



UNIVERSITAT  
POLITÈCNICA  
DE VALÈNCIA

# **Academic year 2025-2026**

## **INFORMATION DOCUMENT**

**ADMISSION DUE TO CHANGE OF UNIVERSITY OR STUDIES,  
FROM PARTIAL SPANISH OFFICIAL UNIVERSITY DEGREE  
STUDIES OR FROM HIGHER ARTISTIC EDUCATIONS DEGREE,  
OR FROM PARTIAL OR TOTAL FOREIGN UNIVERSITY STUDIES**

**Undergraduate Student Unit**

**Student Service**

**APPLICABLE REGULATIONS**

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## 1. REQUIREMENTS FOR THE ADMISSION APPLICATION

May request admission to a degree at the Universitat Politècnica de València through the continuation of studies procedure (change of official studies and/or university)<sup>1</sup>:

- a) Those who have completed partial Spanish university studies, at the Universitat Politècnica de València or at other Spanish universities.
- b) Those who have completed partial Spanish studies for a Degree in Higher Artistic Education.
- c) Those who have completed partial foreign university studies or who, having completed foreign university studies, have not obtained their homologation or declaration of equivalence in Spain.

## 2. MINIMUM REQUIREMENTS FOR ADMISSION

It is an essential requirement to participate in the admission process that you **obtain recognition of at least 30 ECTS credits** in the degree you wish to study at the Universitat Politècnica de València. This requirement applies to the students indicated in assumptions a), b) and c) of point 1.

In the event that you do not obtain said recognition, you will be able to access the Spanish university under the same conditions as students without university studies coming from the same educational system through the general university pre-registration procedure.

If the degree requires a language requirement for admission (generally Spanish for students from non-Spanish-speaking countries), you must prove knowledge of the corresponding language at the required level. The list of certificates admitted by the University Politècnica de València for the accreditation of the requirement of knowledge in foreign languages is the one that appears in the updated table of certificates recognized by ACLES (Association of Higher Education Language Centers in Spain).

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<sup>1</sup> In accordance with the provisions of articles 7 (sections c and d) and the seventh additional provision of [Royal Decree 534/2024, of 11 June](#), which regulates the requirements for access to official university degree courses, the basic characteristics of the entrance exam and the basic rules of admission procedures.



The following Degrees require a linguistic requirement of **a level equivalent to a B2 in Spanish** for admission:

Double Degree in Business Administration and Management/Graduate in Tourism (EPS Alcoi route)

Double Degree in Business Administration and Management/Graduate in Tourism (EPS Gandia)

Double Degree in Business Administration and Management /Graduate in Computer Engineering (EPS Alcoi)

Double Degree in Business Administration and Management /Graduate in Computer Engineering (Vera)

Degree in Business Administration and Management (Vera)

Degree in Business Administration and Management (EPS Alcoi)

Degree in Technical Architecture

Degree in Fine Arts

Degree in Biotechnology

Degree in Food Science and Technology

Degree in Conservation and Restoration of Cultural Heritage

Degree in Agri-Food and Rural Engineering

Degree in Civil Engineering

Degree in Telecommunication Technologies and Services Engineering

Degree in Electrical Engineering (EPS Alcoi)

Degree in Electrical Engineering (Vera)

Degree in Industrial Design and Product Development Engineering (EPS Alcoi)

Degree in Industrial Design Engineering and Product Development (Vera)

Degree in Forestry and Natural Environment Engineering

Degree in Computer Engineering (EPS Alcoi)

Degree in Computer Engineering (Vera)

Degree in Mechanical Engineering (EPS Alcoi)

Degree in Mechanical Engineering (Vera)

Degree in Chemical Engineering (EPS Alcoi)

Degree in Chemical Engineering (Vera)

Degree in Transport and Logistics Management (Vera)

Degree in Management and Public Administration  
Degree in Industrial Computing and Robotics (EPS Alcoi)  
Degree in Industrial Computing and Robotics (Vera)  
Degree in Engineering Physics  
Degree in Digital Technology and Multimedia  
Degree in Tourism

### 3. DEADLINES

The deadline for submitting applications for admission to the 2025-2026 academic year is from **February 24 to March 7, 2025**

Applications will be resolved and notified before **May 30, 2025** through the intranet that you will already have enabled (after the registration process indicated in **Section 4**. Admission Application), for this you will receive a notice of the availability of the express notification regarding the recognition of credits requested, in your institutional email account or in the account indicated for this purpose in your application.

In case of admission, the registration date will be **July 28, 2025**. If you formalize the registration, the recognized credits will be incorporated into your file. According to current regulations, 25% of the value of the credit must be paid for recognized credits. You will be exempt from payment in the case of recognition of basic credits, if your original studies were completed at the UPV.

In addition to the application submission period established in the academic calendar of each course, people who prove to be **victims of gender violence** may submit the application at any time during the course. In these cases, admitted people may join the grade in which they have obtained a place at any time during the course.

It is very important that you know the [Progress and Permanence Standards](#) of this University.

### 4. APPLICATION FOR ADMISSION

The application is made through the **electronic form** available [here](#) (the link will only be available within the application period).

To begin the process it is necessary to access with a password. **If you are a UPV student, it is the same one with which you access to your intranet.**

If you do not have a password, the first step is to request it through the previous link in **Request password and identifier. Without the key you cannot make the request.** Please note that documents and resolutions will be issued with the first and last names provided, so you must indicate your full name. Once you request it, you will receive it by email at the address provided, check that you have entered it correctly and remember to also stay alert for spam. The processing of your PIN (access code) request **is not immediate, it is managed during business hours.**

**PIN assignment is only guaranteed until 2:00 p.m. (Spanish time) on the last day of submission of Admission applications.**

If you do not receive it within the indicated time, contact the Student Service - Undergraduate Student Unit through the email [sal.grado@upv.es](mailto:sal.grado@upv.es).

Once you have your PIN, you will be able to access the Admission Application application from the electronic form, **select Application form (I already have a password and identifier)**, and identify yourself.

On our website you have at your disposal some [help manuals](#) to make the request.

Applications in which the applicant's status as a **victim of gender violence** is proven will be admitted in any case, provided that they have obtained a minimum of 30 recognized ECTS, without these admissions counting for the purposes of the admission limits approved by the Governing Council in the corresponding degree.

**IMPORTANT:** In order for your Application to be admitted for processing, it is an **essential requirement** that, once you have completed this first step of filling out the Admission Application, you continue with the second step, which is the Recognition Request (**Section 9. Recognition Request**).

## 5. APPLICABLE FEES

You can consult [here](#) the public fees of the academic and complementary university services applicable for the 2025-2026 academic

year, they are those that appear in Decree 101/2024, of August 2 (DOGV 08/12/2024), unless modified.

Students who provide studies completed abroad (**for the application for recognition of credits**) or do not have resident status in Spain (**for registration in the case of admission**) are subject to the following fees:

### 5.1. IF STUDIES CARRIED OUT ABROAD ARE PROVIDED

In accordance with the Fee Decree of the Department responsible for Education, the study of the **application for recognition** for providing foreign studies entails a fee, which currently amounts to €143.73. This rate is applied for each of the Undergraduate Degrees for which you are applying for a place. In these cases, the application will generate a receipt for said amount (**three days after confirming the request for credit recognition**), you will receive an email informing you of this so that you can proceed with payment, and once paid, the study of recognition can begin.

This receipt can be paid in the following ways:

- **UPV students**, the application will generate a receipt, for payment 'in cash' or 'TPV', through your intranet.
- **Non UPV students**, a receipt will be generated and you can pay it from your intranet, which you can access with your PIN code in the Virtual Secretary's Office - Information - Receipts section, by secure payment with a credit card (TPV) or by printing the receipt and paying it at a CaixaBank branch in Spain. There is also the possibility of paying through the Flywire platform, which is useful for international students who do not have international payment enabled with their card, as it allows you to pay securely, from any country, any bank and in your own currency. This [informative video](#) explains in one minute how it works. This platform is not enabled for payments from Spain.

It is not necessary to provide proof of payment, but it is advisable to keep it in case it has not been duly uploaded to the application, in which case you will be required to do so.

The fee is a single fee for the whole set of subjects requested that include foreign studies in the application for recognition, i.e., a fee will not be generated for each subject requested, but a single fee for the whole set of subjects requested in a degree.

**This fee cannot be refunded**, as the study is carried out by the university regardless of the result, even if the required documentation is not submitted on time.

## 5.2. FOREIGN STUDENT WHO DOES NOT HAVE RESIDENT STATUS

- According to [Decree 101/2024, of 2 August, of the Consell de la Generalitat Valenciana](#), foreign students who do not have the status of resident, excluding nationals of European Union member states and those to whom the Community regime is applicable, must pay double the public prices for university academic services when registering for the studies admitted. Students who have a residence permit for study purposes are considered non-residents for these purposes.

## 6. DOCUMENTATION TO PROVIDE

Documentation in electronic format **that must be included in the application**, depending on whether they are:

- STUDENTS WHO ARE ALREADY STUDYING FOR A **DEGREE AT THE UPV**.
- STUDENTS WHO ARE STUDYING FOR A **UNIVERSITY DEGREE AT OTHER UNIVERSITIES OR FOR A DEGREE IN HIGHER ARTISTIC EDUCATION** IN THE REST OF SPAIN.
- STUDENTS FROM **FOREIGN UNIVERSITIES**, WITHOUT RECOGNISED STUDIES.

### 6.1. STUDENTS WHO ARE ALREADY TAKING DEGREE STUDIES AT THE UPV

Students of the Universitat Politècnica de València (UPV) with partial studies are not obliged to present any documentation as long as the last one available to the UPV is in force.



## 6.2 STUDENTS WHO ARE STUDYING A UNIVERSITY DEGREE IN OTHER UNIVERSITIES OR A DEGREE IN HIGHER ARTISTIC EDUCATIONS, FROM THE REST OF SPAIN

Non UPV students with partial studies in Spain must provide:

- ✓ **Identity document:** DNI (Spanish nationals), **passport** (foreigners), **NIE** (persons residing in Spain).
- ✓ **Official Academic Transcript of Records**, stating the name of the subjects, their credits, academic year and the year in which they were passed, as well as the grades obtained in base 10, in accordance with Royal Decree 1125/2003.
- ✓ **Syllabuses of the subjects**, taken and passed, which are provided to apply for recognition, stamped by the University of origin or with verification code.
- ✓ Copy of the **syllabus**.
- ✓ If the **scale for prioritising** admission applications for the degree you have applied for, published on the [Student Services](#) website, considers the grade for first-time university entrance and the reason for the admission application:
  - Documentation that accredits the mark with which you applied to access university for the first time (mark of the general phase of the entrance exams, average mark of the studies in the case of graduates of Higher Level Training Cycles or mark of the General Baccalaureate Examination provided for by the legislation in force).
  - Documentation justifying the reason(s) for applying for admission to

this University: Justification of a job transfer, transfer of family residence, high-level or high-performance athlete who is going to form part of teams representing the UPV, etc.

- ✓ If necessary, original documentation may be required. The university may, at any time, require the student to present the original documentation on paper for verification purposes, with the **obligation to provide it**. The lack of veracity of the information or the falsification of the documentation submitted will result in the invalidity of all administrative acts issued on the basis of this information or documentation, without prejudice to the criminal or administrative liability that may arise from this circumstance. In any case, admission is conditional upon verification of the documentation that justifies compliance with the access and admission requirements.

Responsible declaration (compulsory requirement)

### 6.3 STUDENTS FROM FOREIGN UNIVERSITIES, WITHOUT HOMOLOGATED STUDIES

Students who bring studies carried out abroad, in full or in part, and which are not officially recognised, must provide:

- ✓ **Identity document:** DNI (Spanish nationals), **passport** (foreigners), **NIE** (persons residing in Spain).
- ✓ **Official university degree** (if you have one) (\*requires legalisation).
- ✓ **Official Academic Transcript\*** of grades (specifying: official duration in academic years of the studies taken, subjects passed, grades obtained in them and the time load of each one), with an indication of the average grade in base 10 (\*requires legalisation).
  - If the average mark is on a different scale, a **document of equivalence of the average marks of university studies carried out in foreign centres to the Spanish scale** must be attached. If the mark is not provided in base 10, a 5 will be assigned as the access mark.

[Information on the calculation of the equivalence of the](#)

[average mark of qualifications obtained abroad](#)

- ✓ **Syllabuses of the subjects**, taken and passed, which you provide in order to apply for recognition, stamped by the University of origin or with verification code (\*legalisation is not required).
- ✓ Copy of the **syllabus** (\*legalisation is not required).
- ✓ If the **scale for prioritising** applications for admission to the degree programme applied for, published on the [Student Services](#) website, takes into account the **university entrance mark for the first time and the reason for the application for admission** (\*legalisation is not required):
  - Documentation that accredits the mark with which you applied to access university for the first time (mark of the general phase of the entrance exams, average mark of the studies in the case of graduates of Higher Level Training Cycles or mark of the General Baccalaureate Examination provided for by the legislation in force).
  - Documentation that justifies the reason(s) for applying for admission to this University: Justification of a job transfer, transfer of family residence, high-level or high-performance athlete who is going to form part of teams representing the UPV, etc.
- ✓ If the degree requires a language requirement, given that the teaching is in Spanish, and in order to ensure that students are able to follow all the training activities, students from non-Spanish-speaking countries will be required to have a B2 level of Spanish, certified in accordance with the [Regulations](#). Students from Spanish-speaking countries or those who have studied in educational systems that use Spanish as a vehicular language will be exempt from this accreditation. The qualifications that require this accreditation are listed in **Section 2. Minimum requirements for Admission**.
- ✓ **The documentation in the previous sections must be translated and duly legalised\*** as indicated in **Section 7**. Official translation of documentation into Spanish, and in **Section 8**. Procedure for the legalisation of official academic documents issued in a foreign country.

- ✓ If necessary, original documentation may be required. The university may, at any time, require the student to present the original documentation on paper for verification purposes, with the **obligation to provide it**. The lack of veracity of the information or the falsification of the documentation submitted will result in the invalidity of all administrative acts issued on the basis of this information or documentation, without prejudice to the criminal or administrative liability that may arise from this circumstance. In any case, admission is conditional upon verification of the documentation that justifies compliance with the access and admission requirements.

[Responsible declaration](#) (compulsory requirement)

Applicants with completed foreign university studies who have obtained the **homologation or equivalence** of their degrees, diplomas or studies in Spain may obtain a place in a degree through the general **pre-enrolment** procedure under the same conditions as those established for those who hold an official Spanish university degree or a degree in higher artistic education.

**REMEMBER:** if foreign studies are provided, the fee must be paid in order to start the study of the requested recognition (**Section 5**. Fee applicable if studies carried out abroad are provided).

#### 6.4 SPECIFIC PROCEDURE FOR APPLICANTS VICTIMS OF VIOLENCE GENDER

This condition must be accredited by presenting any of the following documents issued by the competent Spanish authorities:

- ✓ Judicial resolution stating that the applicant has been a victim of gender violence.
- ✓ Judicial resolution granting the protection order in favour of the victim of gender violence.
- ✓ Exceptionally, a report from the Public Prosecutor's Office indicating the existence of indications that the applicant is a victim of gender-based violence, pending the issuance of the protection order in force

or equivalent judicial resolution.

## 6.5 INSTRUCTIONS FOR UPLOADING DOCUMENTATION TO THE APPLICATION FOR ADMISSION AND REQUEST FOR RECOGNITION

**Each document** (specified in the sections indicated above: identification document, certificate from the university of origin, syllabus, language level accreditation, responsible statement, etc.) must be **uploaded in a separate file from the rest** (the legalisation and translation, if applicable, may be included in the same file, together with the corresponding document), regardless of the number of pages it contains.

**At any time, the university may require the student to present the original documentation on paper for verification purposes, with the obligation to provide it.** The lack of veracity of the information or the falsification of the documentation submitted will lead to the invalidity of all the administrative acts issued on the basis of this information or documentation, without prejudice to the criminal or administrative liability that may arise from this circumstance.

In any case, **admission is conditional upon verification of the documentation** that justifies compliance with the access and admission requirements.

## 7. OFFICIAL TRANSLATION INTO SPANISH OF THE DOCUMENTATION

**All documents issued in a foreign language other than English by the competent authorities** of the country of origin must be accompanied by an **official translation** into Spanish, which **may be made:**

- a) By any diplomatic or consular representation of the Spanish State abroad.
- b) By the diplomatic or consular representation in Spain of the country of which the applicant is a national or, where appropriate, of the country

of origin of the document. List of embassies and consulates.

- c) By any diplomatic or consular representation of the Spanish State abroad.
- d) By the diplomatic or consular representation in Spain of the applicant's country of nationality or, where applicable, the country of origin of the document. [List of embassies and consulates](#)
- e) By a sworn translator, duly authorised or registered in Spain.  
[List of sworn translators and interpreters appointed by the Ministry of Foreign Affairs, European Union and Cooperation.](#)

## 8. PROCEDURE FOR THE LEGALIZATION OF OFFICIAL ACADEMIC DOCUMENTS (DEGREE, ACADEMIC CERTIFICATIONS) ISSUED ABROAD

Legalisation is the procedure by which a foreign public document is made valid, verifying the authenticity of the signature on the document and the quality with which the authority signing the document has acted. It is essential that a degree or an academic certificate be 'legalised' in order for it to be valid in Spain.

The '**legalisation**' process must be carried out in the country that issued the degree and the academic certification, and therefore it is different in each country of origin. At the end of the process, the document can be recognised (identity and authority of the signatory) by the Spanish authorities.

**Legalisation is not required** for original documents issued in Member States of the European Union, signatories of the agreement on the **European Economic Area** or **bilateral agreements with the European Union**:

- Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain and Sweden.

- Signatory States to the Agreement on the European Economic Area: Iceland, Liechtenstein and Norway.
- Switzerland, by bilateral agreement with the European Union.

**In all other cases, academic documents issued abroad** that are to be valid in Spain **must be duly legalised**, in accordance with the **following conditions**:

- **Academic documents issued in countries that have signed [the Hague Convention](#) of 5 October 1961.** A single legalisation or ‘**apostille**’ issued by the competent authorities of the country is sufficient. The apostille can only be issued by a competent authority designated by the state from which the document originates.
- **Academic documents issued in other countries: they must be legalised through diplomatic channels.** For this purpose, the generally established procedure is to present the documents in correlative order to the following bodies:
  1. At the Ministry of Education (or competent ministry) of the country of origin, for the recognition of the signatures appearing on the original document.
  2. At the Ministry of Foreign Affairs of the country where these documents were issued, for the legalisation of the recognition of signatures made at the Ministry of Education.
  3. At the diplomatic or consular representation of Spain in the country of origin, for the recognition of the signature of the previous legalisation.

## 9. REQUEST FOR RECOGNITION

To carry out the admission study, you must meet the minimum requirement of obtaining the **recognition of at least 30 credits** in the studies you wish to study (**Section 2.** Minimum requirements for Admission). Applications for admission that meet the above requirement are ordered and prioritised according to a scale that you can consult on the [Student Services](#)



website and which may vary depending on the degree programme.

For admission by this procedure you can only provide as a merit for credit recognition applications, the subjects passed in the Study Plan of the Degree from which you are applying to transfer your transcript. However, if you obtain a place, once you have enrolled in your destination studies, you can apply for credit recognition by providing other merits: higher studies, other university studies, your own qualifications or professional experience.

The application must be made using the **electronic form** available on the link **Application for Admission (Section 4. Application for Admission)**. It is **important** to remember that it is **essential** that you complete the **Application for Recognition** in order for the Application to be accepted for processing. Applications submitted without this requirement will be rejected.

When making the application, it is compulsory to fill in several applications for the recognition of credits (for which at least 30 credits are recognised) through the 'Recognition Management' section. In the previous sections you can find the documentation you need to provide and the corresponding requirements.

For more information on how to apply for recognition, please consult the following URL:

[http://www.upv.es/entidades/SA/menu\\_urlc.html?/entidades/SA/ciclos/U0734473.pdf](http://www.upv.es/entidades/SA/menu_urlc.html?/entidades/SA/ciclos/U0734473.pdf)

## 10. ADMISSION AND REGISTRATION

The results of the admission application will be published before **30 May 2025**:

- If you have been admitted, you will receive an admission resolution by post with the recognitions you have obtained, and you will be previously summoned during the month of July to formalise your enrolment in the degree on **28 July 2025**. If you do not [self-enrol](#) on the assigned date, you will be considered to have given up your place and it will be awarded to the



next person in the order of the waiting list, if there is one.

Applications for admission submitted by **victims of gender violence** may be resolved at any time during the course.

## 11. LIST OF ABBREVIATIONS

DNI: Documento Nacional de Identidad (Spanish) (National Identity Card)

ERT: Entity Responsible for the Degree

GVA: Generalitat Valenciana

MEFP: Ministry of Education and Personal Training

NIE: Número de Identidad de Extranjero (Spanish) (Foreigner's Identity Number)

PIN (or password): Personal Identification Number

UPV: Universitat Politècnica de València

TPV: Point of Sale Terminal