



UNIVERSITAT  
POLITÈCNICA  
DE VALÈNCIA

# **Academic Year 2025-2026**

## **INFORMATION DOCUMENT**

### **Pre-registration and admission to Master's degrees**

**Master's Unit**  
**Student Services**

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## 1. ACCESS REQUIREMENTS

To access the official Master's degrees, it is necessary to hold one of the following degrees:

- a) **Official Spanish university degree:**
  - i. **Graduate,**
  - ii. **Master's degree** or
  - iii. corresponding to the **pre-European Higher Education Area (EHEA)<sup>1</sup>** :
    - Official degree in **architecture, bachelor's degree or engineering.**
    - Official **diploma, technical architecture or technical engineering degree**, with any additional training that may be required and in accordance with the provisions of the corresponding verification report of the master's degree to which access is sought.
- b) **Degrees at the same level** as the Spanish **Bachelor's or Master's degree** issued by universities and higher education institutions **in an EHEA country<sup>2</sup>** which in that country **allows access to Master's studies.**
- c) **Degrees** from educational systems that **do not form part of the EHEA, which are equivalent to a Bachelor's degree**, without the need for the degree to be recognised, but which do require **verification by the university of the level of training** involved, provided that **in the country where the degree was issued, it allows access to postgraduate university studies.** In no case will access by this route imply the recognition of the previous qualification held by the person concerned or its recognition for purposes other than that of carrying out the master's degree studies.

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<sup>1</sup> In accordance with the provisions of the first additional provision of Royal Decree 822/2021.

<sup>2</sup> The EHEA participation rights of [Russia and Belarus are currently suspended.](#)

- d) **An international university degree that has been officially recognised or declared equivalent** by the **Spanish Ministry** of Universities to an official qualification or academic level that **allows access to master's degrees**.
- e) **Exceptionally**, students may be admitted on a **conditional basis**:
- i. **a Spanish or EHEA degree** that is still pending:
    - passing **the Bachelor's thesis and** a maximum of **9 ECTS credits**.
    - accredit the **knowledge of an international language required to obtain a bachelor's degree**.
  - ii. the **academic programmes with successive courses (PARS)** in the field of **Engineering and Architecture** offered by the Universitat Politècnica de València, to take the **official master's degree of this programme** without having completed the related bachelor's degree, provided that the **Bachelor's thesis and one or more courses** remain to be passed, which in no case may together (Bachelor's thesis and courses) exceed **30 credits**.

Students **with conditional enrolment** in a master's degree (both in official master's degrees that are part of PARS and in the rest of the official master's degrees) **cannot obtain the master's degree if they have not previously obtained the bachelor's degree**.

## 2. ADMISSION REQUIREMENTS

Students who meet the access requirements may be admitted to a master's degree in accordance with the specific requirements and merit assessment criteria established by each master's degree.

Consult the specific requirements of the Master's degrees in which you are interested in the UPV's [Master's degree search engine](#).

In addition, some master's degrees have established compulsory language requirements for admission: [see here the university master's degrees with compulsory language requirements](#).

### 3. DEADLINES

**PHASE 0:** Pre-registration period in advance of the ordinary period (Phases 1 or 2, depending on the choice of each master's degree) aimed exclusively at international graduates without European nationality and without legal residence in any of the European Union countries, so that they have sufficient time in advance to apply for study visas, grants or permits. This advanced period is only available for some university master's degrees.

- **Submission of applications: from 15 November 2024**

[Consult the list of phase 0 master's degrees](#)

- Resolution of applications by the Degree Academic Committee (CAT): in case of acceptance, an admission certificate is issued. Since pre-registration is a competitive process, the CAT may not be able to commit admission until all the applications from the ordinary period (phase 1 or 2) have been received.

**The end of the period for submitting applications for phase 0 as well as the dates for submitting applications for phases 1, 2 and 3 will be set in the academic calendar for the next academic year 2025/2026, which is expected to be submitted for approval by The Governing Council of the UPV in its December session.**

**The deadlines for the last pre-registration for the 2024-2025 academic year are shown below for guidance purposes:**

**PHASE 1.** This phase is optional for university master's degree programmes that apply before 1 February 2024.

**Submission of applications: 1 March to 3 May 2024.**

- Deadline for consideration of scholarship conditions: 24 May 2024.
- Resolution of applications by CATs: until 3 June 2024.
- Publication of pre-registration results: 5 June 2024 from 2 p.m. onwards.
- Deadline for submission of pre-registration results: until 23:59h. on 10 June 2024.
- Deadline for the resolution of pre-registration result claims by the ERTs: until 23:59 h. on 13 June 2024.
- Deadline for confirmation of remaining on the waiting list for future vacancies: from 5 to 10 June 2024.
- Registration date for admitted students: 7 and 10 June 2024.
- Allocation of vacancies for students who have been activated on the waiting list: 12 June 2024.
- Registration date for students on the waiting list admitted to the vacancy allocation: 13 June 2024 from 9:00 a.m. to 11:59 p.m.

[Consult the list of phase 1 masters](#)

**PHASE 2.** This phase opens the pre-registration period for all master's degrees that have not applied for Phase 1, as well as for master's degrees that have vacancies after the admission results of Phase 1.

**Submission of applications: from 17 to 28 June 2024.**

- Deadline for consideration of scholarship conditions: 16 July 2024.
- Resolution of applications by CATs: until 19 July 2024.
- Publication of pre-registration results: 22 July 2024 from 2 p.m. onwards.
- Deadline for submission of pre-registration results: until 23:59h. on 25 July 2024.
- Deadline for ERTs to resolve pre-registration result claims: until 23:59h. on 30 July 2024.
- Confirmation period to remain on the waiting list for future vacancies: from 22 to 24 July 2024.
- Registration date for admitted students: 23 and 24 July 2024.
- Allocation of vacancies for students who have been activated on the waiting list: 25 July 2024.
- Registration date for students on the waiting list admitted to the vacancy allocation: 26 July 2024 from 9:00 am to 11:59 pm.

[Consult the list of phase 2 masters](#)

**PHASE 3.** In this phase, the pre-registration period opens only for master's degrees with seats available.

**Submission of applications:** two distinct periods: **29 July to 2 August 2024** and **26 August to 6 September 2024.**

- Deadline for consideration of scholarship conditions: 9 September 2024.
- Resolution of applications by CATs: until 12 September 2024.
- Publication of pre-registration results: 13 September 2024 from 2 p.m. onwards.
- Deadline for submission of pre-registration results: until 23:59h. on 18 September 2024.
- Deadline for ERTs to resolve pre-registration result claims: until 23:59h. on 23 September 2024.
- Deadline for confirmation of remaining on the waiting list for future vacancies: from 13 to 17 September 2024.
- Registration date for admitted students: 16 and 17 September 2024.
- Allocation of vacancies for students who have been activated on the waiting list: 18 September 2024.
- Registration date for students on the waiting list admitted to the vacancy allocation: 19 September from 9:00 am to 11:59 pm.

[Consult the list of phase 3 masters](#)

## 4. PRE-REGISTRATION APPLICATIONS

The application is made through the **electronic form** available [here](#).

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.** Please note that documents and resolutions will be issued with the names and surnames provided, so you must indicate your full name. Once you request it, you will receive it by e-mail, so remember to keep an eye out for *spam*. 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 six master's degrees per academic year, with a limit of four per phase**. 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 entails the definitive cancellation of the other master's degrees you have applied for with a lower preference. This order can be modified while the pre-registration period is open. Remember to check this at each stage of the pre-registration process.

If you have registered for a master's degree and you are later admitted to another one of better preference, when you access the automatic enrolment, the system will give you the option of un-registering from the first one to be able to enrol in the latter.

On our website, you have at your disposal some [manuals to help you](#) with the pre-registration process.

## 5. FEE APPLICABLE IF AN INTERNATIONAL UNIVERSITY ENTRANCE QUALIFICATION FROM NON-EHEA EDUCATION SYSTEMS IS PRESENTED

If you are a student with an international **higher education degree** from an education system **outside the EHEA** (e.g. Latin America, Asia, Africa...), you have two options to pre-register with that degree:

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





degree or its recognition for purposes other than that of undertaking Master's degree studies.

Remember that for the UPV to be able to carry out this check, you must have:

- ✓ paid the **fee on time** and
- ✓ provided your title legalised and your **certificate** from the university of origin certifying that the degree you have provided **allows access to official postgraduate studies** in the country of origin (if applicable), and translated both documents officially into Spanish).

Otherwise, the pre-registration for master's degree studies 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-register in another academic year, providing the same international entrance studies as the previous course of study, they will not have to pay the fee again.

**The refund is not applicable**, as the verification is carried out by the university irrespective of the result, even if the required documentation is not submitted on time.

You can pay by accessing the pre-registration *receipts* section, using the secure **credit card** payment method (TPV) or by printing the receipt and paying it at a **CaixaBank branch in Spain**. There is also the possibility of paying through the **Flywire** platform, which is useful for international students who have not enabled international payment with their credit card, as it allows you to pay securely, from any country, any bank and in your own currency. This [informative video](#) explains in one minute how it works. This platform is not enabled for payments from Spain.

If you paid the fee at another Spanish university, you do not need to pay it again. You can request exemption from payment by attaching to your pre-registration the favourable resolution issued by the other university

with regard to the qualification of access to the master's degree that is the object of the equivalence check.

If the applicants provide mixed studies, i.e. international and Spanish or EHEA studies, they must also pay the fee if they wish to be admitted with the international access studies presented.

- 2. Bring your recognised qualification or declared equivalent to the academic level of an official university bachelor's or master's degree, by means of a credential of recognition or a certificate of equivalence issued by the competent Spanish ministry.** You can find more information in the [following link](#).

Therefore, you can either present your university degree to be validated at the UPV or present it after it has been homologated or declared equivalent by the ministry (bearing in mind that it is a long process and that only the credential or certificate obtained at the end of the process will be useful, not the application).

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 can only access it if your degree is recognised by the competent Spanish ministry.

### 5.1 OBSERVATIONS FOR ACCESS WITH INTERNATIONAL HIGHER EDUCATION QUALIFICATIONS FROM AN EHEA EDUCATION SYSTEM

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

You do not have to pay any fee for the UPV to verify the equivalence of the educational level to the Spanish degree. However, it is essential that you

provide documentary proof that with your degree you can access master's degree studies in your country.

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

## 6. DOCUMENTATION TO BE PROVIDED

Documentation in electronic format **to be included in the application**, depending on the type of application:

- STUDENTS COMING FROM A **BACHELOR'S OR MASTER'S DEGREE AT THE UPV.**
- STUDENTS COMING FROM A **BACHELOR'S OR MASTER'S DEGREE FROM THE REST OF THE SPANISH UNIVERSITIES.**
- STUDENTS FROM **EHEA UNIVERSITIES.**
- STUDENTS WITH **STUDIES APPROVED BY THE COMPETENT SPANISH MINISTRY.**
- STUDENTS FROM **NON-EEA UNIVERSITIES**, WITHOUT ACCREDITED STUDIES.

### 6.1 STUDENTS COMING FROM A BACHELOR'S OR MASTER'S DEGREE AT THE UPV

Graduates from the Universitat Politècnica de València (UPV) are not required to submit a copy of their identity document as long as the latest UPV document is valid, nor a copy of their entrance qualification or, if applicable, the certificate of ECTS credits pending from the UPV degree provided for access.

You will need to provide the following documents:

- ✓ **Curriculum vitae (or resumé) in European Union format**, together with supporting documentation. You can create it [here](#).

- ✓ Where applicable, **documentation accrediting compliance with the compulsory language requirement for admission.**  
[University master's degrees with compulsory language requirement for admission](#)
- ✓ Where applicable, **specific documentation required for each master's degree** is available on the website of each degree, which you can access using [the following search engine.](#)
- ✓ If access is requested through the 5% reserve quota for people with a degree of disability equal to or greater than 33%, as well as for students with permanent educational support needs associated with personal circumstances of disability, who in their previous studies have required resources and support for their full educational inclusion, **documentation accrediting that they have a degree of disability equal to or greater than 33%** issued by the competent assessment unit of a Spanish Autonomous Community **or a report** from the UPV's Service for Students with Disabilities ([CEDAT Foundation](#)) on the assessment of students with specific educational needs.
- ✓ If [part-time enrolment](#) is requested, supporting documentation accrediting the need for part-time enrolment **must be submitted** for assessment.

## 6.2 STUDENTS COMING FROM A BACHELOR'S OR MASTER'S DEGREE FROM THE REST OF SPANISH UNIVERSITIES

### 6.2.1 If you access with COMPLETED STUDIES

- ✓ **Identification document:** **DNI** (Spanish nationals), **passport** (international nationals), **NIE** (persons residing in Spain).
- ✓ **Official university degree** or supplementary certification (issued after applying for the degree).
- ✓ **Official academic transcript** of grades, indicating the average grade in base 10.

If you present the duly signed and stamped European Diploma Supplement (EDS), you do not have to provide the academic transcript.

- ✓ **Curriculum vitae** (or curriculum vitae) in **European Union format**, together with supporting documentation. You can create it [here](#).
- ✓ Where applicable, **documentation accrediting compliance with the compulsory language requirement for admission**.  
[University master's degrees with compulsory language requirement for admission](#)
- ✓ Where applicable, **specific documentation required for each master's degree** is available on the website of each degree, which you can access using [the following search engine](#).
- ✓ If access is requested through the 5% reserve quota for people with a degree of disability equal to or greater than 33%, as well as for students with permanent educational support needs associated with personal circumstances of disability, who in their previous studies have required resources and support for their full educational inclusion, **documentation accrediting that they have a degree of disability equal to or greater than 33%** issued by the competent assessment unit of a Spanish Autonomous Community **or a report** from the UPV's Service for Students with Disabilities ([CEDAT Foundation](#)) on the assessment of students with specific educational needs.
- ✓ If [part-time enrolment](#) is requested, supporting documentation accrediting the need for part-time enrolment **must be submitted** for assessment.
- ✓ The syllabuses of the courses passed may be required if necessary.

### 6.2.2 If you are accessing with UNDERGRADUATE STUDIES PENDING COMPLETION

- ✓ **Identification document:** **DNI** (Spanish nationals), **passport** (international nationals), **NIE** (persons residing in Spain).

- ✓ **Official academic transcript** of grades, indicating the average grade in base 10 of the courses passed up to that moment.
- ✓ **Official certificate from the home university specifying the number of ECTS credits pending** to complete the Bachelor's degree on the date of issue of this document, with an express indication of the credits pending corresponding to the Bachelor's thesis, external internships or credits taken in mobility.  

This certificate must state that the person concerned is enrolled for all the credits pending to complete their studies, with the exception, if applicable, of the Bachelor's thesis.
- ✓ **Curriculum vitae** (or curriculum vitae) **in European Union format**, together with supporting documentation. You can create it [here](#).
- ✓ Where applicable, **documentation accrediting compliance with the compulsory language requirement for admission**.  
[University master's degrees with compulsory language requirement for admission](#)
- ✓ Where applicable, **specific documentation required for each master's degree** is available on the website of each degree, which you can access using [the following search engine](#).
- ✓ If access is requested through the 5% reserve quota for people with a degree of disability equal to or greater than 33%, as well as for students with permanent educational support needs associated with personal circumstances of disability, who in their previous studies have required resources and support for their full educational inclusion, **documentation accrediting that they have a degree of disability equal to or greater than 33%** issued by the competent assessment unit of a Spanish Autonomous Community **or a report** from the UPV's Service for Students with Disabilities ([CEDAT Foundation](#)) on the assessment of students with specific educational needs.

- ✓ If **part-time enrolment** is requested, supporting documentation accrediting the need for part-time enrolment **must be submitted** for assessment.
- ✓ The syllabuses of the courses passed may be required if necessary.

## 6.3 STUDENTS FROM EHEA UNIVERSITIES

### 6.3.1 *If you access with COMPLETED STUDIES*

- ✓ **Identification document:** **DNI** (Spanish nationals), **passport** (international nationals), **NIE** (persons residing in Spain).
- ✓ **Official university degree** or master's degree.
- ✓ **Official academic transcript** of grades\* (specifying: official duration in academic years of the studies taken, courses passed, grades obtained in the same and the time load of each one of them), with an indication of the average grade in base 10.

It is essential that the official diploma and the official scholarship certificate (or the EETS, if applicable) be submitted legalised if applicable and, if they are not issued in Spanish or English, officially translated into Spanish.

- If the average grade is on a different scale, a **document of equivalence of the average grades of university studies carried out in international centres to the Spanish scale** must be attached. If the grade in base 10 is not provided, a 5 will be assigned as the access grade.

[Information on the calculation of the equivalence of the average grade of qualifications obtained abroad.](#)

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\* In the case of submitting the EETS, duly signed and stamped, these certificates do not have to be provided, provided that the EETS contains all the required information (including that relating to the National Education System or the level of the access qualification and grades in base 10).

- ✓ **Certificate from the university of origin certifying that the qualification provided enables access to official postgraduate studies in the country of origin, officially translated into Spanish if applicable.**
- ✓ **Curriculum vitae** (or curriculum vitae) in **European Union format**, together with supporting documentation. You can create it [here](#).
- ✓ Where applicable, **documentation accrediting compliance with the compulsory language requirement for admission**.  
[University master's degrees with compulsory language requirement for admission](#)
- ✓ Where applicable, **specific documentation required for each master's degree** is available on the website of each degree, which you can access using [the following search engine](#).
- ✓ If [part-time enrolment](#) is requested, supporting documentation accrediting the need for part-time enrolment **must be submitted** for assessment.
- ✓ The syllabuses of the courses passed may be required if necessary.

### 6.3.2 *If you are accessing with UNDERGRADUATE STUDIES PENDING COMPLETION*

- ✓ **Identification document:** **DNI** (Spanish nationals), **passport** (international nationals), **NIE** (persons residing in Spain).
- ✓ **Official academic transcript** of grades (specifying: official duration in academic years of the studies taken, courses passed, grades obtained in the same and the time load of each of them), with an indication of the average grade in base 10 of the courses passed up to that moment.
- ✓ **Certificate from the home university specifying the number of ECTS credits pending** to complete the Bachelor's degree on the date of issue of this document, with an express indication of the credits pending corresponding to the Bachelor's thesis, external internships or credits taken in mobility.



This certificate must state that the person concerned is enrolled for all the credits pending to complete their studies, with the exception, if applicable, of the Bachelor's thesis.

- ✓ **Certificate from the university of origin certifying that the degree you are studying, once completed, allows access to official postgraduate studies in the country issuing the degree, officially translated into Spanish if applicable.**
- ✓ **Curriculum vitae (or curriculum vitae) in European Union format, together with supporting documentation. You can create it [here](#).**
- ✓ Where applicable, **documentation accrediting compliance with the compulsory language requirement for admission.**  
[University master's degrees with compulsory language requirement for admission](#)
- ✓ Where applicable, **specific documentation required for each master's degree** is available on the website of each degree, which you can access using [the following search engine](#).
- ✓ If [part-time enrolment](#) is requested, supporting documentation accrediting the need for part-time enrolment **must be submitted** for assessment.
- ✓ The syllabuses of the courses passed may be required if necessary.

#### 6.4 STUDENTS WITH STUDIES APPROVED BY THE COMPETENT SPANISH MINISTRY

- ✓ **Identification document: DNI** (Spanish nationals), **passport** (international nationals), **NIE** (persons residing in Spain).
- ✓ **Certificate of equivalence or equivalence certificate of the international qualification at the official university academic level of bachelor's or master's degree** issued by the **competent Spanish ministry**.
- ✓ **Official university degree issued by your home university.**

- ✓ **Official academic transcript** of grades (specifying: official duration in academic years of the studies taken, courses passed, grades obtained in the same and the time load of each of them), with an indication of the average grade in base 10.

It is essential that the official scholarship certificate be presented legalised if applicable and, if it is not issued in Spanish or English, officially translated into Spanish.

- ✓ If the average grade is on a different scale, a **document of equivalence of the average grades of university studies carried out in international centres to the Spanish scale** must be attached. If the grade in base 10 is not provided, a 5 will be assigned as the access grade.

[Information on the calculation of the equivalence of the average grade of degrees obtained abroad.](#)

- ✓ **Curriculum vitae** (or curriculum vitae) in **European Union format**, together with supporting documentation. You can create it [here](#).

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

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

- ✓ Where applicable, **specific documentation required for each master's degree** is available on the website of each degree, which you can access using [the following search engine](#).

- ✓ If **part-time enrolment** is requested, supporting documentation accrediting the need for part-time enrolment **must be submitted** for assessment.

- ✓ The syllabuses of the courses passed may be required, if necessary.

## 6.5 STUDENTS FROM NON-EEA UNIVERSITIES WITHOUT ACCREDITED STUDIES

- ✓ **Identification document:** **DNI** (Spanish nationals), **Passport** (international nationals), **NIE** (persons residing in Spain).
- ✓ **Official university degree.**
- ✓ **Official academic transcript** of grades (specifying: official duration in academic years of the studies taken, courses passed, grades obtained in the same and the time load of each of them), with an indication of the average grade in base 10.

It is essential that the official university degree and the official scholarship certificate are submitted legalised if applicable, and those not issued in Spanish or English, officially translated into Spanish.

- If the average grade is on a different scale, a **document of equivalence of the average grades of university studies carried out in international centres to the Spanish scale** must be attached. If the grade in base 10 is not provided, a 5 will be assigned as the access grade.  
[Information on the calculation of the equivalence of the average grade of degrees obtained abroad.](#)
- ✓ **Certificate from the university of origin certifying that the qualification provided enables access to official postgraduate studies in the country issuing the qualification, officially translated into Spanish if applicable.**
- ✓ [Online Verification Report](#) for access studies from China.
- ✓ **Curriculum vitae** (or curriculum vitae) in **European Union format**, together with supporting documentation. You can create it [here](#).
- ✓ Where applicable, **documentation accrediting compliance with the compulsory language requirement for admission.**  
[University master's degrees with compulsory language requirement for admission](#)

- ✓ Where applicable, **specific documentation required for each master's degree** is available on the website of each degree, which you can access using [the following search engine](#).
- ✓ If [part-time enrolment](#) is requested, supporting documentation accrediting the need for part-time enrolment **must be submitted** for assessment.
- ✓ The syllabuses of the courses passed may be required if necessary.

## 6.6 INSTRUCTIONS FOR UPLOADING DOCUMENTS TO THE PRE-REGISTRATION APPLICATION FORM

**Each document** (specified in the sections indicated above 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** (legalisation and translation, if applicable, may be included in the same file, together with the corresponding document), regardless of the number of pages it contains. **The maximum number of documents admitted is 12 per phase, and they may not be deleted.** The documents uploaded in a phase will be kept in the pre-registration application for the following phases.

In the case of documentation of an artistic nature (dossiers, catalogues, etc.) whose digitalisation may hinder the evaluation process, please contact the corresponding master's degree course beforehand to agree on the conditions and place of sending to guarantee an adequate evaluation.

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

In any case, **admission is conditional upon the verification of the documentation** that justifies the fulfilment of the access and admission requirements.

In no case may students apply for the master's degree until they have submitted the documentation accrediting their possession of the access qualification.

## 7. OFFICIAL TRANSLATION OF THE DOCUMENTATION INTO SPANISH

All documents issued in an international language other than English 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 applicant's country of nationality 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 International Affairs, European Union and Cooperation](#)

## 8. PROCEDURE FOR THE LEGALISATION OF OFFICIAL SCHOLARSHIP DOCUMENTS (DEGREES, ACADEMIC CERTIFICATES AND SETS) ISSUED IN THE INTERNATIONAL COUNTRY

Legalisation is the procedure by which an international 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. It is essential that a degree or an academic certificate 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 is **different 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 all other cases, scholarship documents issued abroad** that are to be valid in Spain must be **duly legalised** in accordance with 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: they 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) in the country of origin, for recognition of the signatures on the original document.
2. At the Ministry of International Affairs of the country where these 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.

## 9. ADMISSION AND ENROLMENT

The evaluation of the applications corresponds to the CAT, Appointed by the Responsible Entity of each master's degree. This link lists the Responsible Entities and their e-mail addresses: [Responsible Entities](#).

The day of publication of the pre-registration results for each phase (1, 2 or 3):

- If you have been admitted, you will receive by post a summons to formalise your enrolment in the master's degree. If you do not access the [self-enrolment](#) process on the assigned date, you will be considered to have given up your place, and you will be awarded to the next person in the corresponding order.
- If you are on the waiting list and want to remain on it for future vacancies, you must activate it through your intranet by the deadline for each phase in the academic calendar of the corresponding academic year.

### IMPORTANT:

- In the case of having made several pre-registrations and once the final results have been published, only the enrolment of the pre-registration application with the best preference will remain in the admitted and



authorised status, and the other pre-registrations will be definitively cancelled.

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

You can consult [here](#) the public prices of the scholarships and complementary university services for Master's degrees.

## 10. STUDENTS ENROLLED IN DOUBLE MASTER'S DEGREES WHO APPLY FOR A GRANT MEFP AND GVA

The calls for applications for these grants do not contemplate the possibility of applying for them to study double master's degrees. In these cases, the scholarship may only be proposed for the first of the master's degrees in which the student is enrolled and applies for a scholarship.

More information [on this link](#).





## 11. LIST OF ABBREVIATIONS

CAT: Degree Academic Commission

DNI: Spanish National Identity Card (Documento Nacional de Identidad in Spanish)

ECTS: European Credit Transfer and Accumulation System

EHEA: European Higher Education Area

ERT: Entity Responsible for the Degree

GVA: Valencian Regional Government (Generalitat Valenciana)

MEFP: Ministry of Education and Personal Training

NIE: Foreign Identity Number

PARS: Successive Academic Programmes with Successive Pathways

PIN: Personal Identification Number (or password)

SET: European Diploma Supplement

UPV: Universitat Politècnica de València

TPV: Point of Sale Terminal