



## LEGALIZATION OF DOCUMENTS ISSUED IN NON-EUROPEAN UNION COUNTRIES

The procedure to be followed depends on the country that has issued the documents. Once you know which is your case, please consult the appropriate procedure:

- (1) Documents issued in signatory countries to the Hague Convention (except signatory countries also belonging to the European Union):

Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrein, Barbados, Belarus, Belize, Bosnia and Herzegovina, Botswana, Brazil, Brunei-Darussalam, Burundi, Cape Verde, Chile, China (only Hong Kong and Macao), Colombia, Cook Islands, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Fiji, Former Yugoslav Republic of Macedonia, Georgia, Grenada, Honduras, India, Israel, Japan, Kazakhstan, Kirghizstan, Korea (Republic of), Lesotho, Liberia, Liechtenstein, Malawi, Marshall Islands, Mauritius, Mexico, Moldova (Republic of), Monaco, Mongolia, Montenegro, Morocco, Namibia, New Zealand, Nicaragua, Niue, Oman, Panama, Paraguay, Peru, Russia, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Serbia, Seychelles, South Africa, Suriname, Swaziland, Switzerland, Tadjikistan, Tonga, Trinidad and Tobago, Turkey, Ukraine, United States of America, Uruguay, Uzbekistan, Vanuatu (Republic of), Venezuela.

- (2) Documents issued in other countries

Once you know which is your case, please consult the appropriate section within this document.

**SIGNATORY COUNTRIES TO THE HAGUE CONVENTION**  
(except signatory countries also belonging to the European Union)

Below you will find details of the documents you should prepare in your country and provide upon your arrival at IAMZ in order to formalize your registration. Information is also provided on the procedures to follow.

Required documents

- Authenticated photocopy of your passport
- Authenticated photocopy of your university diploma, with The Hague Apostille Certificate issued by the competent authority in your country. If your university diploma is presently in the process of being issued and you do not have it in your possession, you should present a document issued by your education authority, certifying that you have completed your studies and have obtained the corresponding degree. In this case this is the document that requires The Hague Apostille Certificate
- Authenticated photocopy of the official transcript of records, with The Hague Apostille Certificate issued by the competent authority in your country, that includes the official duration of studies in academic years, the subjects taken, the teaching load (hours or credits) and qualifications obtained in each
- Certification issued by your education authority, with The Hague Apostille Certificate issued by the competent authority in your country, accrediting that the university degree awarded to you entitles access to official postgraduate studies in your country

Procedure to follow for official translations of the documents, if necessary

The documents can be presented in Spanish, English or French; documents in other languages must be translated into any of these languages by a certified translator duly authorized and registered. Upon your arrival you should provide the official translation of the documents.

Procedure to follow for the authentication of copies

You can authenticate the copies of the documents in the Spanish Embassy or Consulates in your country. If you prefer, you can submit the original documents as well as photocopies at IAMZ to be authenticated, and afterwards the originals will be returned.

## **DOCUMENTS ISSUED IN OTHER COUNTRIES**

Below you will find details of the documents you should prepare in your country and provide upon your arrival at IAMZ in order to formalize your registration. Information is also provided on the procedures to follow.

### Required documents

- Authenticated photocopy of your passport
- Authenticated photocopy of your university diploma legalized through diplomatic channels. If your university diploma is presently in the process of being issued and you do not have it in your possession, you should present a document issued by your education authority, certifying that you have completed your studies and have obtained the corresponding degree. In this case this is the document that should be legalized through diplomatic channels
- Authenticated photocopy of your official transcript of records legalized through diplomatic channels, that includes the official duration of studies in academic years, the subjects taken, the teaching load (hours or credits) and qualifications obtained in each
- Certification issued by your education authority, legalized through diplomatic channels, accrediting that the university degree awarded to you entitles access to official postgraduate studies in your country

### Procedure to follow in the legalization of the documents

You should present the documents at each and every one of the following institutions for the legalization process:

- The Ministry of your country responsible for the authorities issuing the documents
- Ministry of Foreign Affairs of your country
- Spanish Embassy or Consulates in your country

### Procedure to follow for official translations of the documents, if necessary

The documents can be presented in Spanish, English or French; documents in other languages must be translated into any of these languages by a certified translator duly authorized and registered. Upon your arrival you should provide the official translation of the documents.

### Procedure to follow for the authentication of copies

You can authenticate the copies of the documents in the Spanish Embassy or Consulates in your country. If you prefer, you can submit the original documents as well as photocopies at IAMZ to be authenticated, and afterwards the originals will be returned.