



Universidad  
de Navarra

**Students from Foreign Education Systems:  
HOMOLOGATING YOUR STUDIES  
Academic year 2024-25**

**a. What is the homologation?**

- It's the process to recognize the high school studied outside Spain as the Spanish bachelor.

**b. Where to do the homologation?**

- Start with the register in the [Ministry Sede Electrónica](#)
- Subsequently, presentation of documentation in:  
Sub delegation of the Ministry of Education in Pamplona  
Oficina de Alta Inspección de Educación (Commissioner of Education)  
C/Paulino Caballero, 19 - 31003 Pamplona (Navarra) – SPAIN -  
Phone number: (+34) 948 979 360  
Mail: [ainspeccion.navarra@correo.gob.es](mailto:ainspeccion.navarra@correo.gob.es)

**c. What documents do you need to ask for the homologation?**

- Original transcripts from your high School (subjects and scores) from the three, four, five or six last years, depending on your education system.
- Official High School Diploma or Official Certification stating that the Diploma has been issued.
- Valid passport.

The **original documents must be legalized** by the authorities from your country of origin:

1. The documents issued within the **European Union** do not need to be legalized.
2. The countries subscribed to the [Hague Convention](#), it is sufficient with the sole legalization or apostille issued by the competent authorities of the country, with prior approval from the Ministry of Education of that country.
3. The **rest of the countries** must legalize the documents through these three

**Diplomatic Channels:**

- a. At the Ministry of Education from your country of origin
- b. At the Foreign Affairs Ministry of the country where your documents has been issued
- c. At the Spanish Embassy or Consulate on that country.

Once you legalize the original papers, you have to ask for one **certified** photocopy to the Spanish Embassy or Consulate.

#### d. How do I request the Homologation?

1. Register at the [Ministry's Sede Electrónica](#). See video tutorial.
2. Once registered at the Sede Electrónica, enter "Access to the procedure" and fill in the requested data.
3. Once filled out, put the check of "Generar volante de inscripción condicional".
4. Mark the documents to be presented in the registry (see point f) and click the "Generar impresos" button. Then save request.
5. Review the data entered and clicks on the button "Documentos y generación de impresos".
6. Select the option "Ver/Imprimir solicitud". A form will be generated with an application code that begins with NU\_202X\_XXXX in which all your personal data will appear.
7. Select the option "Ver/Imprimir volante inscripción".
8. **VERY IMPORTANT: Remember that you must print the application and present with all documents requested in (in section C) to the delegate of the University in your country or when you arrive in Pamplona or San Sebastián, present it at the Admission Service.**
9. Make the payment of the fee: € 49.76 (year 2024).
  - a. For pay in Spain, [link is attached](#):
  - b. For payment outside Spain:
    - IBAN: ES27 9000 0001 2002 5310 8018
    - BIC: ESPBESMMXXX

#### **ABSTRACT**

It is necessary to request the homologation the presentation of the following documentation:

- The *solicitud de homologación* signed (see section d, point 6).
- The *Volante de Inscripción Condicional* Request signed (see section d, point 7).
- Receipt of the bank transfer.
- Original passport or certified photocopy.
- Official Academic Transcripts (subjects and scores) from the three, four, five or six last years, depending on your education system. **ORIGINALS MUST BE LEGALIZED (translated if needed) or CERTIFIED COPIES OF THE LEGALIZED ORIGINAL DOCUMENTS.**
- Official High School Diploma or Official Certification stating that the Diploma has been issued. **ORIGINAL MUST BE LEGALIZED (translated if needed) or A CERTIFIED COPY OF THE LEGALIZED ORIGINAL DOCUMENT.**

#### e. Deadline?

- Opened permanently.

All the information can be found on the Education Ministry on the [link](#).