

PERSONAL DETAILSⁱ

Name(s) and surname(s):		ID N°/Passport:
Address:		
Postal code:	Town/City	Phone/s:
Email address:		Sex: M F
Date of birth:	Place of birth:	
Country of birth:		
Nationality:		NIA:

DECLARE:

That I have attended the following higher education studies (*):

Degree:	
University or higher education centre that awarded the degree:	
Organising faculty or department:	
Country:	Date degree was issued:

REQUEST:

The corresponding authorisation to be able to attend a master/doctorate at Universitat Pompeu Fabra, in accordance with the requisites expressed in article 16.2 of Royal Decree 1393/2007 dated 29 October, regulating university studies.

DETAILS OF THE MASTER/DOCTORATE

Name of the master/doctorate :	Biennial:
UPF Department or Institute:	

Documentation to be attached:

- Foreign university Degree certificate duly legalised by diplomatic channels (if the language in which it is written is other than Catalan, Spanish, French, English, Italian or Portuguese a sworn translation must be presented).
- Certificate of academic records
- Academic documents concerning the level of studies followed
- Bank slip as proof of payment of the amount corresponding to the application for foreign qualification equivalence.

(Payable to- Caixa Catalunya - account: 2013 0695 11 0200410828 - amount: 207.20 €)

Date and signature of the applicant:	Conformity of the director of the master/doctorate that the degree(s) presented meet the requirements established for access to the master/doctorate :
	Date:

THE RECTOR

The documents that are not written in Catalan, Spanish, English, French, Italian or Portuguese, they are to be translated by:

- Any diplomatic or consular representation in the Spanish State or abroad.
- The diplomatic or consular representative in Spain of the country of which the applicant is a citizen or, if applicable, of the country from which the document originated.
- A sworn translator, duly authorised and registered in Spain.

All of the documents (including translations) must be legalised by the corresponding authorities. The procedures for legalising attached documents may vary depending on the country which issued the degree or equivalent qualification:

1. For the countries members of the European Union and that have signed the EEES Agreement is not necessary that the documents have been legalised. This countries are:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, Netherlands, Hungary, Ireland, Iceland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Norway, Poland, Portugal, United Kingdom, Czech Republic, Rumania and Sweden. Switzerland by agreement bilateral too.

2. For the countries that have signed the Hague Agreement, documents shall include the Hague apostille, which is competency of the authorities of the country of origin.

Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, The Bahamas, Barbados, Belarus, Belize, Byelorussia, Bosnia-Herzegovina, Botswana, Brunei-Darussalam, Colombia, Croatia, El Salvador, Slovenia, The United States of America, Estonia, The Russian Federation, Fiji, Honduras, Hong Kong, Hungary, The Marshall Islands, Israel, Japan, Kazakhstan, Lesotho, Latvia, Liberia, Lithuania, Macao, The Former Yugoslav Republic of Macedonia, Malawi, Malta, Mauritius, Mexico, Namibia, New Zealand, Niue, Panama, Puerto Rico, Samoa, Saint Kitts and Nevis, San Marino, Seychelles, Switzerland, South Africa, Surinam, Swaziland, Tonga, Trinidad and Tobago, Turkey, Venezuela, Federal Republic of Yugoslavia.

Extensions: The Netherlands (Dutch Antilles); United Kingdom (Jersey, Bailiwick of Guernsey, Isle of Man, Bermuda, British Antarctic Territory, Cayman Islands, The Falklands, Gibraltar, Montserrat, Santa Elena, Turks and Caicos Islands, Virgin Islands).

3. For countries that are signatories of the Andrés Bello Agreement as well as the Hague Agreement, the procedure established by the latter may be followed. Otherwise, documents shall be legalised via diplomatic channels, upon presentation of:

- a. The Ministry of Education of the country of origin for degrees and certificates of qualifications.
- b. The Foreign Ministry of the country in which the qualification was issued.
- c. The diplomatic or consular representation of Spain in the country of origin.

The signatory countries to the Andrés Bello Agreement are: Bolivia, Colombia, Cuba, Ecuador, Spain, Panama, Paraguay, Peru, Venezuela and Chile.

4. For all other countries, documents must be legalised via diplomatic channels, at:

- a. The Ministry of Education of the country of origin for degrees and certificates of qualifications, and the applicable ministry for birth certificates and certificates of nationality.
- b. The Foreign Ministry of the country in which the qualification was issued.
- c. The diplomatic or consular representation of Spain in the country of origin.



UNIVERSITAT POMPEU FABRA

**APPLICATION FORM TO ACCESS THE
MASTER/DOCTORATE PROGRAMME FOR NOT VALIDATED
DEGREES OUTSIDE THE EHEA
(EUROPEAN HIGHER EDUCATION AREA)
2011-2012 ACADEMIC YEAR**

The personal details that are provided herein shall be stored and processed in Universitat Pompeu Fabra files in order to manage the public service of providing higher education, which is its purpose. Consequently, these details will be used in order to perform the functions deriving from the relationship between the student and the University, which are described in the resolution as regards the creation of the Academic Management file (resolution dated 27 June 2003) in addition to the diffusion of UPF information, products and services and the maintenance of UPF institutional relations (resolution dated 8 March 2004).

Details shall only be ceded to third parties when authorised by law (Tresoreria General de la Seguretat Social – Social Security Office), to other authorities to exercise similar competencies or dealing with similar matters (Departament d'Universitats, Recerca i Societat de la Informació – Department of University, Research and Information Society, Ministerio de Educación Cultura y Deporte – The Ministry of Education, Culture and Sport, Consejo de Coordinación Universitaria – The University Coordination Council) and when there is a need to establish legal relations with the interested party (financial institutions for the handling of registration payment, Agència de Gestió d'Ajuts Universitaris i de Recerca – The Agency for Management of University and Research Grants).

The body responsible for University files is the manager. You may exercise your right to get access to, rectify, cancel and oppose by writing to the following address together with a photocopy of your Identification Card or Passport:

Teaching Area. Vicegerent.
Universitat Pompeu Fabra
Plaça de la Mercè, 10-12, 08002 Barcelona