



TÍTULOS NO UNIVERSITARIOS (BACHILLERATO y ESO)

The process for *homologación* is the following:

- 1) You need to get an appointment with [DFA \(Department of Foreign Affairs\)](#) for the Apostille of your Diploma and Transcript of Records of:
 - a) the last 4 years of studies for *homologación* of *Título de Graduado en Educación Secundaria Obligatoria - ESO* (grade 7, 8, 9 and 10), or
 - b) the last 3 years of studies for *homologación* of *Título de Bachiller* (grade 10, 11 and 12).
- 2) After this, your Diploma and Transcript of Records will require an **official translation**. You can contact the following official translators in the Philippines:

Eva Fernández Jiménez (Traductora-intérprete jurada Number 8191)
fernandez.jimenez.eva@gmail.com (919 991 56 90)

María Luisa Martín-Ambrosio García-Arquimbau (Traductora-intérprete jurada Number 6663)
Ambrosio.malu@gmail.com

You can also contact other official translators. For a complete list of Spanish official translators, visit:
https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Documents/TraductoresEinterpretes/LISTA_TRAUCTORES_INTERPRETES_JURADOS.pdf

The original translation of these documents will also be part of the documents that you need to submit in order to request your *homologación*. Please note your translations may take some time.

- 3) Next, you must register in the virtual office of the Spanish Ministry of Education in order to request the *homologación*. Kindly visit the link and follow the instructions to register carefully. We strongly suggest watching the video tutorial in English, as it explains the process clearly. Remember to download and sign the application form "*Solicitud*" and the Conditional Enrolment flyer "*Volante de inscripción condicional*"

<https://www.educacionyfp.gob.es/mc/convalidacion-homologacion/convalidacion-no-universitaria/solicitud.html>
- 4) Once you have all the documents, you need to **pay the fee** required to process your documents (not necessary for *homologación* of *Título de Graduado en Educación Secundaria Obligatoria - ESO-*)
 - a) If you are not in Spain, you will need to make the payment by transferring the corresponding amount for *homologación* of *Título de Bachiller*. This fee changes annually, you can check the amount here:

<http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/0/tasa-790-079-ingreso.html> (click on *modelo 790*)

Tesoro Público. Ministerio de Educación y Formación Profesional.

Bank: Banco de España (BdE).

Account: Tesoro Público. Ministerio de Educación y Formación Profesional. Cuenta restringida para la recaudación de tasas.

Account number: **IBAN:** ES27 9000 0001 20025310 8018

Address: Calle Alcalá 48, 28014-Madrid (España)

BIC: ESPBESMMXXX

Any charges that may be applied will be paid by the applicant.

- b) If you are in Spain, you can go to the following webpage to [to print the payment slip](#):

Tick the box a/b/c/d, whatever is applicable. When you print the MODELO 790, you will get 3 copies:

- i) One copy for the Ministry of Education.
- ii) One copy for the student.
- iii) One for the bank (if they need it)

Bring the 3 copies to a bank and pay the fee. The bank should stamp the 2 first copies. **Add the first copy to all documents** and keep the second copy as your receipt.

- 5) After all this procedure, you need to [get an appointment](#) by email at the Education Office at the Embassy of Spain (see email addresses below) and bring all the necessary documents:

- Completed form for *homologación*.
- Completed *volante de inscripción condicional*, (if the student is going to enroll at a Spanish university)
- Printed proof of payment of the fee (not for ESO), plus de 790 form.
- Original passport.
- Original Official diploma with Apostille and the original official translation.
- Original Official Transcript of Records with Apostille, conducted by the applicant, inter alia, the official duration, in academic years, the curriculum followed, the subjects studied, the grades obtained and the hourly load, and the original official translation.
- If a representative is coming to the Embassy on your behalf, he should be conveniently authorized by you in advance, and he should present a copy of his identity card or passport.

All documents submitted must be official and issued by the competent authorities to do so, according to the law of the country in question. Also, in cases where necessary, the original documents must be duly authenticated.

- 6) At the Embassy, your application **form for homologación** together with all the documents will be sent digitally to *Ministerio de Educación y Formación Profesional*. You will receive a registration slip as proof that your application has been submitted. You will need to keep this slip and the application form. If the student wants to enroll at a Spanish university, this slip will be necessary together with *volante de inscripción condicional*, which will allow him/her to enroll at the school/university until the resolution from the Department of Education in Spain is done.

For more information:

<https://www.educacionyfp.gob.es/mc/convalidacion-homologacion/portada.html>

ADDRESSES:

Embassy of Spain in Manila

27th Floor Equitable Bank Tower

8751 Paseo de Roxas

1226 Makati City, Metro Manila

Tel: (0063) 2 817 6676

Education Office:

asesoria.filipinas@educacion.gob.es

