

**AUTHENTICATION PROCEDURE FOR OFFICIAL UNIVERSITY ACADEMIC DOCUMENTS  
THAT NEED TO BE USED ABROAD**

The **authentication** of original university academic documents that must have effect abroad is **an internationally-agreed process**, which **previously requires the recognition of signatures by the relevant Spanish authorities**.

The recognition of signatures shall take place:

- In original documents, written in Spanish or bilingual text.
- Handwritten signatures (in the certificates with the corresponding signature).
- In case of signature by delegation of competences, the authority of origin shall be stated, noting the position of the person signing and his/her name and surnames.
- The signatures of the authorities that have previously been sent to the Authentication Unit or, as the case may be, with the approval of the General Secretary of the University that issues the document.

**Official** university documents whose signature must be verified by the **Ministry of Education**. The rest of the academic documents of **non-unofficial nature shall** be authenticated by **notarial means**. **The recognition of signatures of official titles are only possible if there's the signature of the person concerned.**

**STEPS FOR THE AUTHENTICATION OF ACADEMIC DOCUMENTS OF OFFICIAL NATURE  
(ACADEMIC UNIVERSITY DEGREE, SUPPLEMENTARY CERTIFICATION TO THE CERTIFICATE, ACADEMIC CERTIFICATES, ACADEMIC DIPLOMA SUPPLEMENT)**

<u><a href="#">Signatory countries of the Hague Convention</a></u>	<b>1st</b>	<b>Ministry of Education</b> (recognition of signatures)  Government Delegate's Office in the Valencian Community (replacing the Ministry of Education of Madrid) <b>High Education Inspection</b> (request a previous appointment) 39 Joaquín Ballester Street 46009 Valencia – Tel. 96 307 94 74 – Email : <a href="mailto:educacion.valencia@correo.gob.es">educacion.valencia@correo.gob.es</a>
	<b>2nd</b>	<b>Ministry of Justice</b> (authentication)  Secretary's Office of the Government of the High Court of Valencia (replaces the Ministry of Justice in Madrid). No Number Palau de Justicia Street. 46003 Valencia – Tel. 96 386 85 96
<b>Non-Signatory</b> countries of the Hague Convention:	<b>1st</b>	<b>Ministry of Education</b> (recognition of signatures)  Government Delegate's Office in the Valencian Community (replacing the Ministry of Education of Madrid) High Education Inspection. 39 Joaquín Ballester Street 46009 Valencia – Tel. 96 307 94 74
	<b>2nd</b>	<b>Ministry of Foreign Affairs and Cooperation</b> (Authentication)  4 Juan de Mena Street Madrid. Tel 91 379 97 00
	<b>3rd</b>	<b>Diplomatic or consular representation in Spain of the country where the document should take effect</b> (recognition of previous signatures)