



Declaration of Equivalence of Grade Point Averages for University Studies Done Abroad Frequently Asked Questions (FAQ)

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1. I need the declaration of equivalence of Grade Point Averages, how can I obtain it?

Currently, the Declaration of Equivalence of Average Grades is a free and online procedure through which each user generates his or her own Declaration. To do so, the applicant must access the online service of the section “Equivalence of Average Grades of university studies carried out in foreign centers” of the website of the Ministry of Science, Innovation and Universities available [in the following link](#).

Once you have selected the **“Access to the procedure in the electronic office”** button, you will need to register as a user. To do so, you must create your username and password, as shown in **images 1, 2 and 3**.

For any questions or incidents related to registration, please contact us via soporte.sede@educacion.gob.es.

Imagen 1



EQUIVALENCIA DE NOTAS MEDIAS DE ESTUDIOS UNIVERSITARIOS REALIZADOS EN CENTROS EXTRANJEROS

Plazo de presentación de solicitudes: ABIERTO PERMANENTEMENTE	
Acceso al procedimiento en sede electrónica	Acceso al procedimiento online
- Información general	

Imagen 2

SEDE ELECTRÓNICA
Ministerio de Ciencia, Innovación y Universidades - Procedimientos dentro Universitario

UTILIDADES

- Consulta de Titulo Universitario
- Consulta de Universidades, Centros y Títulos (CUCT)
- Calculador de días hábiles
- Protección de datos personales
- Resolución Títulos
- Otros roles y usuarios
- Normativa reguladora
- Validación de certificaciones y firmas
- Consulta de unidades y créditos (CUC)
- Oficina de registro
- Registro Electrónico General
- Cita previa en oficinas de asistencia en materia de registro
- Información Tasa 107
- Información sobre integridad de archivos

¿Necesitas ayuda?
Consulta nuestra sección de preguntas frecuentes, envía una incidencia a nuestro servicio técnico

Acceso al Procedimiento → Acceso al procedimiento online

Imagen 3

Sede electrónica
Ministerio de Educación, Formación Profesional y Deportes

Equivalencia de notas medias de estudios universitarios realizados en centros extranjeros

Información convocatoria

Acceso como interesado

Con **ci@ve** **+Información**
(DNIe/Certificado electrónico, CI@ve pin, CI@ve permanente, Ciudadanos UE)

Acceder

Con mi usuario de la sede electrónica

Usuario (DNI/NIE): Contraseña:

Registrarse

Si no está registrado, por favor [Regístrate](#)

Plazo de presentación: Abierto Cerrado

Nivel de acceso:

- N1 Usuario/contraseña
- N2 Usuario verificado con registro no presencial
- N3 Certificados software y otros
- N4 Certificado hardware

[Ver más info.](#)

To register online you can use your DNI (Spanish ID only), NIE or passport number.

Once registered, enter your **Username and Password (Image 4)**. Next, you must search for the procedure Equivalence of Grade Point Averages of university studies carried out in foreign centers and select **“Access to the procedure” (Image 5)** followed by **“Add” (Image 6)**.

Image 4

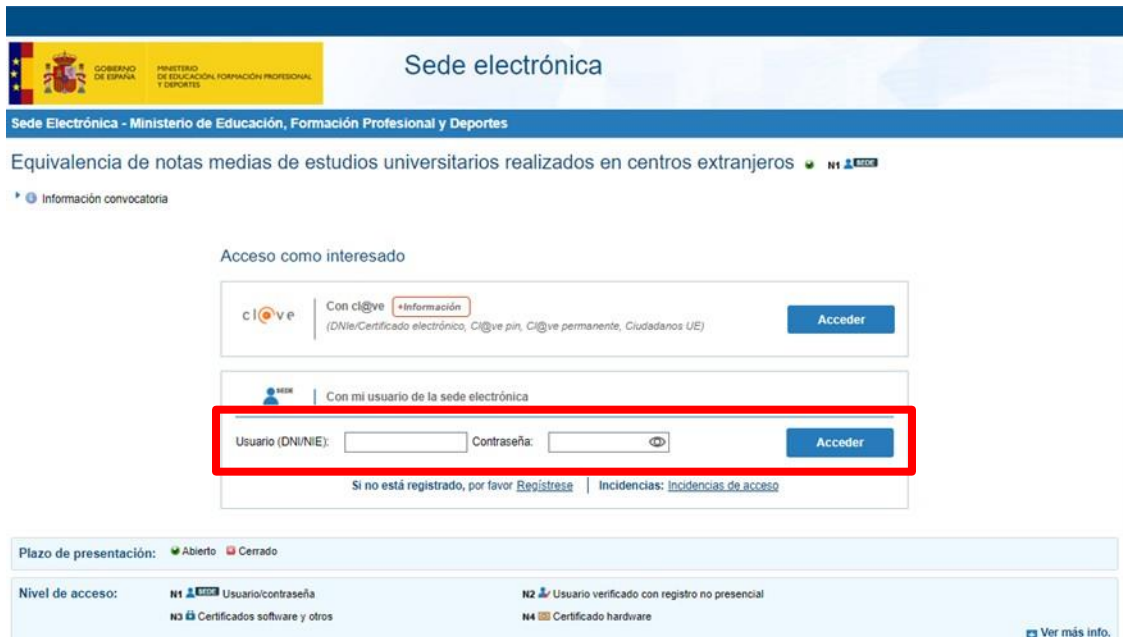
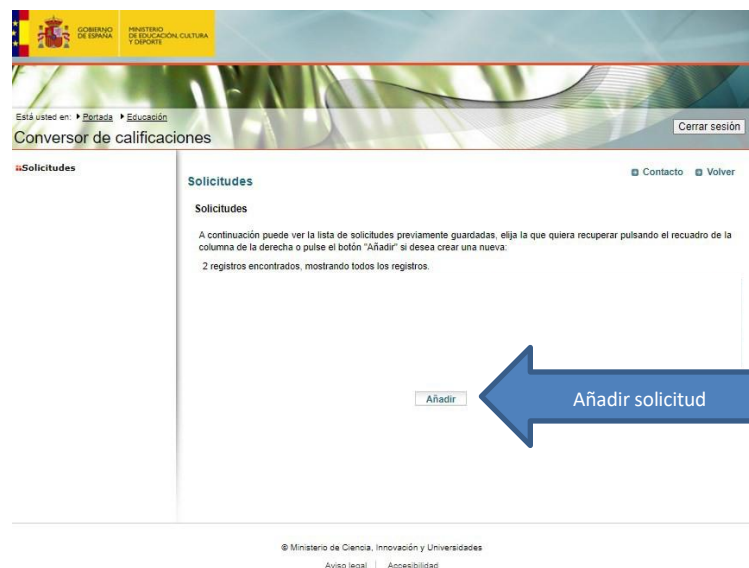


Image 5



Image 6



When adding the application, a screen will appear in which the applicant declares under oath or promise:

- ☐ That the data provided in the application and the documentation submitted are true and that the applicant undertakes to provide documentary evidence of the same when requested.
- ☐ That the documentation is a true copy of the original documents.
- ☐ That I accept the calculation method based on a linear redistribution of grades from the scale of origin to the scale of destination, on which the Resolution of March 21, 2016 is based (Annex I: Method "Using threshold values entered by the manager").
- ☐ If you do not find your scale among those published in the aforementioned Resolution, you must send it to the SGU manager by email notamedia.uni@universidades.gob.es a transcript that shows the grading scale used by your university. If your transcript does not contain this information, you must include a certificate from your university that shows the grading scale used.
- ☐ In order for the conversion to be carried out, the title must have official status in the country of origin.

The following is a reference to the applicant's consent for the Ministry to consult his/her data. You should ONLY tick if you do NOT give your consent. You should be aware that, in this case, you will not be able to continue with the procedure.

Finally, you must tick the box referring to the applicant's acceptance of the data protection regime (RGPD), and select **"Accept"** to go directly to the application form.

Note: You may generate as many requests as you need.

The application consists of the following 10 sections:

1. Personal information.
2. Degree information.
3. Study classification codes.
4. Study classification scale.
5. Subjects, credits and equivalencies.
6. Summary of grades and overall average.
7. Additional information.
8. Procedures to which the declaration is submitted.
9. Supporting documentation.
10. Print and Finish

You must complete all sections. To do so, you must follow the instructions for completing the grade point average equivalency declaration, available at the following address: [link](#).

2. The application does not allow me to select Spain as a country in Section 2

Currently, the Declaration of Equivalence of Average Grades is an online and free procedure **provided by the Ministry of Science, Innovation and Universities through the portal of the Ministry of Education**, Vocational Training and Sports, under the Resolution of July 16, 2008, so that each user can generate their own declaration.

The purpose of the declaration of equivalence of the Average Grades of university academic records of studies carried out in foreign centers is to **facilitate the issuance of a document of equivalence of the average grades of studies and university degrees carried out abroad** to the corresponding Spanish ones that can be presented in competitive procedures in which the average grade is a requirement, merit or assessment element.

The application is a grade converter that allows you to make the average grade of UNIVERSITY degrees obtained outside of Spain. If you completed your university studies in a Spanish institution, this procedure does not apply to you.

3. I want to request the declaration of equivalence of average grades, even though I have not completed my university studies.

The form allows you to calculate the average grade for completed studies and partial studies (not completed) of a single degree (individual equivalency). If you have not completed your studies, you must select “No” in the “Completed studies” field in **Section 2** of the form.

4. In Section 2 I am asked for the European Supplement Identification Number, what can I do if I don't have it?

If you do not have a European Diploma Supplement (EDS), complete Section 2 by writing: “Not available”.

5. In Section 2 I am asked if the Degree is approved. What does this mean?

This refers to the process of homologation of your foreign university degree. If you have requested the homologation of your degree and already have the Homologation Credential, select “Yes”. If you have requested the homologation of the degree, but the process has not been completed and you do not yet have the Homologation Credential, or if you have not requested the homologation of the degree, select “No”.

6. In Section 3 I am asked to enter the classification code for my studies or qualification (ISCED –F – 2013), but it does not appear on my academic certificate or degree. What should I do?

Please review the ISCED –F – 2013 codes listed in the application instructions and find the one that corresponds to your degree. If you cannot identify it, contact your university for this information. Your university does not need to issue a certificate or modify your degree.

If your university does not have this information, select the ISCED code that best matches your studies.

7. I cannot find the grading scale that corresponds to me in section 4. How can I identify it? And if it is not there, what should I do??

To choose the correct scale, review the SCALES section in the instructions for completing the application. You will need to know the grading scale that your university used on your transcript. Check that your transcript includes this information. If not, contact your university for the information.

If the grading scale used by your university is not among those published in Annex I of the Resolution of 18 September 2017, of the General Directorate of University Policy, which updates the list of grading scales for foreign university studies or degrees and the equivalences to the grading system of Spanish universities published by the Resolution of 21 March 2016, you must send your certificate of studies to the SGFPU manager, identifying the grading scale applied and the minimum passing grade, to the email address notamedia.uni@universidades.gob.es. If your transcript does not include your scale information, you must accompany it with an official document provided by your university stating the scale you used.

8. If my transcript includes different scales, what can I do?

Two scales cannot be used within the same Declaration of Equivalence. Therefore, you must contact the University/Institution that issued the certificate of grades to standardize the scale of the subjects it covers.

9. In the second box of Section 4 I am asked to transcribe the information from section 4.4 of the European Diploma Supplement for all studies with ECTS credits. Where can I find this information?

This information is included in the European Diploma Supplement (EDS). If you do not have this document, write "No information" in the box.

10. Section 5 does not allow me to include the credits for my subjects, how can I solve this?

Please check that in Section 2 of the form, you selected the option: “ECTS credits” or “credits” as appropriate in the “Study organized in” field.

11. Do I have to include all the subjects in Section 5?

Yes. You must include all the subjects you took in the same order in which they appear on your transcript.

12. If I took a subject twice, failing the first time and passing the second, what grade should I include?

In that case you will have to include only the grade with which you passed the subject.

13. In Section 8 I must include the full name of the procedure to which the declaration is submitted. Where can I find this information?

You must include the full name of the procedure to which you are applying, as called by the University or institution and which has requested the Declaration of equivalence of average grades as a requirement to participate in the selection procedure.

14. In Section 9 I am asked to attach documents, including the MECD approval credential. What does this refer to?

Please refer to the “Supporting Documentation” section included in the instructions for completing the application. ([Point C of this document](#)) which details the documents that need to be attached (legalized academic certification and degree, as well as the corresponding sworn translations).

For any queries related to the homologation of degrees corresponding to university studies, please consult the following: [link](#).

15. Once the application has been completed, can I submit it to the University/Institution that requested it? Who validates it?

Once you have completed the application, you can download the declaration of average grades from the Notifications section of the Electronic Office and print it. **The verification of the data entered in the declaration is the responsibility of the administrative unit of the procedure for which the declaration is submitted**, which may carry out the checks it considers appropriate. Once the data entered in the declaration has been verified and reviewed, it will **issue the validation** of the declaration of equivalence of average grades by means of the **corresponding signature, stamp and date**.

16. I made a mistake when filling out the application, how can I correct it?

Once the application is complete you will not be able to make any changes to it, so make sure you are happy with the result by printing the draft (selecting the "Print" button will generate a draft with a watermark that will allow you to check if the information you entered in the form is correct) and reviewing your information.

17. The application shows a lower average grade than the one obtained in the country where I studied, how can I solve this?

First, check that you have chosen the correct scale in Section 4. If so, review the "Equivalence Methodology" section in the Instructions for completing the application.

18. My Spanish is not very good. I need some support to generate a declaration of equivalence.

Each user generates his or her own declaration of equivalence. [Log in the following website](#).

You will need to register and create your username and password.

Detailed guidelines to fill in the form are [available at the following web site](#).

All documents are in Spanish, so you might need assistance. Later, you will be able to print your declaration which will be validated by the institution which is offering the grants.



19. I am doing an Erasmus+ stay at a foreign university, how can I find out the equivalence of my grades?

The recognition of the grades obtained during an Erasmus+ stay must be governed by the university's own regulations, as they must appear in the **learning agreement signed for each student's Erasmus mobility**.

It is not mandatory to use the application that provides the declaration of equivalence of average grades for this type of mobility. Its use is only mandatory for the university in competitive procedures in which the average grade of the record is an evaluable criterion.