

**WARNING FOR STUDENTS WITH A DEGREE FROM A HIGHER EDUCATION INSTITUTION OUTSIDE THE EUROPEAN HIGHER EDUCATION AREA (EHEA) REGARDING FORMAL REQUIREMENTS FOR THEIR PSYCHOLOGY DIPLOMA (OR DEGREE) AND FOR THEIR MARKS CERTIFICATE (OR TRANSCRIPTS) IN PSYCHOLOGY IN ORDER TO BE ADMITED IN WOP-P MASTER COURSE**

**(THESE REQUIREMENTS ARE NOT NECESSARY DURING THE APPLICATION PROCESS. THEY MUST BE FULFILED ONLY WHEN THE STUDENT HAS BEEN INFORMED BY THE COORDINATING UNIVERSITY THAT HE/SHE HAS BEEN ACCEPTED. THEY MUST BE FULFILED BY July 2017 IN SOME UNIVERSITIES OF WOP-P CONSORTIUM. PLEASE READ FOLLOWING PAGES)**

All our four European universities need different documents from you for your admission and registration (in case you have been selected for studying this WOP-P Master Course after the selection process). Although each university of WOP-P Consortium has different formal requirements for the admission of students whose university degrees are issued by universities outside the EHEA, there are common formal requirements regarding the most important documents which our universities will need for your admission.

There are several documents which our universities will ask you for your admission, but the most important ones are as follows:

1. Your passport or any other identity document accepted by the university.
2. Your university diploma or degree in Psychology.
3. Your university marks certificate in Psychology.

For the application and selection process for WOP-P Master (either if you are asking for an EMJMD student scholarships or not), **the four European universities will accept a mere photocopy of these documents** as long as the language in which these documents are written is either English, Italian, Portuguese or Spanish. Other language will not be accepted. If your documents are not written in one of these mentioned five languages, you should send us a mere photocopy of your documents together with a translation into English made by a sworn translator. Other type of translations will not be accepted.

In case you are selected by our Consortium to study the WOP-P Master, take into account that ***your acceptance will be made conditional*** on the delivery of these documents **both Home-1st mobility and Host-2nd mobility University** in due time having the FORMAL REQUIREMENTS which are described below. If you do not send your degree diploma, your transcripts and your identity document in due time, you will not be able to register in our universities.

**FORMAL REQUIREMENTS OF MAIN DOCUMENTS TO BE ADMITTED (after selection of applicants) IN OUR FIVE UNIVERSITIES ARE AS FOLLOWS (this applies to Home-1<sup>st</sup> mobility and Host-2<sup>nd</sup> mobility Universities):**

<p>In the University of Barcelona:</p>	<p>Students having completed a non-validated foreign degree they shall submit the following papers:  <i>Papers to be submitted by student applying without prior validation:</i></p> <ol style="list-style-type: none"> <li>a) Certificate accrediting the applicant's nationality (certified photocopy of passport).</li> <li>b) Official copy of the degree certificate or equivalent (<i>authenticated and officially translated by the appropriate diplomatic channel</i>)</li> <li>c) Official copy of the certificate listing the course units completed (<i>authenticated and officially translated by the appropriate diplomatic channel</i>)</li> </ol> <p>The papers required in sections b) and c) either <b>originals or certified photocopies</b>, shall be <b>authenticated</b> by the corresponding diplomatic authorities (legalisation means a stamp of the Ministry of Education in your country, plus a stamp from the Ministry of Foreign Affairs in your country, plus a stamp of the Spanish Embassy or Consulate in your country).</p> <p>Documents sealed with the Hague Apostille (The Hague Convention of 5 October 1961) shall not require diplomatic legalisation. For more information about Hague Convention, please click on:        Click here: <a href="http://www.hcch.net/index_en.php?act=text.display&amp;tid=37">http://www.hcch.net/index_en.php?act=text.display&amp;tid=37</a> and <a href="http://www.ub.edu/masteroficial/index.php?option=com_content&amp;task=view&amp;id=37&amp;Itemid=50">http://www.ub.edu/masteroficial/index.php?option=com_content&amp;task=view&amp;id=37&amp;Itemid=50</a> and to know more about the meaning of "authenticated", , please click on: <a href="http://www.mepsyd.es/mecd/jsp/plantilla.jsp?id=31&amp;area=titulos">http://www.mepsyd.es/mecd/jsp/plantilla.jsp?id=31&amp;area=titulos</a></p> <p>Please, use the following address and contact person to send your documents:</p> <p>Facultat de Psicologia        Att: Robert Lopez        suport_masterspsico@ub.edu        Departament de Psicologia Social        Universitat de Barcelona        Pg. de la Vall d'Hebron, 171        08035 Barcelona – Spain</p>
<p>In the University of Bologna:</p>	<p><b>FOR HOME STUDENTS:</b></p> <p>Titolo di studio conseguito presso l'Università, con la traduzione ufficiale in lingua italiana e la legalizzazione dell'Ambasciata o Consolato italiano nel suo Paese (dove ha ritirato o ritirerà il visto di ingresso) e la relativa Dichiarazione di Valore.</p> <p>Certificato rilasciato dall'Università attestante gli esami sostenuti (con i voti), con la traduzione ufficiale in lingua italiana e la legalizzazione dell'Ambasciata o Consolato italiano competente.</p> <p>I suddetti documenti in forma originale dovranno essere consegnati personalmente dallo studente alla "Segreteria Studenti" al momento dell'iscrizione, quando arriverà a Cesena ai primi giorni di Settembre. Lo studente deve inoltre presentare: a) due foto di piccola dimensione (una delle quali deve essere autenticata); b) il passaporto con il visto per ragioni di studio. (Indirizzo: Segreteria Studenti dell'Università di Bologna, Via Montalti 69, 47123 Cesena, Italia).</p>

	<p><u>English Version:</u></p> <p>To enroll it is necessary to have the:</p> <ul style="list-style-type: none"> <li>▪ Degree obtained at your University, officially translated into Italian and legalized by the Italian Embassy or Consulate in your country (where you applied for the Visa) and related Value declaration.</li> <li>▪ Certificate of your University reporting the examinations-courses (with marks), officially translated into Italian and legalized by the Italian Embassy or Consulate.</li> <li>▪ The above mentioned <b>original documents will be personally presented by the student to the “Segreteria studenti” (Secretary Office) for the enrolment upon their arrival in Cesena in early September.</b></li> <li>▪ Moreover the student has to present: a) two original color photos of small size (one of them will be certified as authentic”); b) the passport with the Visa for study reason. Secretary Office Address: “Segreteria Studenti” University of Bologna Via Montalti, 69 – 47123 Cesena – Italy).</li> </ul> <p><b>FOR HOST STUDENTS:</b>        Host student will receive more information in January, before coming to Cesena. However, the procedure will be very easy and no difficult documents are needed.</p>
<p>In the University of Coimbra:</p>	<p>Degree obtained at your University, officially translated into portuguese (original or certified copy)        Certificate of degree qualification or equivalent academic level (original or certified copy)        Transcript of academic records (original or certified copy)        (All these documents must be in Portuguese language)</p> <p>Please, use the following address and contact person to send your documents:</p> <p>Faculdade de Psicologia e de Ciências da Educação da Universidade de Coimbra        GAID – Gabinete de Apoio à Investigação e à Docência        Att: Alice Oliveira        aoliveira@fpce.uc.pt        Rua do Colégio Novo,        Apartado 6153        3001-802 Coimbra – Portugal</p>
<p>In the University of Valencia:</p>	<p>Students having completed a non-validated foreign degree shall be governed by Art. 16, of R.D. 1393/2007, modified in 2010. They shall submit the following papers in due time:</p> <ul style="list-style-type: none"> <li>a) Certificate accrediting the applicant’s nationality.</li> <li>b) Certificate of degree qualification or equivalent academic level.</li> <li>c) Academic records (transcript), issued by the university where the degree was completed. It shall include the official length of the degree with the number of academic years, courses completed, marks, and teaching hours of each course.</li> <li>d) Certificate issued by the institution mentioned in the previous section specifying that the degree completed enables the student to undertake official postgraduate studies in the corresponding country. (This document is not compulsory).</li> </ul>

The papers required in sections b) and c), either **originals or certified photocopies**, shall be **legalised** by the corresponding diplomatic authorities. More information:  
[http://www.uv.es/fatwirepub/userfiles/file/requisitosadicionales\\_en13.pdf](http://www.uv.es/fatwirepub/userfiles/file/requisitosadicionales_en13.pdf)

Please, use the following address and contact person to send your documents:

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Yolanda Estreder Ortí  
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Dpto. Psicología Social  
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46010-VALENCIA (ESPAÑA)

**Remember** that your definitive and complete admission in WOP-P Master will be always conditioned to the submission of the above mentioned documents with the formal requirements of your Home-1st mobility and Host-2nd mobility University.