

Access, preregistration and enrolment un university master's degrees. Access requirements

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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.

PREREGISTRATION

Single mandatory submission deadline: 1 March to 2 July.

Students who wish to begin master's degree studies must preregister through the *on line* platform (*button below*) within the specified time period, **even if they do not meet the requirements established for access** (e.g. students in the last year of undergraduate degree studies or who have not yet defended their end-of-degree paper).

After completing the preregistration process, you may view the data by clicking on "view preregistration". Additionally, you will receive confirmation in PDF format.

You will be able to add the required documents between 1 March and 24 September using the "*add documents*" option, except in the following periods:

3 to 6 July

18 to 23 July

5 to 7 September

The Academic Committee of each master's degree may take into account applications received after the deadline provided there are vacancies and no students on the waiting list. Otherwise, they must wait until the enrolment period has ended.

AUTOPREINSCRIPCIÓN MÁSTERES UNIVERSITARIOS

(Self-preregistration university master's degrees)

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.

Students holding university degrees issued by education systems outside the European Higher Education Area must submit **Positive Assessment of the Transcript** by the University of Salamanca or the corresponding **recognition or declaration of equivalence** to a degree or academic level granted by the Ministry of Education.

Other specific documents that may be required by each master's degree (curriculum vitae, language level certification, etc.) can be found in the *Admission Criteria* section on the website of each university master's degree.

The original documents must be presented at the secretary's office of the centre to which the corresponding master's degree is attached before the beginning of the academic year.

ASSESSMENT OF FOREIGN DEGREE TRANSCRIPTS

Assessment of prior studies transcripts is essential for the admission of students holding qualifications from education systems outside the European Higher Education Area whose qualification has not been recognized/declared equivalent. This must be done prior to and regardless of the rest of procedures, which are conditional on success in this process.

The submission deadline will remain open throughout the entire year. It is advisable to complete this preliminary procedure as soon as possible to be able to meet the deadlines of the rest of procedures.

Applications shall include the following documents:

- [Application form](#).
- Proof of payment of public fees for the verification of foreign qualification transcripts to access the master's degree. This is a necessary requirement to complete the process.
- Copy of national ID or Passport.
- Certified copy of undergraduate degree or equivalent academic level certificate.
- Original certification or duly certified copy of the list of subjects taken as part of the undergraduate degree or equivalent academic level, specifically stating name, length and grade.
- Original proof or duly certified copy of proof that the qualification provided grants the holder the right to access master's degree studies in the issuing country.

Uncertified copies of the required documents shall not be accepted.

Certification is an administrative procedure by which a foreign public document is attested as being true through verification of the signature it bears and the capacity in which the authority signing the document acts. **Documents can be certified through diplomatic channels or with the Apostille of The Hague.** [Information about the certification procedure](#)

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

The documentation submitted must be complete. **The process shall not be initiated if the application is incomplete or does not meet the certification requirements specified.** If otherwise, the application shall be deemed not to have been filed.

Documents must be delivered by postal mail, courier or in person at the Undergraduate and Master's Degree Section (Patio de Escuelas, no. 1, 37008-Salamanca).

ADMISSION AND ENROLMENT

Only students who have submitted the required documentation shall be admitted. The academic committee for each master's degree shall apply the specific merit assessment criteria established for admission in the corresponding study plan.

Check your status:

Students can connect to the preregistration application with the same passwords used to preregister and can consult their personal status on the admission dates stated below:

Admission dates and self-enrolment deadlines:

Admission	Enrolment dates (SELF-ENROLMENT)
7 May*	8 May to 8 June
10 July	11 to 16 July
24 July	25 to 27 July
10 September	11 to 14 September (should there be any vacancies)

*Voluntary period: there may be university master's degrees that will not admit students during this period.

The following information will be displayed:

Application under consideration or pending vacancy

Admitted: in this case, the student will have received formal notification at the email address stated in the preregistration form and will be able to complete the enrolment process within the period established.

Admitted in a previous choice.

Excluded: does not meet access/admission requirements.

Enrolled.

Withdrawn: enrolment has not been formalized within the established deadline.

Official notice of admission shall be sent by email to the address stated by the student on their preregistration form.

Students who have been admitted can carry out the SELF-ENROLMENT process within any of the deadlines stated above. In university master's degrees whose academic committees have requested it, it will be understood that students who are admitted but do not enrol within the deadline established renounce their place [check University Master's degrees]. In such cases, the student's personal status or situation on the self-preregistration website will read: WITHDRAWN: enrolment has not been formalized within the established deadline.

Access to SELF-ENROMENT

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

PUBLIC FEES

Public prices for enrolment. (not updated, pending publication of Decree for academic year 2018/19)

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.

METHOD OF PAYMENT

- **Direct debit.** Preferential payment system. In this case, an **IBAN Account Code is required** to formalize the corresponding payments. Likewise, the **SEPA Regulation Consent Form**, which can be obtained from the application, must be completed, printed 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 corresponding recovery order shall be delivered to the bank or savings bank stated on the enrolment form on the last day of the month when the payment of the instalment is due. If payment in 3 instalments has been chosen, the second shall be delivered to the banking institution between 1 and 15 December 2018 and the third between 1 and 28 February 2019. (Pending publication of Decree for academic year 2018/19).
- **Bank receipt** (payment at any branch of the Banco Santander). The 3 copies of the payment receipt must be printed and delivered at the **Banco Santander for payment within a maximum of 15 days**. If payment is made by instalments, the second and third instalments must be paid 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 or Visa Electrón) and **PAY PAL**. [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:

UNIVERSIDAD DE SALAMANCA

Matrícula en Máster Universitario

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

Account no.: IBAN ES97 0049 1843 412810186242

SWIFT CODE: BSCHEMM

FEE CODE: 0

This payment will not be automatically reflected in the enrolment IT 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.

Contact

[Patio de Escuelas, 1 - 37008 Salamanca](#)

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USAL REGULATIONS FOR ENROLMENT

Enrolment procedures for undergraduate and master's degrees.

http://www.usal.es/files/PROCEDIMIENTOS_MATRICULA_masteres_17_18.pdf

USAL REGULATIONS FOR CONTINUANCE

Regulations for continuance at the University of Salamanca.

http://www.usal.es/files/BOCYL_NORMAS_DE_PERMANENCIA.pdf