



**Escuela de Doctorado**  
**Universidad Zaragoza**

Doctoral Committee

**ACCESS TO DOCTORAL STUDIES WITH AN  
UNCERTIFIED FOREIGN QUALIFICATION ISSUED  
BY A NON-EHEA COUNTRY**

**(Curricula regulated by R.D. 99/2011)**

**20 / 20 Academic Year**

**CAREFULLY READ THE INSTRUCTIONS ON THE BACK OF THIS FORM PRIOR TO COMPLETING THIS APPLICATION**

Passport No./NIF/NIE: \_\_\_\_\_ Surname(s): \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 University qualifications: \_\_\_\_\_  
 University: \_\_\_\_\_

**Doctoral Programme applied for:**

**PROGRAMME ADMINISTRATIVE OFFICE:**

**Documents to be presented with this application (see reverse):**

- Photocopy of Passport/NIF/NIE \_\_\_\_\_, on \_\_\_\_\_ 20 \_\_\_\_\_  
Signed by the applicant
  - Higher Education Qualifications (previous official University qualifications, Master's or similar)  
universitarios oficiales previos)
  - Academic certificate for the courses studied
  - Programme and contents of the subjects studied in these courses
  - Doctorate access certificate
- Signed.: \_\_\_\_\_

**TO BE COMPLETED BY THE PROGRAMME'S ACADEMIC COMMITTEE:**

Having considered the documents provided by the applicant, at its meeting on \_\_\_\_\_, the Academic Committee for the doctoral Programme \_\_\_\_\_ has agreed:

**To allow** the application for access to the doctoral studies with an uncertified foreign qualification, considering that the content of the qualification is equivalent to a higher Spanish university qualification.

**Not to allow** the application for access to the doctoral studies with an uncertified foreign qualification (*in which case reasons justifying the decision must be given in an accompanying report*).

In Zaragoza, on \_\_\_\_\_ 20 \_\_\_\_\_ Doctoral Programme Coordinator

Signed.: \_\_\_\_\_

**At its meeting held on \_\_\_\_\_, based on the documents provided by the candidate and the report presented by the Academic Commission for the doctoral programme, the Doctoral Committee at the University of Zaragoza agrees TO ALLOW / NOT TO ALLOW access to the doctoral studies applied for with said uncertified foreign qualification.**

**PRESIDENT OF THE DOCTORAL COMMITTEE**

Signed.: **Jesús Acero Acero**

In accordance with the provisions of OL 15/1999 on Personal Data Protection, please be aware that your data will be added to the students' file, whose purpose is academic and administrative management, in addition to management of your participation in the services at the University of Zaragoza.

**PRESIDENT OF THE DOCTORAL COMMITTEE AT THE UNIVERSITY OF ZARAGOZA**

## ACCESS TO DOCTORAL STUDIES WITH AN UNCERTIFIED FOREIGN QUALIFICATION ISSUED BY A NON-EHEA COUNTRY \*

Students who have a foreign higher education qualification that has not been certified by the MEC and was issued by a non-EHEA country may attend the period of academic tutelage for a doctoral programme, following verification that the qualification substantiates an academic level that is the equivalent of the corresponding Spanish University Master's and, in the issuing country, permits access to Doctoral studies. Hence:

1. The candidate must request **access to doctoral studies using this form**, addressed to the President of the Doctoral Committee, together with the following documents:
  - Photocopy of Passport or DNI
  - Higher education qualifications (previous official University Master's or equivalent and official studies) legalised by the Ministry of Education and the Foreign Office in the country of origin, by the Spanish Consulate in that country and by the Spanish Foreign Minister (diplomatic legalisation). Andrés Bello Treaty signatory countries do not require legalisation from the Spanish Foreign Minister (\*\*).
  - Individual academic certification of the studies undertaken, with the same legalisation as for the qualification (\*\*).
  - Programme & content of the subjects in the studies realised.
  - Certificate from the qualification-issuing body that this is an official qualification which grants access to doctoral studies in that country.

Any documents issued in a language that is not commonly used **must be translated into Spanish by a sworn translator**.

2. Additionally, **the admissions form for doctoral academic tutelage** must be received at the programme's academic office (available in the forms section of the tertiary education website in: <http://escueladoctorado.unizar.es/es/impresos>)

(\*\*) When applying, students may only provide photocopies; when formalising enrolment, they must present the documents legalized appropriately.

### Legalization of documents

- Students from the **European Union**:
  - Present the originals and a copy for verification
- Students from **Hague Convention and non-community countries**:
  - Present documents with the Apostille
- • Students from the **rest of the world**:
  - Present documents with the following stamps:
    - Stamp from the Ministry of Education in the country of origin
    - Stamp from the Foreign Office in the country of origin
    - Stamp from the Spanish Consulate in said country
    - Stamp from the Spanish Foreign Office in Madrid

Diplomatic legalisation can be replaced by the Apostille if the student is from a Hague Convention country.

For further information on legalisation: <https://escueladoctorado.unizar.es/es/tasas> Enrolment will not be processed if the documents have not been properly legalised.

### Deadlines & Procedures

The application period for access with an uncertified foreign qualification issued by a non-EHEA country at the administrative office of the doctoral programme: Starting from June (prior to the course starting).

Period in which to apply for admission to doctoral studies at the programme's administrative office, or sign up using the [Virtual Secretary](#): see [specific calendar](#).

Period for self-enrolment via the [Virtual Secretary](#): see [specific calendar](#).

1. The student will present the completed doctoral studies access form, together with the other documents, to the organisation responsible for doctoral studies (before the programme's Academic Committee).
2. This Committee will study the documents provided and permit or deny access to the Doctorate. They shall send the Doctoral Committee the requests for admission of doctoral studies with uncertified foreign qualifications, together with the documents provided by each student, alongside a reasoned report, as soon as possible.
3. The Doctoral Committee will study the documents provided and take a decision on access with an uncertified foreign qualification, informing the candidate and the body responsible for the studies of their decision.
4. The student must formalise their enrolment at the School of Doctoral Studies, presenting the properly legalised original documents (for comparison).

Admission to the research period is conditioned by a favourable decision from the Doctoral Committee on the equivalence of the foreign studies.

**Access to doctoral studies with an uncertified foreign qualification does not at any time imply certification of this foreign qualification or recognition of this qualification for other purposes than attending the courses indicated.**

\* The countries which belong to the EHEA can be found in:

<https://escueladoctorado.unizar.es/es/estudiantes-con-título-extranjero-no-homologado-expedido-por-un-país-del-ees>