UAB
Universitat Autònoma de Barcelona

Legalisation of Spanish academic documents to be valid for legal purposes in foreign countries.
Official studies certificates. Diplomatic legalisation

If you need a document to be valid for legal purposes in a foreign country, you will have to legalise it.

If the legalised document is to be used in one of the signatory countries of the Hague convention:

- First you will need to have the signatures confirmed by *Alta Inspección de Educación in Barcelona* or in *Servicio de Títulos* of the *Ministerio* de Educación in Madrid.
- Once the signatures have been confirmed you will need to request the legalisation at the *sección de legalizaciones* of the *Ministerio de Justicia* in Madrid or Barcelona.

If the legalised documentation is to be used in countries not part of the Hague convention, you need to do the following:

- First you will have to request the signatures of your document to be confirmed by the *Servicio de Títulos* of the *Ministerio* de Educación in Madrid.
- Then you will have to request the legalisation of your document in the legalisation department of the *Ministerio de Asuntos Exteriores* in Madrid.
- Lastly you will have to request signature confirmation on the part of the diplomatic mission or consular post in Spain of the country where you need to use your document.

Nevertheless, you must bear in mind that if your diploma is endorsed by the Head of the *Àrea d'Afers Acadèmics* by delegation of signature, you will need to go first to your *Gestió Acadèmica* before starting the legalization process. On the other hand, if the reverse of your diploma does not have the name of the academic administrator who signed the registry, your *Gestió Acadèmica* will have to verify the signature, add the name of the signing person and afterwards you will be able to go to the *Ministerio de Educación*.

If you need to legalise a certificate for programmes, subjects or aptitude tests, you will need to go to the notary's office named in the box below to have the signature verified.

Useful addresses:

Delegación del Gobierno Alta Inspección de Educación C/ Bergara 12, 5è Planta 08002 Barcelona Tel. 935209603	**Ministerio de Ciencia, Innovación e Universidades** Servicio de Títulos Paseo del Prado, 28 28014 Madrid Tel. 915065600, extension 65063
Gerencia Territorial de Justicia de Cataluña Trámites: Administración (Legalizaciones) C/Caballero, 52-56 08014 Barcelona Tel. 93 349 41 80	**Ministerio de Justicia** Sección de Legalizaciones C/ San Bernardo, 66 28015 Madrid Tel. 913902000
Notaria de la Universitat: Correa Castelló C/St. Francesc, nº 4, 1.st 08290 Cerdanyola del Vallès Tel. 935920507	**Ministerio de Asuntos Exteriores** C/ Juan de Mena, Nº4 28071 Madrid Tel. 913791610/913791700