

esade

Program Admission Requirements

Frequent Asked Questions

Program Admission Requirements

Upon graduating from Esade's official master's degrees, students are awarded an official university degree in line with the European Higher Education Area ([EHEA](#)).

Before beginning the Esade's master, students must have been awarded an undergraduate degree entitling them to undertake postgraduate studies in the degree-granting country.

For this purpose, the candidate must submit the following documents:

<p>→ Holders of a Spanish university degree must submit original or certified copies of:</p> <ul style="list-style-type: none">• Bachelor's degree transcripts• Bachelor's degree diploma or<ul style="list-style-type: none">– European Diploma Supplement (DS) or– University receipt or certificate of the granting of the degree	<p>→ Holders of a foreign undergraduate degree awarded by a country in the European Higher Education Area EHEA must submit original or certified copies of:</p> <ul style="list-style-type: none">• Bachelor's degree transcripts• Bachelor's degree diploma or<ul style="list-style-type: none">– European Diploma Supplement (DS) or– University receipt or certificate of the granting of the degree	<p>→ Holders of a foreign university qualification awarded by a country not in the EHEA must submit original or certified copies of:</p> <ul style="list-style-type: none">• Bachelor's degree transcripts• Legalized Bachelor's degree diploma or legalized university receipt or certificate of the granting of the degree
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Please note these documents must be originals or copies certified by one of the following:

- The issuing university **or**
- A public notary **or**
- The Spanish consulate **or**
- The consulate of the degree-granting country in Spain

Legalization of documents

If the documents submitted were issued in a country that does not belong to the EHEA or does not have a bilateral agreement with the EU (EHEA Members), they must be duly legalized in the country in which they were issued:

- Either by the process described in the **Hague Convention Apostille**
 - [Link](#) to a page that includes very detailed information on the practical operation of the Apostille Convention
 - [Link](#) to list of competent authorities
- Or by **diplomatic legalization** (if the country is not party to the Hague Convention Apostille).

Please find more information in the FAQs section below.

Language of the documents

If the documents submitted are in a language other than Catalan, Spanish or English, a sworn translation of the same must be provided.

If the student is not in possession of the qualification required, the admission/registration will be academically void, and any qualifications obtained will be cancelled.

Without the documentation required, duly legalized and translated, as established in this document, the admission to the program will be revoked and, if the student has already started the program, the student will have to drop out.

FAQs

When must I have completed the undergraduate degree?

Before the start of the programme in Esade.

When must I submit the required documents to Esade?

To facilitate the admissions process, we do not require original or legalized copies of the required documents accompanying the application form.

Once you have been admitted, you will have to submit the required documents by post or in person before the start of the program.

If you decide to bring them in person, please be aware that the Admissions Team will send you an email with instructions on how and where you will need to submit your documents at the start of your master's degree at Esade.

If you send the documents by post, we strongly advise you to use certified mail. This is the only way we can track the package if there are any issues during the delivery.

We will always return the originals to you.

Make sure you start this process early on to ensure you will have the documents on time.

If the student fails to provide all required documents, duly legalised and translated as stipulated in the programme's admission requirements, her/his admission to the program will be revoked and, if the student has already started the program, she/he will have to drop out.

Where must I send my documents if I want to do so by post?

Please bear in mind that the campus is closed in August, so documents might be returned to their place of origin if they arrive when the campus is closed. Esade will not be held responsible for any returned packages, or for packages that get lost in transit.

You can send the documents to:

Esade International Admissions Office
Av. Torreblanca, 59
E-08172 Sant Cugat
Barcelona, Spain

Remember, we will not mail back any documents. However, you will be able to pick them up when you come to Barcelona.

How do I get the documents legalized?

The type of legalization depends on the country of the university that issues them:

EHEA: Documents issued by a university whose country is a member of the European Union or has subscribed to the European Higher Education Agreement (EHEA) or a bilateral agreement with the European Union do not need to be legalized.

Hague Convention Apostille: The legalization of official documents issued in states party to the agreement known as The Hague Convention entails a single procedure: having the "apostille" affixed. The "apostille" is the certification of the validity of a document and is affixed by a competent authority assigned by each country.

This [website](#) lists the countries party to this convention, with links to the competent authorities in each country.

The "apostille" is affixed to the original document or an appendix attached to the original.

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Other countries: Documents must be legalized via diplomatic channels. Each country has a set legalization process for each type of official document in order for it to be valid abroad. Such documents are usually authenticated by an authority in the respective ministry (in this case, probably the Ministry of Education and Science), then by the Ministry of Justice and/or Foreign Affairs and finally by the Spanish consulate in the country of origin. This procedure is not standardized, so please check with the competent authority of the country in which your document was issued before you begin the legalization process.

Please note: Documents that are not legalized in the country in which they were issued will not be accepted.

Which documents must I legalize?

You must legalize your bachelor's degree diploma. You do not need to legalize your bachelor's degree transcripts.

When and how should a sworn translation be done?

Any documents not in Catalan, Spanish or English must be translated into Catalan or Spanish or English by:

- Sworn translators/interpreters
- Any Spanish consulate or embassy abroad,
- The consulate in Spain representing either the applicant's country of origin, or the country in which the document was issued.

Is the Diploma Supplement (DS) useful?

European universities can issue Diploma Supplements (DS). This document can substitute the diploma, the transcripts and the certificate specifying the types of qualifications it enables the holder to opt for (if this is specified in the DS).

I have to legalize, translate, and make a certified copy of my diploma. In what order should I do it?

The correct order is as follows:

- ALWAYS legalize your original diploma (via the Hague Apostille or diplomatic/consular channels).
- Translate the previously legalized diploma.
- Make a certified and true copy or a notarized copy of the diploma after the first two steps are completed.

Documents that haven't followed this order will not be accepted.

I also have a Master and/or I've completed a Doctorate. What documents should I present?

Those students who, in addition to their university degree also have a Master and/or Doctorates, should always present the first degree (Bachelors, graduate, etc.) as this is what permits one to access a postgraduate Masters.

If students decide to submit subsequent (postgraduate) degree diplomas and transcripts, the Admission Committee will consider them. Such documents must be originals or certified copies but need not be legalised.

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