



## Applications and admissions

In this section we provide you with a step-by-step guide to applying to a master's degree at the University of Granada. Specifically, this webpage explains the following aspects:



• General entry requirements

• Application period

- How to apply
- How to enrol

Please check the “Distrito Único Andaluz (DUA)” Platform for University Admissions in Andalusia to ensure the dates listed below or any other relevant information has not been modified:

[Distrito Único Andaluz website](#)

## General entry requirements

In order to be eligible to apply to a master's degree at the University of Granada you must either have:

- **An official university degree from an institution in Spain or the European Higher Education Area (EHEA).** The degree must entitle you to apply to a master's degree in the country in which it was issued.

or

- **A degree from an institution outside the European Higher Education Area.** As long as the degree indicates the same level of expertise and training as equivalent degrees issued by Spanish universities (this will be verified by the University of Granada) and entitles you to apply to postgraduate studies in the country in which it was issued, no further administrative steps are required in order for your degree to be recognised by the UGR. However, please note that under no circumstances does this recognition by the UGR entail official recognition by the State (in Spanish: homologación de títulos extranjeros) and is only relevant for the purposes of enabling you to undertake master's level studies at our University.

## Additional entry requirements

Please be aware that each master's degree may specify additional entry requirements. You are advised to visit the webpage of the specific degree to which you are applying to check if any additional entry requirements are stipulated.

Please also check the 'How to apply' and 'How to enrol' sections below for more specific information on entry and admission requirements.

## Application period

It is important to note that there are three separate calls for applications between **January** and **October 2021** and that **international candidates can apply during all three periods**. The following tables only aim to highlight some of the most important dates to bear in mind. For a comprehensive and fully updated list of dates please consult the "Distrito Único Andaluz (DUA)" Platform for University Admissions in Andalusia.

<b>First application period (2021-2022 academic year)*</b>	
Application period	7 - 29 January 2021
Publication of first round of accepted applicants	22 February
Complaint and appeal period	22 - 26 February
First period for down payments, reserving places or confirming participation in waiting lists	23 - 26 February
Publication of second round of accepted applicants	15 March
Second complaint and appeal period	15 - 18 March
Second period for down payments, reserving places or confirming participation in waiting lists	16 - 19 March

Publication of third round of accepted applicants	26 April
Third complaint and appeal period	26 – 29 April
Third and final period for down payments	27 – 29 April
<b>Second application period (2021-2022 academic year)*</b>	
Application period	14 June – 9 July 2021
Publication of first round of accepted applicants	29 July
Complaint and appeal period	29 July – 3 August
First period for enrolling, reserving a place or confirming participation in waiting lists	30 July – 3 August
Publication of second round of accepted applicants	13 September
Second complaint and appeal period	13 – 16 September
Second period for enrolling or confirming participation in waiting lists	14 – 16 September
Publication of first waiting list	22 September
Complaint and appeal period (for waiting list)	22 – 27 September

Period for enrolling or confirming participation in waiting lists 23 - 27 September

<b>Third application period (2021-2022 academic year)*</b>	
Application period	30 September - 6 October
Publication of first round of accepted applicants	19 October
Complaint and appeal period	19 - 21 October
First period for enrolling, reserving a place or confirming participation in waiting lists	20 - 21 October
Publication of second and final round of accepted applicants	26 October
Second complaint and appeal period	26 - 28 October
Second and final period for enrolling or confirming participation in waiting lists	27 - 28 October

\* Please note that this table only aims to give you an overview of the application period for the academic year 2021-2022. For comprehensive and fully updated information, please visit the following website: [Distrito Único Andaluz](#)

## How to apply

To apply to a UGR master's degree you will need to submit your application via the "Distrito Único Andaluz (DUA)" Platform for University Admissions in Andalusia

[Distrito Único Andaluz: Master's Degrees](#)

<http://www.ugr.es/en>

Please note that the entire application process is completed online. All documents must be uploaded electronically (you do not need to post any documents unless otherwise requested to do so).

**Important preliminary information:**

- Once you have completed the application process, a document notifying you that your application has successfully been submitted will automatically appear online. A copy of this notification will also be sent to the email address provided by you in your application form. Please download and save a copy of this file as proof that your application has been submitted properly.
- You may only submit one application form.
- You must place the programmes to which you are applying in order of preference (if you wish to apply to more than one programme within the public Andalusian university system).
- You can modify this application form during each application phase, and also change the order of your preferences. However, doing so will thereby nullify the previous application form (it will effectively be substituted by the new, modified application form).
- All of the documents submitted online will later be requested from you (both the originals and photocopies of the originals). Please do not attempt to submit any original documents or photocopies by post or in person until you are requested to do so by the UGR during registration.
- Documents can be submitted in any of the following languages: **Spanish, English, French, Italian and Portuguese**. Documents submitted in any other language must also be accompanied by a translation into Spanish.
- In the case of foreign applicants, all references made to a DNI (Documento Nacional de Identidad) should be interpreted as referring to your passport, national identity card (EU citizens), or NIE (Número de Identificación de Extranjeros or Identification Number for Foreigners). In other words, you do **NOT** need a Spanish DNI in order to apply to our programmes — your passport, national ID, or NIE is perfectly valid.

**Applicants with degrees from universities within the European Higher Education Area (EHEA)**

As well as the online application form, applicants with degrees from institutions within the European Higher Education Area (EHEA) must submit the following documents online:

- National identity card issued by an EU member state, passport, NIE or DNI.
- Degree certificate or document indicating successful attainment of the degree if your certificate has not yet been issued by your university. Please note that the degree submitted must be valid for master's degree applications in the country in which it was issued.
- Academic records or transcripts indicating the marks you obtained in the courses on your degree and their duration (expressed either in terms of ECTS credits or in months). These academic records or transcripts must also indicate the overall mark you obtained upon completion of your undergraduate degree. The mark you obtained in your undergraduate dissertation should also be included (only if you completed one and the UGR master's degree to which you are applying specifies that this mark is required).
- An official document indicating the minimum mark required to pass a course on your undergraduate degree and the maximum mark obtainable.
- If you have been awarded a study grant or scholarship, this document should also be included.

If these documents were issued in a language other than Spanish, English, French, Italian or Portuguese, they must be accompanied by translations into Spanish.

Please note that **during the enrolment period** the originals of these documents must be presented to the International School for Postgraduate Studies and should be accompanied, if required, by corresponding sworn translations into Spanish. For further information on sworn translations (traducciones juradas) of academic documents please visit the International School for Postgraduate Studies website.

**Applicants with degrees issued by a foreign university outside the European Higher Education Area and not recognised in Spain as equivalents of Spanish degrees, but which allow you to apply to postgraduate studies in the country in which the degree was issued:**

As well as the online application form, applicants must submit the following documents online:

- Passport, national identity card issued by an EU member state, NIE or DNI.
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Degree certificate or document indicating successful attainment of the degree if your degree certificate has not yet been issued by your university.

- A document issued from an official body in the country where the undergraduate degree certificate was issued indicating that it is valid in order to gain access to postgraduate studies.
- Academic records or transcripts indicating the marks you obtained in the courses on your degree and their duration (expressed either in ECTS credits or in months). These academic records or transcripts must also indicate the overall mark that you obtained upon completion of the undergraduate degree. The mark you obtained in your undergraduate dissertation should also be included (only if you completed one and the UGR master's degree to which you are applying stipulates that this mark is required).
- If you have been awarded a study grant or scholarship, this document should also be included.
- An official document indicating the minimum mark required to pass a course on your undergraduate degree and the maximum mark obtainable.

If these documents were issued in a language other than Spanish, English, French, Italian or Portuguese, they must be accompanied by translations into Spanish.

During the enrolment period, the original documents and photocopies of these originals must be presented to the International School for Postgraduate Studies. If these documents were issued in a non-EU country, a country outside the European Economic Area (EEA) or a country that has no bilateral agreement with the EU, diplomatic or consular legalization of these documents may be required, depending on the specific country in question. If they were issued in a signatory state of the Apostille Convention, for instance, they must be accompanied by Hague Apostilles. All of these documents must also be accompanied, where required, by corresponding sworn translations into Spanish. For further information on consular and diplomatic legalization, Hague Apostilles, and sworn translations (traducciones juradas) of academic documents please visit the International School for Postgraduate Studies website.

## **How to enrol**

Once accepted onto a programme via the "Distrito Único Andaluz (DUA)" Platform for University Admissions in Andalusia, the University of Granada will send you an email with instructions on how to complete the self-registration process (in Spanish: *automatricula*) online. The instructions for the academic year 2018-2019 are available below. The self-registration process must be completed via the following website during the official enrolment periods:

"Self-Registration" website

However, if you have been accepted onto a programme after its official start date or as a result of a place becoming vacant, you cannot complete the enrolment process online — you must enrol in person at the International School for Postgraduate Studies.

To complete the process you must fill in each page as it appears on-screen. On the last page, you will be asked to confirm the enrolment information and all changes will be incorporated into your personal records. Click the "Ayuda" (help) button if you need further information. Once you have completed the process, you will receive a payment form for the corresponding enrolment fee.

**Important information:**

- Online enrolment is compulsory for all new students beginning master's degrees at the University of Granada.
- This enrolment process may only be carried out once.
- You will only be able to confirm your enrolment during the official registration periods.
- Only once the proof of payment document has been generated (even if it is to the amount of €00.00) will the enrolment process be considered successful. One copy of the proof of enrolment document should be submitted to the International School for Postgraduate Studies, and the other copy is for you to keep in the event that you should wish to modify your enrolment at a later date.
- Once enrolment is confirmed, a payment form for the corresponding enrolment fees will be generated (2 copies) and you must pay these corresponding fees. These fees cannot be paid in instalments if the initial payment is under 180 euros.
- You will only be officially enrolled upon receipt of confirmation of enrolment and once you obtain official proof of payment of the corresponding fees.
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If you do not meet all of the requirements or make the payments within the required deadlines, your enrolment application will be rejected, along with any requests to make changes to your enrolment application. In the event that you do not complete the enrolment process during the specified dates, please contact the International School for Postgraduate Studies.

- Once the enrolment procedure is complete, you must submit the required documents to the International School for Postgraduate Studies before the corresponding deadline. If you do not submit the requested documents, it will be understood that you no longer wish to undertake the master's degree and, following due notification, your enrolment will be cancelled.
- If you meet the general entry requirements, but you are unable to use this online system, please contact the International School for Postgraduate Studies for advice on how to proceed.

Before completing the enrolment process on our self-registration website (please find link to website below), please note that you should:

1. Use Google Chrome or Mozilla Firefox.
2. Have a minimum screen resolution of 800x600.
3. Enable Java, JavaScript, ActiveX, cookies and pop-ups.
4. Ensure that automatic updates of software are activated.
5. Do not use the buttons on the browser — use those that appear on each page.

### **Link to complete the self-registration process online:**

Online self-registration

You can request an appointment at the International School for Postgraduate Studies via the following website:

Request an appointment via the CIGES platform