

Dear Doctor,

It is very important that you pay attention to the documents required by IL3-UB, as well as the necessary procedures and deadlines, which we will indicate below.

First, in order to be clear with the documentation to be delivered, and the formalities to be carried out, you must go to one of the following sections:

- A) **Students with university studies outside the European Economic Community. PÁGINA 2-3**
- B) **Students with university studies under the European Economic Community. PÁGINA 4-5**
- C) **Foreign students with the degree approved in Spain by the Ministry of Education. PÁGINA 6**
- D) **Students with studies in Spain. PÁGINA 7**

A) Students with university studies outside the framework of the European Economic Community

1. Required documentation:

- Photocopy of the **Passport** with the stamp of the Spanish Embassy (authenticated)
- Photocopy of the **Degree certificate in Medicine and Surgery** issued by the university where the studies have taken place. Duly legalized and authenticated
- Photocopy of the **Academic certification of the studies of Medicine and Surgery, issued by the university** where they have taken place and containing the official duration in academic years, the curriculum followed, the subjects taken and the hourly load or credits of each of them. Duly legalized and authenticated
- **Rector application** completed and signed by you, both pages. The document is attached in the email.

2. Procedures to be carried out:

- **Legalization/Apostille of documents:**
 - What is it? This is an administrative act granting validity to a foreign public document, verifying the authenticity of the signature placed on a document.
 - What documents should I legalize/apostille? The medical and surgery degree certificate, as well as the academic certificate. Both documents must be issued by the University where you studied.
 - How is it done: If the country of issue of your title is subscribed to the **Hague Convention**, it is carried out by a simple apostilling procedure. For countries not signed to the Convention, they must carry out the legalization procedures required by their country. Legalization or apostille shall be attached to the original document on each page of it.
 - Where should I do the paperwork? The procedure must be carried out in the country where you studied. If the country is subscribed to the **Hague Convention**, you must do the Apostille procedure at the competent authorities in the country of issue (<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>). In the case of countries not subscribed to the Convention, you will need to carry out the procedure in the Ministry of Education, the Ministry of Foreign Affairs (or the equivalent in your country) and the Embassy of Spain. **It is very important to note that you need the stamp of three organizations, and should be translated if necessary.**

If you do not reside in the country where you studied, you should contact the embassy or consulate of the country where you studied, to consult on the procedures to be followed.

- **Document translation:** Documents must be in Spanish or English. If you are in another language, you must submit an official translation into Spanish or English, of all documents, made by;
 - Sworn translator, authorized or registered in Spain.
 - By any Diplomatic or Consular Representation of the Spanish State Abroad

- By diplomatic or consular representation in Spain of the country of which the applicant is a citizen or, where appropriate, of the source of the document.
- **Photocopy of documents:** Once the above two steps have been completed, you must make a photocopy of the duly legalized/apostille prepared documents.
- **Document authentication:** Once all the above procedures have been completed, you must authenticate **the copies of the documents**. The University does not require the original documents, but copies authenticated by the Embassy of Spain.
 - What is it? This is the act of comparing a copy with the original document to determine its accuracy.
 - What documents should I provide? Medical degree certificate, academic transcript certificate and passport.
 - Where is it done? At the Embassy or Consulate of Spain in your country of residence.
 - How is it done? You must present the photocopies and originals of the aforementioned documents (already apostilled or legalized) to verify the authenticity of the copy and put the stamp of authentication on each page of it.
 - It is important that you do not forget to bring the originals. Already apostilled or verified
- **Sending documents to Barcelona:** You must send the authenticated photocopies (degree certificate, academic transcripts and passport), as well as the duly completed and signed governing application document (on both pages). These documents must be sent by courier to the following address:

*Medicina Fetal Barcelona
Av. Diagonal 361, principal segunda
08037 – Barcelona, España*

At the time of shipment, we must be indicated by the company, shipping date and reference number in order to track your shipment.

If you have any questions about the documentation to be delivered, you can consult the website of the University of Barcelona
<http://www.ub.edu/acad/en/admission/international/postgraduate.htm> or ask us by email.

B) Students with university studies under the European Economic Community

1. Required documentation:

- Photocopy of the **Passport, DNI or Identification Document** issued by the competent authority of the country of origin. Duly authenticated
- Photocopy of the **Degree certificate in Medicine and Surgery** issued by the university where the studies have taken place. Duly authenticated
- Photocopy of the **Academic certification of the studies of Medicine and Surgery, issued by the university** where they have taken place and containing the official duration in academic years, the curriculum followed, the subjects taken and the hourly load or credits of each of them. Duly authenticated
- **Rector application** completed and signed by you, both pages. The document is attached in the email.

2. Procedures to be carried out:

- **Document translation:** Documents must be in Spanish or English. If you are in another language, you must submit an official translation into Spanish or English, of all documents, made by:
 - Sworn translator, authorized or registered in Spain.
 - By any Diplomatic or Consular Representation of the Spanish State Abroad
 - By diplomatic or consular representation in Spain of the country of which the applicant is a citizen or, where appropriate, of the source of the document.
- **Photocopy of documents:** Once the above two steps have been completed, you must make a photocopy of the duly legalized/apostille prepared documents.
- **Document authentication:** Once all the above procedures have been completed, you must authenticate the **copies of the documents**. The University does not require the original documents, but copies authenticated by the Embassy of Spain.
 - What is it? This is the act of comparing a copy with the original document to determine its accuracy.
 - What documents should I provide? Medical degree certificate, academic transcript certificate and passport.
 - Where is it done? At the Embassy or Consulate of Spain in your country of residence.
 - How is it done? You must present the photocopies and originals of the aforementioned documents (already apostilled or legalized) to verify the authenticity of the copy and put the stamp of authentication on each page of it.
 - It is important that you do not forget to bring the originals. Already apostilled or verified
- **Sending documents to Barcelona:** You must send the authenticated photocopies (degree certificate, academic transcripts and passport), as well as the duly completed and signed governing application document (on both pages). These documents must be sent by courier to the following address:

*Medicina Fetal Barcelona
Av. Diagonal 361, principal segunda*

08037 – Barcelona, España

At the time of shipment, we must be indicated by the company, shipping date and reference number in order to track your shipment.

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C) Foreign students with the degree validated in Spain by the Ministry of Education

1. Required documentation:

- Photocopy of the **Passport** duly authenticated
- Photocopy of the **document of validation of the degree certificate in Medicine and Surgery** issued by the university where the studies have taken place. Duly authenticated
- **Rector application** completed and signed by you, both pages. The document is attached in the email.

2. Procedures to be carried out:

- **Photocopy of documents:** Once the above steps have been completed, you must make a photocopy of the duly validated documents.
- **Document authentication:** Once all the above procedures have been completed, you must authenticate **the copies of the documents**. The University does not require the original documents, but copies authenticated by the Embassy of Spain.
 - What is it? This is the act of comparing a copy with the original document to determine its accuracy.
 - What documents should I provide? Medical degree certificate, academic transcript certificate and passport.
 - Where is it done? At the Embassy or Consulate of Spain in your country of residence.
 - How is it done? You must present the photocopies and originals of the aforementioned documents (already apostilled or legalized) to verify the authenticity of the copy and put the stamp of authentication on each page of it.
 - It is important that you do not forget to bring the originals. Already apostilled or verified
- **Sending documents to Barcelona:** You must send the authenticated photocopies (degree certificate, academic transcripts and passport), as well as the duly completed and signed governing application document (on both pages). These documents must be sent by courier to the following address:

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<http://www.ub.edu/acad/en/admission/international/postgraduate.htm> or ask us by email.

D) Students with studies in Spain

1. Required documentation:

1. Photocopy of **the Passport or DNI** duly authenticated.
2. Photocopy of the **Degree certificate in Medicine and Surgery** issued by the university where the studies have taken place. Duly authenticated
3. **Rector application** completed and signed by you, both pages. The document is attached in the email.

2. Procedures to be carried out:

- **Photocopy of documents:** Once the above steps have been completed, you must make a photocopy of the documents.
- **Document authentication:** Once all the above procedures have been completed, you must authenticate **the copies of the documents**. The University does not require the original documents, but copies authenticated by the Embassy of Spain.
 - What is it? This is the act of comparing a copy with the original document to determine its accuracy.
 - What documents should I provide? Medical degree certificate, academic transcript certificate and passport.
 - Where is it done? In the town hall, notary, university...
 - How is it done? You must present the photocopies and originals of the documents mentioned to verify the authenticity of the copy and put the authentication or matching stamp on each page of it.
 - It is important that you do not forget to bring the originals.
 - Note: The non-submission of the complete documentation as requested by the university implies **the you are NOT obtaining of the postgraduate degree**. Instead, a university extension degree will be issued.
- **Sending documents to Barcelona:** You must send the authenticated photocopies (degree certificate, academic transcripts and passport), as well as the duly completed and signed governing application document (on both pages). These documents must be sent by courier to the following address:

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