



**SPANISH UNIVERSITY ENTRANCE - PROCEDURES TO BE FOLLOWED BY YEAR 13**  
**PUPILS TAKING A LEVELS**

Dear Parents,

Please find below instructions on applying for the *Solicitud de la Credencial* (University Access Credential), the *Matrícula de la Parte Específica* (Enrolment for the Specific Part subjects) and the *Homologación de Estudios al Título de Bachiller* (official validation of A levels to the *Bachillerato*). Please submit the required documents to us before 10<sup>th</sup> May.

**1. APPLICATION FOR THE UNIVERSITY ACCESS CREDENTIAL** - This is used for the recognition of studies undertaken in the British System and thus exempts pupils from having to take the General Part of the *Selectividad*, in which a maximum of 10 points can be achieved. **All pupils who want to study in any public or private university in Spain have to apply for this.** In order to calculate the admission grade, the following table is used:

A LEVEL		AS LEVEL	
A*	140		
A	120	A	60
B	100	B	50
C	80	C	40
D	60	D	30
E	40	E	20
U	0	U	0

**GRADES EQUIVALENCE**

UCAS	SPAIN
140	5
160	5,2
180	5,4
200	5,6
220	5,8
240	6
260	6,2
280	6,4
300	6,6
320	6,8
340	7
360	7,2
380	7,4
400	7,6
420	7,8
440	8
460	8,2
480	8,4
500	8,6
520	8,8
540	9
560	9,2
580	9,4
600	9,6
620	9,8
<620	10

Given that the official A Level exam results are not available until August, the examination centres issue certificates in May with the provisional grades the pupil are expected to obtain in each of the subjects. With these provisional results the UNED issues Provisional University Access Credentials that enable pupils to pre-enrol in public or private universities.

In September, when the final grades are ready, the UNED issues the definitive credentials.

In order to request the credential, you have to access [www.uned.es](http://www.uned.es)

- Studies (top-left hand corner)

- ⇒ University Entrance
- ⇒ University Entrance Credential, EU students and others
- ⇒ Credentials Application
- ⇒ Create Application
- ⇒ Register
- ⇒ Create Application
- Payment (Online or in the Bank)

### **Documents to be handed in to the school in order to apply for the Credentials**

- Photocopy of DNI or Residence Card.
- Original or Certified Photocopy of, at least, 5 IGCSEs.
- Original or Certified Photocopy of the AS and A Levels obtained to date.
- Copy (for administration) of the Credential application form.

**2. SPECIFIC PART SUBJECTS.** Since the maximum grade obtainable for university access in Spain is 14 points, many of our pupils take this part in order to be able to gain entry to degrees that require an entrance grade above 10 points. Pupils applying to sit the Specific Part of the *Selectividad* have to register for this. You can do this on the same webpage used for the Credentials: [www.uned.es](http://www.uned.es)

- ⇒ Studies (top left-hand corner)
- ⇒ University Entrance
- ⇒ University entrance exam from Bachillerato (Selectividad)
- ⇒ Register (different from the one on the Credentials)
- ⇒ Once you have registered you can enrol as follows:
  - ⇒ Selectividad
  - ⇒ Choose part: SPECIFIC Only
  - ⇒ Schools or Academies: KINGS COLLEGE
  - ⇒ Delivery Mode: Group delivery "*Envío Agrupado (solo responsables de centros)*"
    - ⇒ Type of enrolment: select "*Ordinaria*", or "*Familia Numerosa*" as applicable.
    - ⇒ Foreign Education Systems: Select UK education system: "*Sistema Educativo de Bachillerato del Reino Unido*"
  - ⇒ Subjects
  - ⇒ Payment

### **Documents to be submitted to the school in order to enrol for the Specific Part:**

- Photocopy of DNI or Residence Card.
- Certified Photocopy of *Familia Numerosa* Card, if applicable.
- Original or Certified Photocopy of, at least, 5 IGCSEs.
- Original or Certified Photocopy of the AS and A Levels obtained to the date.
- Copy (for administration) of the enrolment request for the Administration.

**The enrolment period for the Specific Part starts 19<sup>th</sup> March and ends 17<sup>th</sup> May.** The exams will take place on 28<sup>th</sup> and 29<sup>th</sup> May. We will accompany our pupils during the exams, although the pupils will have to make their own arrangements to get to the exam centre.

The exams will take place in Avenida de Santo Domingo de la Calzada, 9. The closest metro stations are LAS TABLAS on line 10 or PALAS DEL REY on the *Metro Ligero* light rail line 1 (ML1). We will be giving you more details in due course, although you can find all the information regarding the organisation of the exams on the website [www.uned.es](http://www.uned.es) under “*Realización de la Prueba*”.

The certified copies required by UNED can be done in the institutions mentioned on the webpage:

- Embassies/Consulates of Spain abroad or Embassy/Consulate of the country of origin in Spain.
- Centers associated to UNED
- Government representative offices in the Autonomous Communities.
- Notary

However, in order to facilitate the process for you we can also have the copies endorsed when we hand in the credential documents and the enrolment for University Entrance.

**University Admission Grade** – This is calculated by adding the grade achieved in the entrance credentials to the grades from the subjects in the Specific Part (two subjects maximum). The result in each subject is multiplied by 0,1 or 0,2 given the affinity level with the studies the pupils want to take, and is added to the credentials grade.

Given that the results of the official A Level exams are not available until August, the examination centres issue certificates in May with the **provisional grades** the pupil are expected to obtain in each of the subjects. With these provisional results UNED issues **Provisional Credentials** that enables pupils to pre-enrol in public or private universities.

In September, once the final grades are ready, the UNED issues the **Final Credentials**. In cases where grades do not change considerably in relation to the ones in June, pupils can take up their place and enrol on the courses they have been accepted on. In cases where grades are lower and below those required, pupils will lose their place and will have to apply for a new one on one of the remaining courses available after September. Private universities have their own rules regarding this eventuality.

**PRE-ENROLMENT** – The pre-enrolment for public universities normally takes place towards the end of June or early July. There is another period for this in September. The dates for the next academic year have not been published yet. Apart from the “envelope” pupils have to show their ID cards or residence cards and the Access Credentials. Private universities have their own rules.

ENROLMENT – During July (mid- month) pupils receive the notification (at home) from the institution where he has been admitted, the required documents and the periods for enrolment. The pupil has been admitted with the Provisional Credentials in July, but the enrolment cannot be formally completed until he has the Final Credentials in September.

**3. OFFICIAL VALIDATION OF STUDIES.** Finally, the pupils who wish to receive the Official Validation of their *Título de Bachiller* have to access the following webpage:

[www.mec.es](http://www.mec.es)

- ⇒ Education System (Top left hand corner)
- ⇒ Recognition and Approval of Foreign Studies
- ⇒ Studies and non-university studies
- ⇒ Rates, income
- ⇒ Download model 790. Has to be paid in the bank

**Documents to be handed in to the school for the Official Validation of studies:**

- Photocopy of DNI or Residence Card.
- Original or Certified Photocopy of, at least, 5 IGCSEs.
- Original or Certified Photocopy of the AS and A Levels obtained to the date.
- Copy (for administration) of the form 790

The school takes care of the rest of the paperwork, submitting documents to the corresponding institutions as required (apart from pre-enrolment, folder transfer and university enrolment).

Yours faithfully,

Sara Fernández Fernández

Acting Technical Director