



Documents and Legalization

What to apostille, what to translate, and what they'll ask for in Spain.

This guide details the essential documentation procedures for international students who wish to study in Spain. Understanding which documents are needed, how to legalize them, and when to translate them is the first step toward homologating your Bachillerato diploma and obtaining UNEDasiss accreditation.

Key documents required

For both processes (Ministry of Education and UNEDasiss), you will be asked for the following basic documentation:

- **Identity document:** Valid passport, DNI, or NIE.
- **Bachillerato diploma:** Official diploma or certificate proving completion of secondary education in your country.
- **Academic transcript (grades):** Academic record covering the last 2 or 3 years of secondary education, depending on your home education system.

Legalization and the Hague Apostille

Most documents issued outside Spain have no automatic legal validity and must be authenticated:

- **If your country belongs to the Hague Convention:** You only need the Hague Apostille, a single stamp affixed to the original document.
- **If your country does NOT belong to the Hague Convention:** You must follow the diplomatic channel (stamps from the Ministry of Education, the Ministry of Foreign Affairs, and the Spanish Consulate/Embassy in your country of origin).

Document	Requires Apostille / Legalization?
Bachillerato diploma	YES, the original document must be apostilled/legalized.
Grade transcript	YES, the original document must be apostilled/legalized.
Passport / ID	NO, a simple or certified copy is usually sufficient.

Sworn Translation

If your original documents (diploma, transcript, or legalization stamps) are NOT written in Spanish, submitting an official translation is mandatory.

- **Who must do it:** Only an official Sworn Translator recognized by Spain's Ministry of Foreign Affairs. Ordinary or uncertified translations are not valid.
- **What gets translated:** The entire document, including the Apostille or legalization stamps.

Procedures in Spain: Ministry and UNEDasiss

Body	Procedure	What they will ask for
Ministry of Education	Homologation of the Bachillerato diploma	Certified copies of your passport, apostilled diploma, apostilled transcript, and sworn translations (if applicable). Payment of the corresponding fee.
UNEDasiss	Accreditation and PCE	Copy of your passport. The "Conditional Registration Slip" (proof that homologation is underway) or the final Homologation. Academic transcript to calculate your grade.

Document preparation plan: when to start each step

The document process takes time. We recommend following this order:

When	What to do
As soon as possible (now)	Request the original certificates from your school or the relevant ministry in your home country.
After obtaining the originals	Start the legalization process or request the Hague Apostille (this can take weeks or months).
After apostilling	Send scanned documents to a Sworn Translator in Spain (only if the original language is not Spanish).
Once everything is ready	Submit the Bachillerato Homologation application (Ministry of Education) to obtain the Conditional Registration Slip.
When the UNEDasiss window opens	Upload your documentation to the UNEDasiss platform, including the Conditional Slip if homologation is not yet complete.

Final recommendations

- Starting the Bachillerato homologation process is the slowest step. It can take several months, so don't wait until the PCE registration deadline.
- Diploma homologation and subject selection should be settled as early as possible, since they determine everything else.
- Never send your only original documents by mail for final procedures; use certified copies or the electronic registration system whenever possible.
- Make sure your first and last names match exactly across your passport, diploma, and certificates.