a. **Who should request the UNEDasiss Credential?**
   - IB students.
   - Students from educational systems of the European union: List of those with a reciprocity agreement in the area of University Admission

b. **How to request the UNEDasiss Credential? See video tutorial.**
   - The request have to be done in: [https://unedasiss.uned.es/home](https://unedasiss.uned.es/home)
   - Press on **On-line request**.
Register as a New User. Press Sign Up.

Once you have the UNED credentials, please press “Login in UNED”.

In this screen you can find a guide on how to fill in the application.
Connect using the Username generated by UNEDasiss and the password sent.

Press + New application
You must fill in the details of the application for accreditation. In *Form processing* please choose between Individual processing or through a management entity.

In *Choose educational system*, please choose the continent and the country where you have studied.

. If you are IB student, please choose: Europe and IB Diploma Programme.

In *Type of studies*, choose Secondary studies in Annex I of the regulation.
In the section of Offer of accreditation services select “Qualification for Admission to Spanish University” (the remaining services are optional).

Optionally you can fill in the Preferred target university section.
In section **Summary** you can see the required documents.

You can see your pending payment in **Payments** section. You must pay online.

Finally, **SEND REQUEST**.
c. **What documents do I need to send?**

1. Photocopy of your ID/Passport.
2. **Certified** copy of the corresponding diploma (IB, A Level or European Bachelor).
3. **Certified** copy of your last two year school transcripts (High school).

*Certification:* In order to certify it, you have to photocopy the original documents and go to the Spanish Embassy or Consulate for those photocopies to be certified, or you can do so here in Spain at the UNED Center in Madrid or Pamplona.

The IB document is a Swiss document that doesn’t need the apostille. You just need to get a certified copy at the Spanish Embassy or Consulate.

d. **Where do I send these documents?**

- **UNEDasiss**
  
  Calle Juan del Rosal, 14 (Ciudad Universitaria)
  
  28040 Madrid
  
  España

  Mailing by post takes around 10 to 15 days to be received by UNEDasiss, when the post is made from Europe, and it takes longer if made from abroad.

e. **Inscription opened all year long.**

  If the documents are not in Spanish, they must be translated (No need for a sworn translator).