

# UNIVERSITY MASTER'S DEGREES 2017-2018: ACCESS, PRE-ENROLMENT, ADMISSION AND ENROLMENT

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## ACCESS REQUIREMENTS

To be eligible for admission to official university master's degree studies it is necessary to hold at least one of the following qualifications:

- An official Spanish university degree.
- A degree issued by a higher education institution from another state that is a member of the European Higher Education Area and that authorizes the holder, in the country of issue, to access master's degree studies.
- A degree in conformity with education systems outside of the European Higher Education Area that have been **officially approved or declared as equivalent** to an official Spanish university degree by the Ministry of Education, Culture and Sport.
- A degree in conformity with education systems outside the European Higher Education Area that has not been officially approved, following prior **assessment of such foreign degree's transcript**. This procedure is carried out by the University of Salamanca to verify that the level of education of the qualification held by the student is equivalent to that of the official Spanish university degrees required for access, and that in the issuing country it enables the student to access master's degree studies.

Access through the latter alternative shall **in no case entail official approval or recognition as equivalent** of the former qualification held by the interested party, nor shall it entail its recognition for purposes other than that of pursuing the master's degree studies.

## ASSESSMENT OF FOREIGN QUALIFICATION TRANSCRIPTS

Verification of the transcript of former studies is **essential for access of students qualified by education systems outside the European Higher Education Area** whose degree has not been officially approved or declared equivalent by the Ministry of Education, Culture and Sport. This shall be done prior to and separately from the rest of procedures, which shall be conditional upon its successful completion.

The **application period is open throughout the entire year**. It is advisable to fulfil this previous requirement as soon as possible to be able to comply with the deadlines for the rest of procedures.

The application must include the following DOCUMENTATION:

- Application form ([click here to obtain](#)).
- Proof of payment of the public fees required for verification of the foreign qualification transcript that gives access to the master's degree. This is an essential requirement for its processing.

- Copy of the student's national ID or passport.
- Legalized copy of the undergraduate degree or equivalent academic level certificate.
- Original certification or duly legalized copy of the courses taken as part of the undergraduate degree or equivalent academic degree, specifying name, duration and grade obtained.
- Original or duly legalized copy of proof that the degree provided qualifies the holder for access to master's degree studies in the issuing country.

Uncertified copies of the documents shall not be accepted unless the apostille can be electronically verified.

**Legalization** is an administrative act by which a foreign public document is recognized as valid, checking the authenticity of the signature it bears and the capacity in which the signing authority has acted. Documents can be legalized **through diplomatic channels or by Apostille of the Hague Legalization Convention**. Please contact [legalizaciones@maec.es](mailto:legalizaciones@maec.es) for any questions concerning this procedure.

An official translation into Spanish of all the documentation provided shall be attached, except in the case of students from Italian institutions by virtue of the exchange of notes between Spain and Italy of 14 July 1999 (Official State Gazette of 18 November 2000).

All the documentation required must be submitted. Processing will not be initiated if the application is incomplete or does not meet the indicated legalization requirements (Information on legalization procedures). Otherwise, the application shall be considered not to have been submitted.

The documentation may be delivered by post, courier or personally at the Section for Undergraduate and Master's Degree Studies (Patio de Escuelas, no. 1, 37008-Salamanca).

## **ONLINE PRE-ENROLMENT (SELF PRE-ENROLMENT)**

### **Single mandatory submission deadline: 20 April to 30 June**

Students who wish to pursue master's degree studies must pre-enroll within the established period, **even if they do not meet the access requirements** (e.g. students that are in their last year of undergraduate degrees).

The academic committee for each master's degree may consider applications received after the deadline provided there are vacancies and no students on the waiting lists. Otherwise, it will be necessary to wait until the enrolment process ends.

After self pre-enrolment, students will be informed about the situation of their pre-registration and shall provide the required **DOCUMENTATION** through the "submit documentation" option on the corresponding screen display. Students may add documentation throughout the pre-registration period. After the deadline, those seeking admission must contact the centre (faculty or school) for the corresponding instructions.

## **Documentation:**

- All the documents provided shall be accompanied by their corresponding official translation into Spanish. This shall not apply for students from Italy by virtue of the exchange of notes between Spain and Italy of 14 July 1999 (Official State Gazette of 18 November 2000).
- Identification document
- Copy of the original degree certificate or provisional degree certificate.
- Original transcript of the courses taken for the qualification that grants access eligibility.
- Other specific documentation required by each master's degree (curriculum vitae, language-level certifications...) that can be consulted on the admission criteria section of the website of the relevant university master's degree.
- Students from institutions outside the European Higher Education Area must submit the resolution on the foreign transcript assessment or declaration of equivalence by the Ministry of Education, Culture and Sport.

## **ADMISSION AND ENROLMENT**

Only students who have provided the required documentation at the time of self pre-enrolment shall be eligible for admission. The academic committee for each master's degree shall apply the specific merit assessment criteria established for admission to the relevant study plan.

**Admission and enrolment periods are as follows:**

### **List of admissions**

12 July  
25 July  
14 September

### **Enrolment period (SELF ENROLMENT)**

13 to 18 July  
26 to 28 July  
15 to 19 September

**Admissions will be officially notified by email to the address provided by the student in the self pre-enrolment form.** The student will also receive the URL, instructions and password, username and login to access the self enrolment process, which is to be completed within the deadlines indicated above. Students may consult their personal situation on the website of the University of Salamanca on the specified dates.

Students who do not complete enrolment within the period established on the corresponding admission list shall be considered to have renounced their place. When these students consult the state of their enrolment or personal situation, the letter R (renunciation) shall appear. This situation may be modified by the Secretary's Office of the Centre provided there are vacancies and no students on the waiting list.

Students must consult the specific criteria for each master's degree on the corresponding webpage.

The original documents must be submitted to the Secretary's Office of the Centre that coordinates the master's degree before the beginning of the academic year.

## PUBLIC PRICES AND PAYMENT

**Public prices for enrolment of foreign students** ([click here](#)).

Enrolment with **exemption** of academic fees: students who prove that they fall within one or more of the total or partial exemption of academic fees categories (grants, large family, social aid, etc.) shall submit the supporting documentation at the Secretary's Office of their Centre, in all cases, before 30 September.

### **Payment methods:**

- **Direct debit.** This is the preferred method of payment. In this case, the programme shall require an **IBAN Account Code** to formalize the corresponding payments. Likewise, the **SEPA regulation form of consent** available through the application must be printed, completed and delivered at the Secretary's Office of the Centre so that payment of the corresponding enrolment fees by direct debit may be processed. The order of payment shall be forwarded to the bank or savings bank indicated on the enrolment form on the last day of the month when settlement is due. If payment in 3 instalments has been chosen, the second order shall be forwarded to the banking institution between 1 and 15 December 2017, and the third between 1 and 28 February 2018.
- **Bank receipt** (cash payment at the Banco Santander). The 3 copies for the payment receipt must be printed and delivered at the Banco Santander for payment within 15 days. If payment is made by instalments, the second and third must necessarily be made by direct debit. If cash payment of enrolment fees is chosen at a later date, it should be requested at the Secretary's Office of the corresponding Centre as soon as possible.
- **CREDIT OR DEBIT CARD (Maestro, MasterCard, Visa and Visa Electron) and PAYPAL.** See [Payment policy](#) and [Terms and conditions of use](#).
- Students who are **NON-RESIDENTS OF SPAIN AND DO NOT HOLD A SPANISH BANK ACCOUNT** can pay by bank TRANSFER to the following account no. of the University of Salamanca:

UNIVERSITY OF SALAMANCA

Enrolment in University Master's Degree

Banking institution: Banco Santander (C/ Zamora nº 6-12  
-37002 Salamanca)

Account no.: IBAN ES97 0049 1843 412810186242

SWIFT CODE: BSCHESMM

FEE CODE: 0

This payment will not be automatically reflected in the enrolment computer system, so that proof of payment must be submitted alongside the rest of required documents at the Secretary's Office of the Centre.

After completing the self enrolment process, the enrolment receipt may be saved and printed. Should you have any problems printing the corresponding receipts, a duplicate may be requested at the Secretary's Office of the Centre.

Once self enrolment has been fully completed, any changes thereto (addition or elimination of subjects, group changes, etc.) must be requested at the Centre, according to the applicable university regulations.

## **EXTRAORDINARY ENROLMENT PERIOD**

The academic committees of the master's degree may enable an extraordinary enrolment period for courses taught during the second semester only, provided there are still places available after the ordinary enrolment period and that the relevant study plan allows it.

Students must meet the requirements established to access the master's degree and formalize enrolment at the Secretary's Office of the Centre. These cases will fall within the category of part-time study.

## **REGULATIONS FOR ENROLMENT AND CONTINUANCE AT THE UNIVERSITY OF SALAMANCA**

Enrolment at the University of Salamanca is governed by the "Enrolment procedures for official Undergraduate and Master's degrees" approved by the Governing Council for the 2017-2018 academic period.

Regulations for continuance at the University of Salamanca (Official Gazette of Castile and León of 23 January 2015).

### CONTACT

Patio de Escuelas, 1 - 37008 Salamanca

923 29 44 00 Ext. 4424, 1172, 1183

master@usal.es

Office hours:

Working days from 9:00 to 14:00