UNED Credentials

How to apply for the credentials issued by the Spanish National Distance Learning University
Students from the following education systems can be admitted in this way:

- Andorra, Austria, Belgium, Bulgaria, China, Cyprus, Czech Republic, Denmark, Estonia, European Schools, Finland, France, Germany, Greece, Hungary, Iceland, International Baccalaureate, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Switzerland and United Kingdom.

Requirements:

- When you submit your application for admission, you must be in the equivalent year, in your education system, to the second year of the Spanish “bachillerato” – in other words, the last year of secondary education before university.
- Before starting the programme, you must satisfy the academic requirements for access to university in the education system in which you completed secondary school.
- You do not need to take the Spanish University Entrance Examination (Selectividad), provided that you meet the requirements for access to university in your education system.
- If you are applying for the Bachelor of Business Administration (BBA) or the BBA + Bachelor in Law, you need to have taken mathematics throughout your pre-university studies. For IB candidates, Maths Studies are not eligible to apply to the programmes, you need to have taken mathematics Standard Level or Higher Level.
- In order to gain Spanish university access, you must request a credential from the Spanish National Distance Learning University (UNED) that certifies that you have met the requirements for university access in your education system. For more information, see: www.uned.es/accesoUE
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: [http://www.uned.es/accesoUE](http://www.uned.es/accesoUE) and click on “Solicitud de Credencial” (Credential Application)

- 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
• Enter the educational system you have studied in, and in “Tipo de Recogida” choose “Envío por correo al domicilio indicado”
• 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)

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 has been approved and send it along with the rest of the documentation.
Other payment methods

→ 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 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