

## LEGALISATION AND TRANSLATION OF FOREIGN DEGREES

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### 1. Documents issued by European member states or participants in the European Higher Education Area Agreement (EHEA)

**No type of legalisation is required** for documents issued in the European Union member States or countries participating in the European Higher Education Area Agreement: *Albania, Germany, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia Herzegovina, Bulgaria, Croacia, Cyprus, Czech Republic, Denmark, Estonia, Slovakia, Slovenia, Spain, Finland, France, Georgia, Greece, Holland, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldavia, Montenegro, Norway, Poland, Portugal, United Kingdom, Rumania, Russia, Serbia, Sweden, Switzerland, Turkey, Ukraine, Vatican (City State of).*

### 2. Documents issued outside the European Union or the European Higher Education Area Agreement (EHEA)

For issued documents (academic degrees and certificates) to be valid in these procedures, such documents should be duly legalised in accordance with the following criteria:

#### ***Documents issued in countries adhering to the Hague Convention of 5 October, 1961:***

A single legalisation or "apostille" issued by the country's competent Authorities is sufficient. Apart from the countries in the European Higher Education Area Agreement, the States which signed the Hague Convention of 5 October, 1961, are the following:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/SiEstasEnElExtranjero/Documents/ConveniodelaHaya.pdf>

The legalisation procedure is by means of a single stamp known as "The Apostille" and a single signature. The legalisation needs to appear on the original document, before making a copy for collation or authentication purposes.

#### ***Documents issued in countries which are part of the Andrés Bello Convention:***

Countries which are part of the Andrés Bello Convention: *Bolivia, Colombia, Cuba, Chile, Ecuador, Spain, Panama, Peru and Venezuela.*

Documents must be legalised through the diplomatic channel and must be presented to:

- The Ministry of Education of the country of origin for academic degrees and certificates and the corresponding Ministry for birth and nationality certificates.
- The Foreign Office of the country where the documents were issued.
- The Spanish diplomatic service or Spanish consulate in that country.

***Documents issued in other countries:***

Documents must be legalised through the diplomatic channel. They should be presented to:

- The Ministry of Education of the country of origin for academic degrees and certificates and the corresponding Ministry for birth and nationality certificates.
- The Foreign Office of the country where the documents were issued.
- The Spanish diplomatic service or Spanish consulate in that country.

**Documents issued by diplomatic Authorities or consulates of other countries in Spain** must be legalised in the Spanish Foreign Office's Legalisations Department (Ministerio Español de Asuntos Exteriores. Sección de Legalizaciones. Calle Ruiz de Alarcón, 5 (esquina Juan de Mena, 4). 28014 Madrid. Telephone: 913791610 and 913791700).

## OFFICIAL SPANISH TRANSLATIONS

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Documents issued abroad must be accompanied by an official Spanish translation. Official translations can be done:

- By any of the Spanish State's diplomatic services or Spanish consulates abroad.
- By the diplomatic service or consulate in Spain of the country where the applicant is a citizen or, as the case may be, of the country where the documents originate from.
- By a certified Translator, duly authorised or registered in Spain.

**A full list of all Certified Translators can be found at**

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/Listado%20actualizado%20%2019%20enero%202021.pdf>