



Checklist: Bachillerato Homologation

This guide sets out the complete process for homologating your secondary-school diploma and applying for admission to Spanish universities. Follow the steps in order to make sure your file is complete in time.

Phase 1: Preparing Your Documents (In Your Home Country)

Before starting any procedures with the Spanish authorities, you need to gather and validate your academic documents.

- ☐ **Identity Document:** A valid passport or your country's identity document.
- ☐ **Obtaining the Official Diploma:** The original document certifying that you have completed your secondary education.
- ☐ **Official Academic Transcript (Grades):** A record listing the subjects and grades from the last three or four years of your secondary education, depending on your education system.
- ☐ **Legalization or Hague Apostille:** An essential official stamp that gives your documents international validity.

Note: If your country is a party to the Hague Convention, you need the Apostille. If it is not, you must legalize your documents through the diplomatic channel (at the Ministry of Education, at the Ministry of Foreign Affairs, or through Spain's diplomatic representation in that country).

Documents issued in countries of the European Union, the European Economic Area or Switzerland do not require legalization.

- ☐ **Sworn Translation:** If your original documents are not in Spanish, they must be translated by a Sworn Translator recognized by Spain's Ministry of Foreign Affairs.

Phase 2: Homologation Application (Filed with the Ministry of Education)

This process officially recognizes your foreign diploma as having the same validity as the Spanish **Bachillerato**.

- ☐ **Certified Copies (Compulsa):** Have certified copies made of your original documents and their translations. This can be done at the Spanish Consulate or at authorized registry offices. Never hand over your only original documents.



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- ☐ **Official Application Form:** Fill in the homologation application form of Spain's Ministry of Education.
- ☐ **Payment of the Official Fee (Form 790 - Code 079):** Pay the fee for processing your homologation file.
- ☐ **Submitting Your File:** Submit the application, the proof of payment and the certified copies. This can be done at the Education Office (Consejería de Educación) of the Spanish Embassy in your country, or at public registry offices if you are already in Spain.
- ☐ **Obtaining the Conditional Registration Slip:** This is the most urgent document at this stage. It allows you to register for the entrance exams (PCE) and complete your university pre-registration while you wait the several months it takes for the final homologation to be issued.

Still have questions? We're here to help!

We know that dealing with international procedures can feel overwhelming. If any point in this checklist isn't clear, or if you would rather have an expert review your documents to avoid mistakes, we at Compostela Studies are here to help.

Contact us on:

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we will make sure your path to university in Spain is as simple and secure as possible!