

UNED Credentials

How to apply for the credentials issued by the Spanish National Distance
Learning University

NOTE: This document is NOT an official document from the UNED. It has been done to assist ESADE students in their enrolment process. Please contact the UNED directly if you need any assistance: connect to www.uned.es/accesoUE (in Spanish) or contact UNED by phone +34913987469.

Bear in mind that UNED will be closed from the 1st to the 31st of August.

If you have followed the secondary education systems of the EU, China, Switzerland or other countries having bilateral agreements with Spain (check the Annex at the end of this doucment), you are not required to obtain recognition of your education in Spain or to take the Spanish University Entrance Exam (known as "Selectividad / PAU"). You only need to present credentials issued by the Spanish National Distance Learning University (UNED) and comply with university entry requirements in your country of origin.

UNED is responsible for the verification of compliance with the university access requirements for students from the above-mentioned educational systems and the issuance of the appropriate credentials.

In such cases, we recommend that you follow the steps specified on the www.uned.es/accesoUE website. This website is in Spanish; in this document you will find the information in English.

Go to UNED's website: www.uned.es/accesoUE and click on "Solicitud de Credencial" (Credential Application)



• Click on "Registrarse" (Register)



• Fill in de required fields and click on "Registrarse" (Register)



Once you fill in these fields, the system will generate an ID code (Usuario), beginning with UESELECT_ followed by 5 numbers (for example: UESELECT_67890). Please write down your username and password and keep it in a safe place.

Aceptar (Accept)



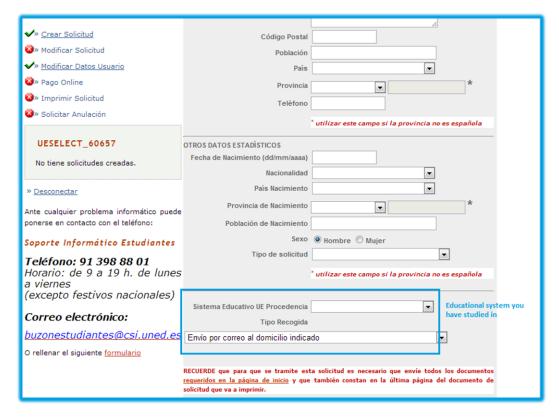
Crear Solicitud (Access the application form)



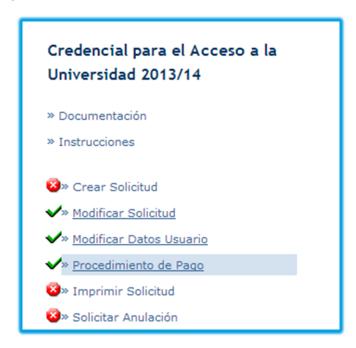
• Fill in the required information

DNI o Pasaporte		ID or Passport Number
Nombre		Name
Apellidos		Surname
DATOS DE CONTACTO PARA NOTIFICA	CIONES	CONTACT DETAILS
Domicilio		Contact Address (the credential will be sent to this address)
Código Postal		ZIP Code
Población		City
País		Country
Provincia	*	State
Teléfono		Phone Number
1	* utilizar este campo si la provincia no es española	
OTROS DATOS ESTADÍSTICOS		OTHER DETAILS
Fecha de Nacimiento (dd/mm/aaaa)		Date of birth
Nacionalidad	•	Nationality
País Nacimiento	•	Country of birth
Provincia de Nacimiento	*	State of birth
Población de Nacimiento		City of Birth
Sexo	● Hombre ○ Mujer	City of Birth
Tipo de solicitud	•	Type of application
	* utilizar este campo si la provincia no es española	

 In "Tipo de Recogida" choose "Envío por correo al domicilio indicado" and enter the educational system you have studied in.



- Click on the "Enviar" (Send) button
- Click on the "Procedimiento de Pago" (payment transaction) and follow the instructions



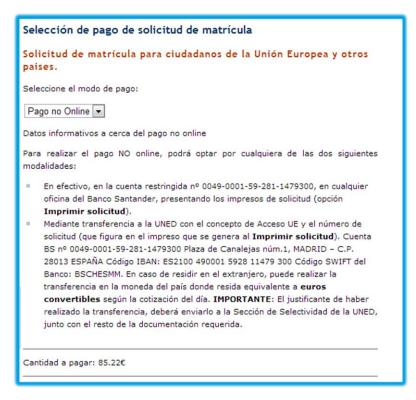
If paying online (debit or credit card)

olicitud de paises.	matrícula para ciudadanos de la Unión Europea y otros
Seleccione el m	odo de pago:
Pago Online	
en un 'Servicio	ar utilizando comercio electrónico seguro (CES), debe estar dado de alta de pago seguro en Internet' que le ofrecerá su banco para tarjetas Visa cluyendo tarjetas del grupo, como 4B Mastercard y Maestro).
Si efectúa el pa sido aceptada.	go OnLine debe imprimir su solicitud después de que su transacción haya
Cantidad a paga	ar: 85.22€

In order to securely pay online with your credit/debit card through the CES ("comercio electrónico seguro"), you should check with your bank if you have the "secure online payment option" for your Visa or Mastercard (included 4B Mastercard and Maestro).

If you pay online, please print your online application form after the payment had been approved and send it along with the rest of the documentation.

Other payment methods:



Please follow these instructions for other methods of payments:

- By cash in any of the agency of the Banco Santander located in Spain, through the following bank account nº 0049-0001-59-281-1479300, you will need to present the printed application form
- By bank transfer to the UNED, please indicate as a reference of payment "En Concepto de Acceso UE" with the application code reference that you can find on the form after printing the application form (Imprimir solicitud). Bank details: Account BS nº 0049-0001-59-281-1479300 Plaza de Canalejas núm.1, MADRID C.P. 28013 ESPAÑA IBAN: ES2100 490001 5928 11479 300 SWIFT bank: BSCHESMM.
- IMPORTANT: you must send the proof of payment along with the required documents to the UNED to get your credentials.

After making the payment, click on the "Imprimir solicitud" option, in order to print your application and attach it with the rest of the required documents



DOCUMENTS TO BE INCLUDED IN THE ENVELOP SENT BY CERTIFIED POST OR COURIER TO UNED

- Photocopy of ID or passport
- Certified copy of qualifications, diploma or certificate needed for university admission in the corresponding education system (EDU/1161/2010, Order of 4 May, Ministry of Education (BOE 7 May 2010))
- Certified copy of the academic certificates of the last two years of secondary education, or the last three in education systems in which the upper secondary education cycle has duration of more than two years.

Students from the British education system, who have obtained the equivalent to the Certificate of Secondary Education (GCSE) in another education system, must provide proof of the qualifications or certificate corresponding to the education received.

Copy of the UNED registration form* with the bank receipt of payment of public fees
of verification of studies in Europe for university admission (Copies 1 and 2 of this
form, validated and sealed online or at any branch of the Banco Santander network)

Please send these documents and a copy of your Credential application by certified post or courier to:

UNIVERSIDAD NACIONAL DE EDUCACIÓN A DISTANCIA SECCIÓN DE ACCESO II (ACCESO UE) Calle Juan del Rosal, 14 (CIUDAD UNIVERSITARIA) 28040 MADRID - SPAIN

Important: You may certify your diplomas and academic transcripts in one of the following

1/ UNED Offices

2/ Spanish Embassy/consulate of your country of residence

3/ Embassy/consulate of your own country in Spain



ANNEX

Countries with bilateral agreements with Spain

Education system	Qualification, diploma or certificate	
Austria	Reifeprünfungszeugnis	
Belgium	Certificat d'enseignement secondaire supérieur (French-speaking	
	area) Diploma van Secundair Ondervijs (Flemish-speaking area)	
	Abschlusszeugnis der Oberstufe des Sekundarenterrichts	
	(German-speaking are)	
Bulgaria	Diploma za Sredno Obrasovaine and university entrance	
	examination	
	Qualification certifying the completion of secondary education	
China	(Pu Tong Gao Zhong BiYe Zheng Shu) and proof of having passed	
	the National Examination (Gao Kao)	
6	Apolytirio certificate and proof of having passed university	
Cyprus	entrance examination	
	Vysvedcení or Maturnitní skousce qualification, after passing the	
Czech Republic	Maturita	
Denmark	Studentereksamen (stx) certificate Hojere	
	forgberedelsaseksamen (hf) certificate	
Estonia	Certificate of secondary education and certificate of having	
	passed state examinations and/or university entrance exam	
European Schools	European Baccalaureate (EB)	
Finland	Lukio qualification and certificate of having passed the	
	Yloippilastutkinto examination	
France	Baccalauréat qualification	
Germany	Allgemeine Hochschulreife (Abitur) certificate	
Greece	Apolytirio Kykiou qualification and the Veveosi certificate	
H.m.	Érettségui bizonyitvány secondary education certificate and pass	
Hungary	in the érettségi vizsga examination	
Iceland	Stúdentspróf	
International Schools	International Baccalaurate (IB)	

Ireland	The Established Leaving Certificate	
Italy	State Examination or Maturità Certificate	
Latvia	State examination or Maturità certificate	
Liechtenstein	Matura	
Lithuania	Brandos Atestatasa qualification and certificate of having passed entrance examination to a Lithuanian university	
Luxembourg	Secondary studies diploma Technical secondary studies diploma	
Malta	Pass in the Matriculate Certificate Examination and at least level C in English and Mathematics	
Netherlands	Voorbereidend Wetenschappelijk Onderwijs (vWO) diploma, after having passed the final Centraal examination	
Norway	Vietnemal Fra Videregaende Skole	
Poland	Swiadectwo dojrzalosci qualification accrediting pass in the nowa matura examination	
Portugal	Ensino Secundario certificate and pass in national university entrance examinations	
Romania	Baccalaureat diploma	
Slovakia	Vysvedcenie or maturitnej skuske certificate	
Sweden	Slutbetyg diploma	
Switzerland	Maturité diploma	
United Kingdom	Minimum 2 A-Levels and 120 points	