

**WARNING FOR STUDENTS (TYPE A OR TYPE B) WITH
A PSYCHOLOGY DEGREE OF A NON-EUROPEAN¹ UNIVERSITY**

**THESE ARE FORMAL REQUIREMENTS FOR BOTH
THE DIPLOMA AND MARKS (OR TRANSCRIPTS) IN PSYCHOLOGY**

**(THESE REQUIREMENTS ARE NOT NECESSARY DURING THE APPLICATION PROCESS BUT THEY MUST
BE FULFILLED BY END OF July 2012 IN SOME UNIVERSITIES OF WOP-P CONSORTIUM.
PLEASE READ FOLLOWING PAGES)
(Version_1 November 2011)**

All our five universities need different documents from you for your admission and registration (in case you have been selected for studying this WOP-P Master Course after the selection process). Although each university of WOP-P Consortium has different formal requirements for the admission of students whose university degrees are issued by Non-European universities, there are common formal requirements regarding the most important documents which our universities will need for your admission.

There are several documents which our universities will ask you for your admission, but the most important ones are as follows:

1. Your passport or any other identity document accepted by the university.
2. Your university diploma or degree in Psychology.
3. Your university marks certificate in Psychology.

For the application and selection process for WOP-P Master (either if you are asking for an Erasmus Mundus grant or not), **the five universities will accept a mere photocopy of these documents** as long as the language in which these documents are written is either English, French, Italian, Portuguese or Spanish. Other language will not be accepted. If your documents are not written in one of these mentioned five languages, you should send us a mere photocopy of your documents together with a translation into English made by a sworn translator. Other type of translations will not be accepted.

In case you are selected by our five-university Consortium to study WOP-P Master, take into account that ***your acceptance will be made conditional*** on the delivery of these documents having the FORMAL REQUIREMENTS which are described below.

¹ Non-European refers to a country **other than** the 27 countries of the European Union

FORMAL REQUIREMENTS OF MAIN DOCUMENTS TO BE ADMITTED (after selection of applicants) IN OUR FIVE UNIVERSITIES ARE AS FOLLOWS (sometimes requirements apply only to Home Students and sometimes they apply only to Host Students):

<p>In the University of Barcelona:</p>	<p>FOR BOTH HOME AND HOST STUDENTS:</p> <p>Students having completed a non-validated foreign degree they shall submit the following papers:</p> <ol style="list-style-type: none"> Certificate accrediting the applicant's nationality (original and simple photocopy of passport). official copy of the degree certificate or equivalent (<i><u>authenticated and officially translated</u></i>) by the appropriate diplomatic channel) official copy of the certificate listing the course units completed (<i><u>authenticated and officially translated</u></i>) by the appropriate diplomatic channel) <p>The papers required in sections b) and c) either originals or certified photocopies, shall be authenticated by the corresponding diplomatic authorities (legalisation means a stamp of the Ministry of Education in your country, plus a stamp from the Ministry of Foreign Affairs in your country, plus a stamp of the Spanish Embassy or Consulate in your country).</p> <p>Documents sealed with the Hague Apostille (The Hague Convention of 5 October 1961) shall not require diplomatic legalisation. For more information about Hague Convention, please click on: Click here http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/legalizacion/tramite-previo.html and http://www.ub.edu/masteroficial/index.php?option=com_content&task=view&id=37&Itemid=50 and to know more about the meaning of "authenticated", , please click on: http://www.mepsyd.es/mecd/jsp/plantilla.jsp?id=31&area=titulos . Also you have more information in the last page of this document.</p> <p>PLEASE, DO NOT SEND DOCUMENTS BY POSTAL MAIL. SEND THEM ONLY SCANNED BY E-MAIL TO suport_masterspsico@ub.edu before 31st July 2012 and then BRING THESE DOCUMENTS WITH YOU IN SEPTEMBER 2012!!</p>
<p>In the University of Bologna:</p>	<p>FOR HOME STUDENTS:</p> <p>Titolo di studio conseguito presso l'Università, con la traduzione ufficiale in lingua italiana e la legalizzazione dell'Ambasciata o Consolato italiano nel suo Paese (dove ha ritirato o ritirerà il visto di ingresso) e la relativa Dichiarazione di Valore;</p> <p>Certificato rilasciato dall'Università attestante gli esami sostenuti (con i voti), con la traduzione ufficiale in lingua italiana e la legalizzazione dell'Ambasciata o Consolato italiano competente Lo studente che deve iscriversi all'Università di Bologna come <i>home student</i> deve inviare per email fotocopia di questi documenti entro il 10 Luglio 2012. (Indirizzo: prof. Rita Chiesa, rita.chiesa@unibo.it)</p> <p>I suddetti documenti in forma originale devono essere consegnati personalmente dallo studente alla "Segreteria Studenti" al momento dell'iscrizione, quando arriverà a Cesena ai primi giorni di Settembre. Lo studente deve inoltre presentare: a) due foto di piccola</p>

	<p>dimensione (una delle quali deve essere autenticata); b) il passaporto con il visto per ragioni di studio. (Indirizzo: Segreteria Studenti dell'Università di Bologna, Via Montalti 69, 47123 Cesena, Italia)</p> <p><u>English Version:</u></p> <ul style="list-style-type: none"> ▪ Degree obtained at your University, officially translated into Italian and legalized by the Italian Embassy or Consulate in your country (where you applied for the Visa) and related Value declaration; ▪ Certificate of your University reporting the examinations-courses (with marks), officially translated into Italian and legalized by the Italian Embassy or Consulate ▪ Home students who will enrol at the University of Bologna have to send a photocopy of these documents by email before 10 July 2012 to Prof. Rita Chiesa, rita.chiesa@unibo.it , The original copies will instead be retained by the student ▪ The above mentioned original documents will be personally presented by the student to the "Segreteria studenti" (Secretary Office) for the enrolment upon their arrival in Cesena in early September. ▪ Moreover the student has to present: a) two original colour photos of small size (one of them will be certified as authentic"); b) the passport with the Visa for study reason. Secretary Office Address: "Segreteria Studenti" University of Bologna Via Montalti, 69 – 47123 Cesena – Italy) <p>FOR HOST STUDENTS: Host student will receive more information in December, before coming to Cesena. However the procedure will be very easy and no difficult documents are needed.</p>
<p>In the University of Coimbra:</p>	<p>Degree obtained at your University, officially translated into portuguese (original or certified copy) Certificate of degree qualification or equivalent academic level (original or certified copy) Transcript of academic records (original or certified copy) (All these documents must be in Portuguese language)</p> <p>Home and Host students who will enrol at the University of Coimbra have to send a photocopy of these documents by mail before the 29th July 2012.</p> <p>The above mentioned original documents will be personally presented by the students when they arrive at Coimbra to the Administrator (Alice Oliveira) for the enrolment in early September.</p> <p>Usefull Information: http://www.uc.pt/driic/mobilidade/ap/ http://www.uc.pt/driic/mobilidade/ac/</p> <p>Please, use the following address and contact person to send your documents:</p> <p>GAID Faculdade de Psicologia e de Ciências da Educação da Universidade de Coimbra Att: Alice Oliveira Rua do Colégio Novo, Apartado 6153 3001-802 Coimbra – Portugal Tel: +351 239 851454</p>

	<p>E-mail: aoliveira@fpce.uc.pt</p> <p>FOR HOST STUDENTS: Host student will receive more information in December, before coming to Coimbra. However the procedure will be very easy and no difficult document is needed.</p>
<p>In the University of Paris:</p>	<p>Students needs to provide :</p> <ul style="list-style-type: none"> • Copy of the degree obtained (at least three years diploma in psychology) officially translated in French. • Certificate of your University reporting the examinations (no official translation needed) • Certificate accrediting the applicant's nationality (certified photocopy of passport). <p>These documents are required when the student is register in our university (September 2012 for home students; March 2013 for host students)</p> <p>It's not necessary to send the documents before the above mentioned dates but the student must take care to be able to give the documents in Paris.</p> <p>Université Paris Descartes Institut de Psychologie Att: Maguette Thiam Secrétariat Pédagogique Master TOP 71, Avenue Edouard Vaillant 92774 Boulogne Billancourt Cedex – France</p>
<p>In the University of Valencia:</p>	<p>FOR BOTH HOME AND HOST STUDENTS</p> <ol style="list-style-type: none"> a) Certificate accrediting the applicant's nationality (simple photocopy of passport). b) Certificate of degree qualification or equivalent academic level. c) Academic records (transcript), issued by the university where the degree was completed. It shall include the official length of the degree with the number of academic years, courses completed, marks, and teaching hours of each course. <p>The papers required in sections b) and c), either originals or certified photocopies, shall be legalized by the corresponding diplomatic authorities (legalization means either the Hague Apostil stamp or a stamp of the Ministry of Education in your country, plus a stamp from the Ministry of Foreign Affairs in your country, plus a stamp of the Spanish Embassy or Consulate in your country)</p> <p>Documents sealed with the Hague Apostille (The Hague Convention of 5 October 1961) shall not require diplomatic legalisation. For more information about Hague Convention, please click on:</p> <p>http://www.educacion.gob.es/educacion/universidades/educacion-superior-universitaria/titulos/legalizacion/tramite-previo.html and</p> <p>http://www.ub.edu/masteroficial/index.php?option=com_content&task=view&id=37&Itemid=50</p> <p>You have more information in the last page of this document.</p>

	<p>No translation of your documents into Spanish is needed if they are written in English or French.</p>
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PLEASE, DO NOT SEND DOCUMENTS BY POSTAL MAIL. SEND THEM ONLY SCANNED BY E-MAIL TO erasmuswop@uv.es before 31st July 2012 and then BRING THESE DOCUMENTS WITH YOU IN SEPTEMBER 2012!!

Next pages refers only to the University of Valencia and the University of Barcelona.

COMPULSORY ADDITIONAL REQUIREMENTS FOR FOREIGN DEGREES

GENERAL INFORMATION

To be admitted to a master's programme, previous accreditation of the foreign degree by the Spanish Ministry of Education is not necessary.

Students holding an unaccredited degree from a higher education institution **outside the EHEA** can gain access to official master studies once the University of Valencia has checked that the degree is of an educational level equivalent to an official Spanish qualification and that the degree allows the student to start postgraduate studies in his/her country.

Being admitted to a master's degree does not imply, under any circumstances, either the accreditation of the previous degree or its recognition for purposes other than completing the masters.

Students with an unaccredited degree from a higher education institution **outside the EHEA:**

Procedure for obtaining a favourable decision by the Chancellor of the University of Valencia

After filling in the online pre-registration form, two pdf documents will be generated:

- _ the master's degree application form
- _ the Report previous to admission resolution (do not complete, just enclose)

Both documents must be sent or submitted together with the requested papers (see point 3 in the Application instructions for admission to master's programmes).

Note: The university degree certificate and the academic certificate (transcript) must meet three specific requirements *

Students with an unaccredited degree from a higher education institution **within the EHEA:**

No favourable resolution from the Chancellor requested.

The university degree certificate and the academic certificate (transcript) must meet three specific requirements *

Countries in the European Higher Education Area (EHEA)

Albania, Germany, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Slovakia, Slovenia, Spain, Finland, France, Georgia, Greece, Holland, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Luxemburg, Macedonia, Malta, Moldavia, Montenegro, Norway, Poland, Portugal, United Kingdom, Rumania, Russia, Serbia, Sweden, Switzerland, Turkey, Ukraine, Vatican City State.

Applicants must submit a certified photocopy, or original and copy, of the university degree certificate and the academic certificate (transcript).

A **certified photocopy** of a document is understood to be a copy checked against its original stating their formal coincidence via acknowledgement or a stamp. The authorities responsible for the certification of photocopies are Notaries, Consulates and Embassies... (authentication, attestation)

COMPULSORY ADDITIONAL REQUIREMENTS FOR FOREIGN DEGREES

*In general terms, the documents requested for admission to a university masters (university degree certificate and the academic certificate or transcript) must meet the following **3 REQUIREMENTS**:

1. OFFICIAL	All documents must have been issued by the relevant authorities of the country.	
2. LEGALIZED	In case of documents needing authentication, the legalization or apostille must be on the original document . Therefore, only the certified copy of the complete document will be deemed valid.	
	Documents issued by Member States of the European Union or signatories of the Agreement of the European Economic Area.	No legalization required Countries: Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, Holland, Hungary, Ireland, Island, Italy, Latvia, Lithuania, Liechtenstein, Luxemburg, Malta, Norway, Poland, Portugal, United Kingdom, Czech Republic, Rumania and Sweden. Also Switzerland.
	Documents issued by countries that signed The Hague Convention of 5 October 1961.	Single legalization or “APOSTILLE” required, issued by the country’s relevant authorities Countries: Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Bosnia-Herzegovina, Botswana, Brunei, Colombia, Cook Islands, South Korea, Croatia, Dominica, Dominican Republic, Ecuador, El Salvador, United States of America, Fiji, Georgia, Granada, Honduras, Hong Kong, India, Israel, Japan, Kazakhstan, Lesotho, Liberia, Malawi, Marshall Islands, Macao, Mauritius, Mexico, Moldova, Monaco, Montenegro, Namibia, New Zealand, Niue, Panama, Peru, Dominican Republic, Russian Federation, Saint Kitts and Nevis, Santa Lucia, Saint Vicent and the Grenadines, Samoa, San Marino, Serbia, South Africa, Surinam, Swaziland, Republic of Macedonia, Tonga, Trinidad and Tobago, Turkey, Ukraine and Venezuela. Extensions: The Netherlands (Netherlands Antilles, Aruba); United Kingdom (Anguilla, Jersey, Bailiwick of Guernsey, Isle of Man, Bermuda, British Antarctic Territory, Caiman Islands, Falkland Islands, Gibraltar, Montserrat, Santa Elena, Turks and Caicos Islands, Virgin Islands).
	Documents issued by the rest of countries.	Legalization via diplomacy . To that end, documents must be taken to the following institutions: - Ministry of Education of the country of origin, for university certificates and transcripts. - Ministry of Foreign Affairs of the country where the such documents were issued. - Diplomatic or consular representatives of Spain in the country. The documents issued by diplomatic or consular authorities from other countries in Spain must be legalized in the Spanish Ministry of Foreign Affairs.
3. TRANSLATED	By any the following means: - Sworn translator, duly authorised and registered in Spain. - Diplomatic or consular representatives of Spain abroad. - Diplomatic or consular representatives of the applicant’s country in Spain, or –where applicable- of the country issuing the document.	