

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.

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 email us an electronic copy and send the original copies, either by registered mail or delivered 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 email us an electronic copy and send the original copies, either by registered mail or delivered 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.