

LEGALISATION, TRANSLATION, AUTHENTICATION AND VERIFICATION OF DOCUMENTS

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I. INFORMATION ABOUT LEGALISATION

1. Academic documents issued by European Union member states or participants in the Agreement regarding the European Higher Education Area (EHEA)

Legalisation is not a requirement for documents issued by authorities in:

Member states of the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Rumania, Slovakia, Slovenia, Spain, and Sweden.

The following countries are members of the European Higher Education Area (in addition to all the member states of the European Union): Albania, Andorra, Armenia, Azerbaijan, Bosnia-Herzegovina, Croatia, Georgia, Iceland, Liechtenstein, Macedonia, Moldavia, Montenegro, Norway, Russia, Serbia, Switzerland Turkey, Ukraine, Vatican City.

2. Documents issued outside the European Union or the European Economic Space

- In order to be valid in Spain, these must be legalized.
- Legalisation will be carried out by means of one of the following two procedures, depending on the issuing country:
 - A) Hague Apostille. In accordance with the Hague Convention of 5 October 1961.
 - B) Diplomatic means. This is the procedure for countries which are not signatories of the Hague Convention.
- The mark of legalisation must appear on the original document before making the copy for verification or authentication (see point III below).
- The legalization procedure must be carried out by the interested party or by someone authorized by him or her. The University of Alcalá can assume no responsibility for said procedures.

2.1. Documents to be legalised

- Degree titles or academic certificates of their issue.
- Notarial powers.

2.2 Legalisation procedures

A) Hague Apostille

a) Signatories of Hague Convention

In addition to Union European member states, the following are signatories:

Andorra, Antigua and Barbados, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belize, Byelorussia, Bosnia-Herzegovina, Botswana, Brunei Darussalam, Colombia, Cook Islands, Costa Rica, Croatia, Dominique, Ecuador, El Salvador, Fiji, Former Yugoslav Republic of Macedonia, Georgia, Grenada, Honduras, Hong Kong, India, Israel, Japan, Kazakhstan, Lesotho, Liberia, Macao, Monaco, Malawi, Marshall Islands, Mauritius, México, Moldavia, Namibia, New Zealand, Niue Island, Panama, Peru, Puerto Rico, Dominican Republic, Russian Federation, San Vicente and Grenadines, San Cristobal and Nieves, San Marino, Santa Lucia, Serbia and Montenegro, Seychelles, South Africa, South Korea, Surinam, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, United States of America, Uruguay, Venezuela, Western Samoa.

Dependent territories: Netherlands (Dutch Antilles, Aruba); United Kingdom (Anguilla, Jersey, Guernsey, Isle of Man, Bermuda, British Antarctic Territory, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, Turks and Caicos Islands, Virgin Islands).

b) Procedure

Legalisation by means of a single seal, known as the “Apostille”, and a single signature.

B) Diplomatic means

a) Countries

All countries which are not signatories of the Hague Convention.

b) Procedure

1. Recognition by **the country of origin's Ministry of Education** of the signatures which appear on the original document¹.
2. Legalisation by **the country of origin's Foreign Ministry** of the recognition performed in the previous point.
3. Recognition of the signature of the aforementioned legalisation by **the Spanish consulate in the country of origin**.

3. Academic documents issued by the University of Alcalá

The University of Alcalá can assume no responsibility for the procedures which, subsequent to the issue and bestowing of the degree title or individual academic record, students may wish to carry out in order to legalise those documents for the purposes of presenting them in a foreign country.

The procedure to be carried out for the legalisation of the degree title or certificate is as follows: Los

1. Recognition of the signature of the General Secretary of the University of Alcalá by a concerted notary (C/ Libreros, 14 - 28801 Alcalá de Henares - Tel.: 91 879 80 19)
2. Recognition of the signature of the concerted notary by the College of Notaries (C/ Ruiz de Alarcón, 3, 3º 28014 Madrid - Tel.: 91 213 00 00)
3. Legalisation in the Ministry of Justice for the recognition of the signature of the College of Notaries (Legalisations Section - C/ San Bernardo, 45 – 28071 Madrid)
4. Legalisation of the degree title in the Foreign Ministry (Edificio Torres Ágora. C/ Serrano Galvache, 26. 28033 - Madrid. Switchboard: 91 379 97 00)
5. Finally, in Spain, the Embassy or the Consulate of the country in which the document is to have effect.
6. Outside Spain, the Foreign Ministry of the student's country will recognise the signature of the Embassy or Consular official who legalised the document in Spain.

¹ In the case of documents proceeding from Brazil, bearing in mind the university autonomy by virtue of which said country's universities issue their degrees and diplomas, there is no need for the Brazilian Ministry of Education to seal or validate said documents.

Students from Hague Convention signatory countries need only carry out the steps indicated in points 1 and 2.

II. INFORMATION ABOUT TRANSLATION INTO SPANISH

All documents issued in a foreign language by the competent authorities in the country of origin must be accompanied by a translation into Spanish, unless issued in any of the following languages: English, French, Italian or Portuguese. The translation may be done by:

- a) Any Spanish diplomatic or consular mission abroad.
- b) By the Spanish diplomatic or consular representation in the country of which the applicant is citizen or, where applicable, the country of origin of the document.
- c) By a sworn translator, duly authorised and registered in Spain.
- d) By translators belonging to the public administrations who may bestow on the document sufficient officialdom.

As far as it is possible, when the original document is written in an alphabet which differs from the western alphabet, it is recommended that the corresponding translation include the name of the degree title in its original language transcribed into the western alphabet instead of translating that name.

The translation into Spanish is exempt of legalisation.

III. INFORMATION ABOUT VERIFICATION AND AUTHENTICATION

In order to gain access to University of Alcalá degree programmes, applicants must present in the stipulated period an authenticated photocopy of the academic documents which accredit their compliance of the access requirements.

When this authentication is performed in the Postgraduate School, the interested party will present the original document together with a copy of it. The Postgraduate School will authenticate original and copy, satisfying itself that the contents of both are identical and stamping with the seal of authentication each and every one of the pages of the copy. Once this process has been completed, the original document will be returned to the interested party and the authenticated copies will be placed on his or her file.

If the photocopies were already authenticated by the body which issued the original document or by a notary, or if, in the case of academic documents issued outside Spain, they were already authenticated by Spanish diplomatic or consular missions in

the document's country of origin, there will be no need to furnish the original document together with the copy.