



Universidad
de Navarra

UNEDasiss CREDENTIAL Academic year 2024-25

a. Who should request the UNEDasiss Credential?

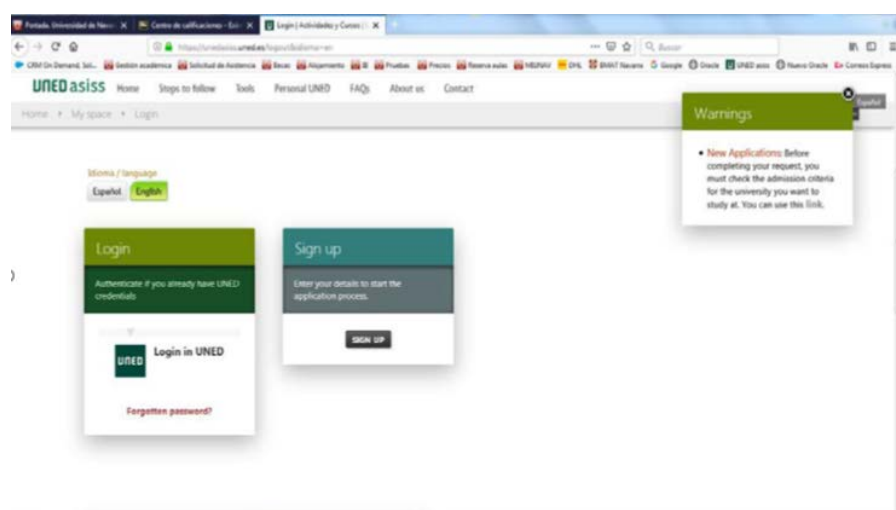
- IB students.
- Students from educational systems of the European union: [List of those](#) with a reciprocity agreement in the area of University Admission

b. How to request the UNEDasiss Credential? See video tutorial.

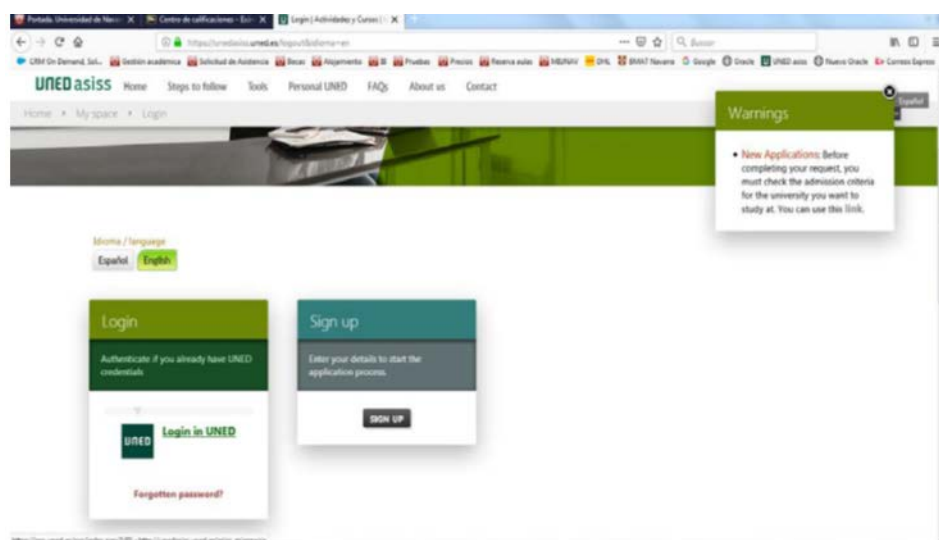
- The request have to be done in: <https://unedasiss.uned.es/home>
- Press on **On-line request**.



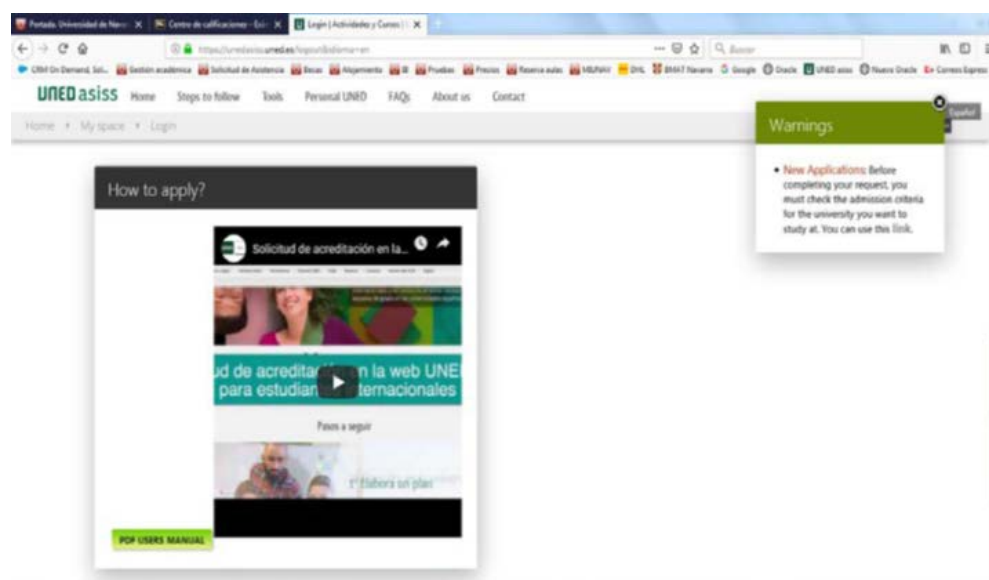
Register as a New User. Press **Sign Up**.



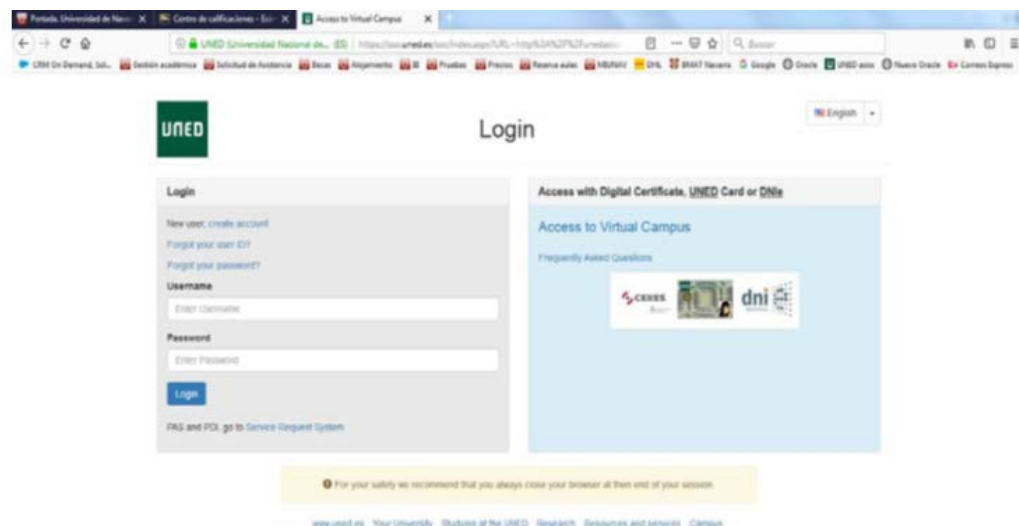
Once you have the UNED credentials, please press **“Login in UNED”**.



In this screen you can find a guide on how to fill in the application.

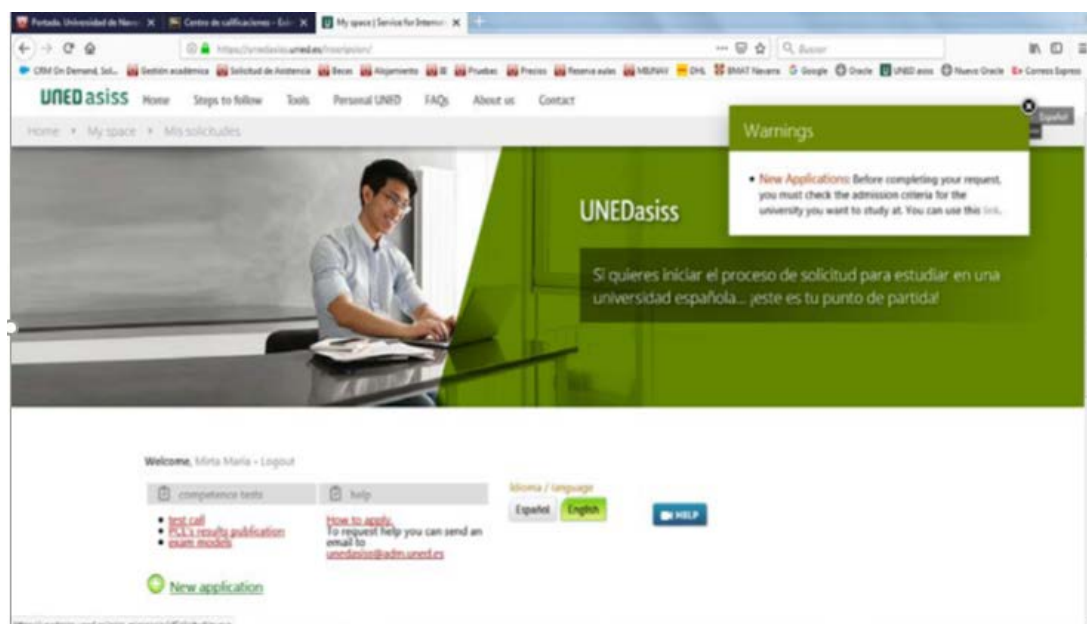


Connect using the Username generated by UNEDasiss and the password sent.



The screenshot shows the UNED Login page. At the top, there's a navigation bar with the UNED logo and a 'Login' button. Below this, the page is divided into two main sections. The left section is titled 'Login' and contains a form with fields for 'Username' and 'Password', a 'Login' button, and links for 'New user, create account', 'Forgot your user ID?', and 'Forgot your password?'. The right section is titled 'Access with Digital Certificate, UNED Card or DNIe' and contains a link for 'Access to Virtual Campus' and a 'Frequently Asked Questions' link. At the bottom, there's a security warning: 'For your safety we recommend that you always close your browser at the end of your session.' and a footer with the URL 'www.uned.es' and various links like 'Your University', 'Studying at the UNED', 'Research', 'Resources and services', and 'Campus'.

Press + New application



The screenshot shows the UNEDasiss 'New application' page. At the top, there's a navigation bar with the UNEDasiss logo and a 'New application' button. Below this, the page is divided into two main sections. The left section is titled 'Welcome, María María - Logout' and contains a 'competence tests' link and a 'help' link. The right section is titled 'Warnings' and contains a 'New Applications' warning: 'Before completing your request, you must check the admission criteria for the university you want to study at. You can use this link.' Below this, there's a large green banner with the text 'Si quieres iniciar el proceso de solicitud para estudiar en una universidad española... ¡este es tu punto de partida!' and a 'New application' button. At the bottom, there's a footer with the URL 'https://onedasiss.uned.es/.../miaplicacion'.

You must fill in the details of the application for accreditation.

In **Form processing** please choose between Individual processing or through a management entity.

The screenshot shows the 'Details of the application for accreditation' page on the UNED asiss portal. The page is for user 'In favor of: 72698381G - Laquidain Tirado, Milagros'. It includes a 'Warnings' box with a note about new applications. The 'Form Processing' section has two options: 'Individual processing' (highlighted in green) and 'Through a management entity'. Other visible fields include 'Application date' (09-04-2019), 'Application status' (Draft), and a 'Language' dropdown set to 'English'.

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

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

In **Type of studies**, choose **Secondary studies in Annex I of the regulation**.

The screenshot shows the 'Country and studies' section of the form. It includes a 'Warnings' box. The 'Choose educational system' section has two dropdowns: 'Europe' and 'IB Diploma Programme' (both highlighted in green). The 'Type of studies' section has a dropdown set to 'Secondary studies in Annex I'. Below this, there is a note: 'Studies in Annex I for IB Diploma Programme: International Baccalaureate Diploma (IB). Annex I to the Regulation.' The 'Form Processing' section from the previous screen is also visible at the top.

In the section of **Offer of accreditation services** select “**Qualification for Admission to Spanish University**” (the remaining services are optional).

The screenshot shows the UNED asiss web portal. The main heading is "Offer of accreditation services". Below it, a text block explains that services are selected based on the educational level and that the user should consult the destination university's admission criteria. There are three service options, each in a green box with a white header:

- Qualification for Admission to Spanish University**: This option is selected, indicated by a green checkmark. A sub-text states: "The rating will be displayed on the copy of the student accreditation once it has been calculated and the accreditation application is approved."
- Baccalaureate mode**: This option is not selected, indicated by a white square. A sub-text states: "You can choose this accreditation service. To request this service, check the box above. Please, before selecting this service, check that the destination university requests it in its admission criteria."
- Competence tests**: This option is not selected, indicated by a white square.

A "Warnings" box on the right side of the page contains the following text: "• **New Applications:** Before completing your request, you must check the admission criteria for the university you want to study at. You can use this link."

Optionally you can fill in the **Preferred target university** section.

The screenshot shows the UNED asiss web portal with the "Preferred target university" section expanded. The section has a purple header. Below the header, a text block explains that UNEDasiss does not carry out university pre-registration and that the data requested is only for statistical purposes. It asks the user to select the region and/or type of university where they prefer to start their studies. There are two options, each with two dropdown menus:

Option 1:

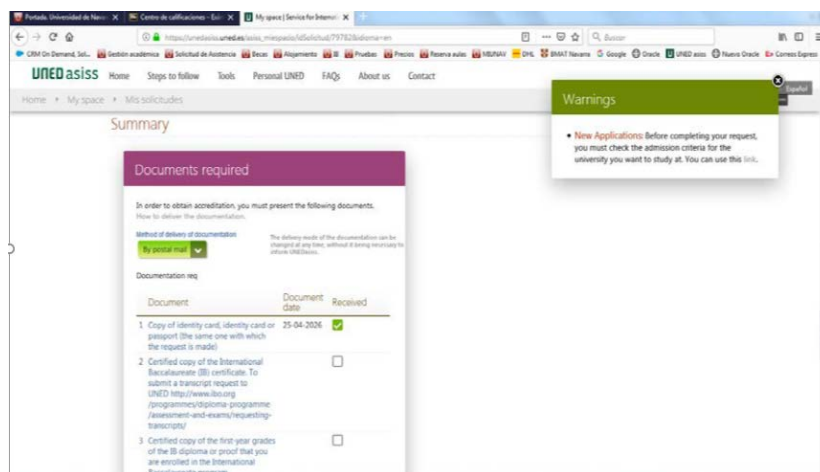
- Type of university: "I don't know" (dropdown menu)
- Preferred region: "I don't know" (dropdown menu)

Option 2:

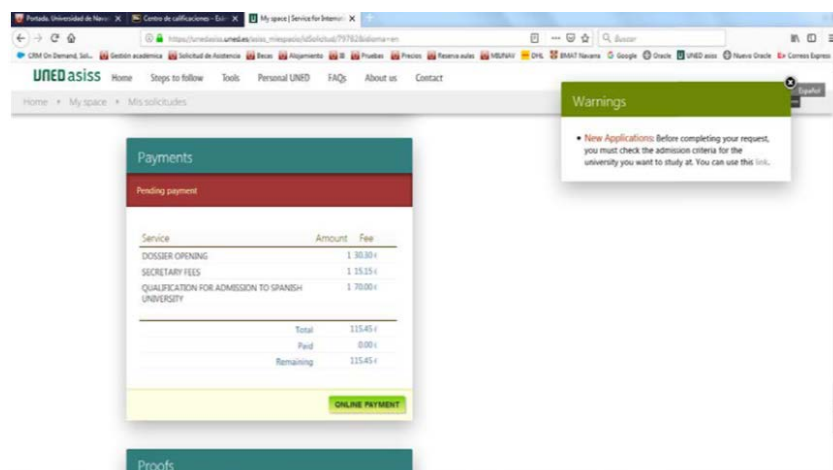
- Type of university: "I don't know" (dropdown menu)
- Preferred region: "I don't know" (dropdown menu)

Below the options, there is a "Summary" section with a purple header. A "Warnings" box on the right side of the page contains the following text: "• **New Applications:** Before completing your request, you must check the admission criteria for the university you want to study at. You can use this link."

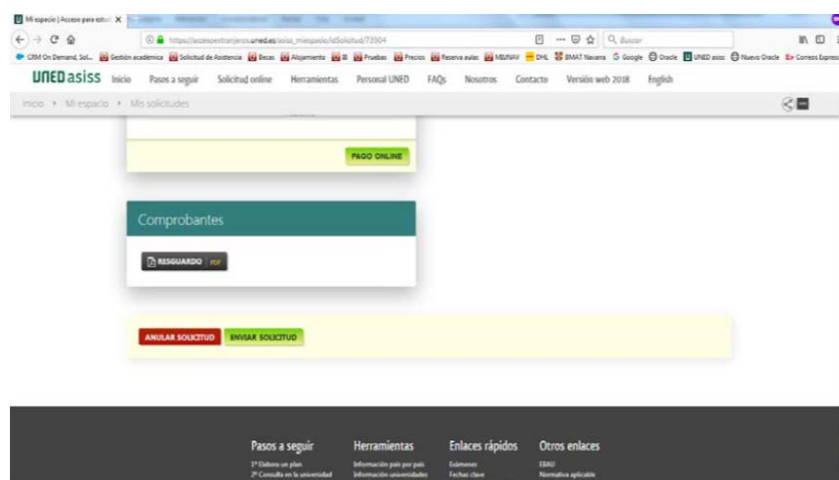
In section **Summary** you can see the required documents.



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 UNEDassis, 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).