Remember that for the UPV to be able to carry out this check:

- ✓ **You must have paid the fee on time.**
- ✓ **And you must have provided your degree (if applicable, legalised and translated into Spanish) and your certificate from the university of origin certifying that the degree you have provided allows access to official postgraduate studies in the country where the degree was awarded (guide model).**

Otherwise, the pre-registration for a master's degree at the UPV will be cancelled.

The fee is the same for all pre-registration applications and all phases. Thus, if the person concerned re-registers in another academic year, providing at least the same foreign entrance studies as the previous course, they will not have to pay the fee again.

It is not returned, as the university verifies irrespective of the result, even if the required documentation is not submitted on time.

Payment can be made during the pre-registration process by secure payment by credit card (TPV) or printing and paying the receipt at a CaixaBank branch in Spain. There is also the possibility of paying through the Flywire platform, which is especially recommended for international students, as it allows you to pay securely from any country, bank, and in your currency.

If you paid the fee at another Spanish university, you do not need to pay it again. We can exempt you from paying it again at the UPV. To do this, you must request the exemption in your pre-registration application and provide the favourable resolution issued by the other university regarding the qualification you provide to access the Master's degree that is the subject of the equivalence verification.

If the applicant provides mixed studies, i.e., foreign and Spanish or EHEA studies, they must also pay the fee to be admitted with the foreign access studies presented.

- 2. Provide your degree homologated or declared equivalent to the academic level of an official university bachelor's or master's degree** by means of a credential of homologation or a certificate of equivalence issued by the **competent Spanish Ministry**. You can find more information at the following link:

<https://universidades.sede.gob.es/procedimientos/index/categoria/1355>.

Therefore, you can present your university degree to be validated at the UPV or present it after it has been homologated (considering that it is a long process and that the submission of the homologation application will not be enough).

It is important to note that if you want to access a qualifying master's degree (except in the case of the Master's Degree in Secondary Education), you will only be able to access if your degree is recognised by the competent Spanish Ministry.

If you are a student with a foreign higher education university degree from an EHEA education system (at the moment, [the EHEA participation rights of Russia and Belarus are suspended](#)⁵), you can access university Master's studies if your degree has the same level as the Spanish Bachelor's or Master's degree, as long as with that level of education you can access Master's studies in your country.

There is no need to pay any fee for the UPV to verify the equivalence of the educational level to the Spanish degree. However, you must provide documentary proof that with your degree, you can access Master's degree studies in your country.

Only if you want to access a qualifying master's degree (except in the case of the Master's Degree in Secondary Education) will you need your degree to be recognised by the competent Spanish Ministry.

5. DOCUMENTATION TO BE PROVIDED

The necessary documentation (**translated into Spanish, if applicable, and legalised or apostilled**) that you must provide is as follows:

- **Identification document:** Passport.

⁵ <https://ehea.info/page-ADOPTION-OF-THE-STATEMENT>



- **Official university degree provided for access***. It is indispensable for the UPV to verify the level of education equivalent to a Spanish bachelor's degree.

If applicable, credential of homologation or certificate of equivalence of the foreign degree to the official university academic level of bachelor's or master's degree issued by the competent Spanish ministry.

- **Certificate from the university or institution of origin, certifying that the qualification provided allows access to official postgraduate studies in the country issuing the qualification* ([guide model](#))**. It is indispensable for the UPV to verify the level of education equivalent to a Spanish bachelor's degree.
- **Academic transcript from the university of origin*** (including the official duration in academic years of the studies taken, the courses passed, the marks obtained in them and the time load for each) **with an indication of the average mark in base 10.**

If the average mark is on a different scale, a declaration of equivalent average marks from university studies carried out in foreign centres **to the Spanish scale** must be attached. If the mark is not provided in base 10, a 5 will be assigned as the access mark.

[Calculation of the equivalence of the average grade of qualifications obtained abroad.](#)

- **Where applicable, documentation accrediting compliance with the compulsory language requirement for admission.**

[University master's degrees with compulsory language requirement for admission](#)

- **Curriculum vitae (or resumé) in European Union format**, you can download it here:

<https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=es>

* It is essential that the official foreign degree and academic certification, which are not issued in Spanish or English, be submitted officially translated into Spanish and legalized, if applicable. The certificate from the university or institution of origin, certifying that the qualification provided allows access to official postgraduate studies in the country issuing the qualification, must also be translated into Spanish.

- Some master's degrees require **additional documentation**; it is advisable to visit the section of the specific Master's degree in its microweb, which you can access from the following search engine:

<https://www.upv.es/estudios/master/index-es.html>

- If you apply for part-time registration, you must accredit the need for this type of registration. At the UPV, a full-time academic year is equivalent to 60 ECTS credits. A student is considered to be a full-time student when they enrol for more than 40 credits. Part-time registration is that which comprises between 18 and 40 credits per year.
- The syllabuses of the courses passed may be required if necessary.

This **documentation**, necessary for analysing your pre-registration application, must be uploaded **directly in electronic format (PDF) through the same pre-registration application**.

Each document (specified in the above sections: identification document, degree, certificate of university of origin access to postgraduate studies, academic record, curriculum vitae, etc.) **must be uploaded in a separate file from the rest** (which may include legalisation and translation, if applicable), regardless of the number of pages it contains. **The maximum number of documents admitted is 12.**

At any time, the university may require the student to submit on paper the original documentation for verification purposes with the obligation to provide it. The lack of veracity of the information or the falsification of the documentation submitted will entail the invalidity of all administrative acts issued on the basis of such information or documentation, without prejudice to the criminal or administrative liability that may arise from such circumstance.

6. OFFICIAL TRANSLATION OF THE DOCUMENTATION INTO SPANISH

All documents issued in a foreign language by the competent authorities of the country of origin must be accompanied by an **official translation** into Spanish, which **may be made**:

- a) By any diplomatic or consular representation of the Spanish State abroad.

b) By the diplomatic or consular representation in Spain of the country of which the applicant is a national or, where appropriate, of the country of origin of the document.

[List of embassies and consulates](#)

c) By a sworn translator duly authorised or registered in Spain.

[List of sworn translators and interpreters Appointed by the Ministry of Foreign Affairs, European Union and Cooperation](#)

7. PROCEDURE FOR THE LEGALISATION OF ACADEMIC DOCUMENTS (OFFICIAL DEGREES AND ACADEMIC CERTIFICATES) ISSUED IN A FOREIGN COUNTRY

Legalisation is the procedure by which a foreign public document is made valid, verifying the authenticity of the signature on the document and the quality with which the authority signing the document has acted. A degree or an academic certificate must be "legalised" in order for it to be valid in Spain.

The "**legalisation**" process **must be carried out in the country that issued** the degree and the scholarship certificate, so it **differs in each country of origin**. At the end of the process, the document can be recognised (identity and authority of the signatory) by the Spanish authorities.

Legalisation is not required for original documents issued in Member States of the **European Union, signatories of the Agreement on the European Economic Area or bilateral agreements with the European Union:**

- Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain and Sweden.
- Signatory States to the Agreement on the European Economic Area: Iceland, Liechtenstein and Norway.
- Switzerland, by bilateral agreement with the European Union.

In other cases, scholarship documents issued abroad that are to be valid in Spain must be **duly legalised** by the **following conditions**:

- **Scholarship documents issued in countries that have signed the [Hague Convention of 5 October 1961](#)**. A single legalisation or "**apostille**" issued by the competent authorities of the country is sufficient. The apostille can only be issued by a competent authority designated by the state from which the document originates.
- **Scholarship documents issued in other countries must be legalised through diplomatic channels**. For this purpose, the generally established procedure is to present the documents in correlative order to the following bodies:
 1. At the Ministry of Education (or competent Ministry) of the country of origin, for the recognition of the signatures on the original document.
 2. At the Ministry of Foreign Affairs of the country where the documents were issued, for the legalisation of the recognition of signatures carried out at the Ministry of Education.
 3. At the diplomatic or consular representation of Spain in the country of origin, for the recognition of the signature of the previous legalisation.

8. HOW PHASE 0 WORKS

In the case of students who provide a foreign university higher education degree from an education system outside the European Higher Education Area (EHEA), **once they have pre-registered and paid the fee, based on the documentation provided, the level of education equivalent to a Spanish bachelor's degree will be verified concerning the access studies provided and which allow access to official university master's degree courses**. If the relevant documentation is unavailable, it will not be possible to carry out the verification even if the fee has been paid and the pre-registration will be cancelled.

The **favourable report** on the equivalence level of foreign studies leads to the generation of a **favourable rector's resolution** regarding the application for access to official Master's degree courses.

Once the equivalent level of education has been satisfactorily resolved, the Academic Committee of the corresponding Master's degree may admit, reject or accumulate your application(s) together with the applications for the ordinary period (in phases 1 or 2), considering the number of places offered by the Master's degree and the demand for it.

Please note that pre-registration is a **competitive process**, and it may not be possible to commit the admission of applicants until all applications are available in order to select interested students with the best academic records. Therefore, it is possible that your application will not be resolved in advance of the phases of the ordinary period (phases 1 or 2).

The dates for the resolution of pre-registration applications will be set in the academic calendar for the academic year 2025-2026. You can check them in the [PHASES AND DEADLINES section of our website](#).

The **applicant's admission** by the Academic Committee of the Master's degree will result in a **certificate of admission** to the corresponding Master's degree.

You can download both the rectoral resolution and the admission certificate by entering your pre-registration after receiving an email from the Master's Management informing you of your admission. This certificate of admission is usually used to process your visa. However, even if you have been admitted in phase 0, **you will not be able to formalise your registration for the Master's degree until the final publication of the pre-registration results of the corresponding ordinary phase** [phase 1 (June) or phase 2 (July)].

If your application has **not been resolved** for any reason, it will **be automatically included in the ordinary pre-registration phase** for assessment and evaluation, together with the rest of the applications received in this phase, without the need for any action on your part.

The Master's Academic Committee can also **reject** your application.

You can check the status of your application at any time by accessing the electronic pre-registration application form.

IMPORTANT:

- In the case of several pre-registration applications and once the final results have been published, only the pre-registration application with the highest order of preference will remain admitted and authorised, with the other applications being cancelled.



- According to Decree 101/2024, of 2 August, of the Consell de la Generalitat Valenciana, foreign students who do not have resident status, excluding nationals of member states of the European Union and those to whom the Community regime applies, must pay double the public prices for university academic services. Students who have a residence permit for study purposes are considered non-residents for these purposes.