**How to apply for the credentials issued by the Spanish National Distance Learning University (UNED) to comply with university admission requirements in Spain**

If you have followed the secondary education systems of the EU, China, Switzerland or other countries having bilateral agreements with Spain (listed in this [linked document](#)), 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. In such cases, we recommend that you follow the steps specified on the [www.uned.es/accesoUE](http://www.uned.es/accesoUE) website. This website is in Spanish; in this document you will find the information in English.

**DOCUMENTATION REQUIRED BY STUDENTS FROM EUROPEAN UNION EDUCATION SYSTEMS AND OTHER STATES SUBSCRIBED TO BILATERAL AGREEMENTS TO FORMALISE THEIR APPLICATION TO ENROL IN SPANISH UNIVERSITIES**

After completing the registration form (from this same website), the student will send a printed copy together with the documents indicated below to the following address:

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

* Students who have admissions credentials corresponding to the academic years 2007/2008, 2008/2009 and 2009/2010, and who wish to apply for credentials for admission for the 2011/2012 year must re-register for the new credential. Once registered, the only documentation to be forwarded (in addition to registration form and completed payment) is the simple copy of the credentials issued for the last academic year, except when the criteria for equivalence with their education system has been modified in relation to the previous year, in which case they must provide the new documentation.

- **Documentation required:**
  1. Photocopy of ID or passport
  2. 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))
3. 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 a 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.

4. 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)

PUBLIC FEES OF VERIFICATION OF STUDIES IN EUROPE (and others) FOR UNIVERSITY ADMISSION (2011)

Ordinary rate: €44.18

General large family* (50% exemption)

Special large family* (100% exemption)

*Large Family supplement beneficiaries must enclose a valid, certified photocopy of the Large Family Certificate in the registration envelope (see Royal Decree 1621/2005 of 30 December, by which the Regulation of the Law 40/2003 of 18 November was passed to protect large dependent families).

Recognition of large family status corresponds to the Autonomous Community where the applicant resides, as does the issue and renewal of the certificate accrediting this status and category.

In the case of nationals from European Union Member States or from the remaining states of the European Economic Space who are not residents in Spain, the Autonomous Community in which the applicant is engaged in employed or self-employed activity shall have jurisdiction.

- Photocopies of the documents to be presented to the UNED can be certified in any of the UNED Associated Centres, or in any of the Student Support Units in Madrid (Bravo Murillo 38, Paseo Senda del Rey 7, or Juan del Rosal 16). They can also be certified in the Departments of Education of the different Spanish Embassies abroad and in the Embassies/Consulates of different countries in Spain.
PAYMENT METHOD

* Payment can be made online if you register online.

However, registration fees can be paid into the restricted bank account nº 0049-0001-59-281-1479300 at any Banco Santander branch, with the registration form.

For students living abroad, payment can be made in the local currency of their country of residence. To do so, a bank transfer should be made to the UNED from their local currency to Euros, according to the exchange rate of the day, to: Banco Santander nº 0049-0001-59-281-1479300, Plaza de Canalejas 1, MADRID -C.P. 28013 SPAIN.

In the event that payment is made by bank transfer, it is MANDATORY to include the number of the form and THE REGISTERING STUDENT’S NAME on the bank transfer order.

IBAN CODE: ES2100 490001 5928 11479 300

SWIFT CODE: BSCHESMM

NOTE: Large Family supplement beneficiaries must enclose a valid, certified copy of the Large Family Certificate in the registration envelope

* THESE UNIVERSITY ADMISSION CREDENTIALS DO NOT REQUIRE THE STUDENTS’ ACADEMIC RECORDS TO BE TRANSFERRED TO THE UNIVERSITY WHERE THEY HAVE REGISTERED

For further information you can access www.uned.es/accesoUE (in Spanish) or contact UNED by phone +34913987469.