

## Required Documents for Recognition Process with the Ministry of Education

Whether your child is coming from a school within Spain or from abroad, specific documentation and procedures must be followed to ensure their educational credentials are properly recognized. Please carefully review the requirements listed below to facilitate a smooth transition and recognition process. For any additional information or assistance, do not hesitate to contact us at [secretariat@theglobalcollege.com](mailto:secretariat@theglobalcollege.com).

### IF YOUR SON/DAUGHTER COMES FROM A SPANISH SCHOOL

If your son/daughter comes from a Spanish school, there are some documents that we will need for the recognition process with the Ministry of Education.

- Your son/daughter's official transcripts for the last year of secondary school, in Spanish. If the transcripts are not in Spanish, we would need a sworn translation.
- OR
- Your son/daughter's ESO diploma recognized or validated.

**Once you have these documents, please send the original copies to us, either by registered mail or in person.** These papers will be added to each student's folder and returned to you once the process is over.

### IF YOUR SON/DAUGHTER COMES FROM A NON-SPANISH SCHOOL

If your son/daughter comes from a non-Spanish school, there are some documents that we will need for the recognition process with the Ministry of Education.

- Your son/daughter's official transcript for the last year of secondary school.
- A sworn translation (traducción jurada), if the transcripts are not in Spanish. Should you need the contact of an official translator, please let us know.
- Apostille.

**Once you have these documents, please send the original copies to us, either by registered mail or in person.** These papers will be added to each student's folder and returned to you once the process is over.

Please find below further information regarding the translation and legalization process:

#### Translation

All documents issued in a foreign language by the competent authorities of the country of origin must be accompanied by their translation into Spanish, which may be done through:

- Any diplomatic or consular representation of the Spanish State abroad.
- The diplomatic or consular representation in Spain of the country of which the applicant is a national or, if applicable, of the country of origin of the document.
- A sworn translator, duly authorized or registered in Spain, whose services may be obtained through the Office of Interpreters of the Ministry of Foreign Affairs and Cooperation.

#### Legalization

**Documents issued in EU member states are exempted from legalization.** To legalize documents from member countries of the Hague Convention of October 5, 1961, the only requirements is for authorities in said countries to issue an Apostille.