<u>Annex IV Translation-*Documents required according to the access profile.*</u>

<u>DOCUMENTATION TO UPLOAD TO THE DOCUMENT SUBMISSION PLATFORM</u>

<u>VERY IMPORTANT: IF THE REQUIRED DOCUMENTATION FOR PRE-ENROLLMENT IS ALREADY UPLOADED TO THE DOCUMENT SUBMISSION PLATFORM, IT IS NOT NECESSARY TO UPLOAD IT AGAIN, UNLESS IT HAS BEEN MODIFIED, RENEWED DUE TO EXPIRATION (E.G., ID DOCUMENT), OR IF REQUESTED BY THIS ADMINISTRATION</u>.

<u>For all applicant profiles:</u>

- GENERAL DECLARATION OF TRUTHFULNESS OF DIGITALLY SUBMITTED DATA (Annex V of this Instruction), available on the Document Submission Platform of this University. This declaration must be signed and uploaded to the platform in order for the subsequent documents to be validated.
- National ID/Passport/Foreigner ID (NIE)
- Certificate accrediting degree of disability, if applicable
- Curriculum Vitae

And specifically — that is, **depending on the <u>profile of the applicant</u>** for pre-enrollment — the required documentation is detailed in the following table:

Applicant's profile	DOCUMENTS TO DOWNLOAD IN DIGITAL FORMAT
A. *Students who have completed the degree that gives them access to the Master at the ULPGC*	- They only have to provide the documentation for all the above-mentioned profiles if they have not provided it before, since both the academic record and the accreditation of the foreign language level, in case they have obtained it, are in our database.
B. *Students who have completed the official degree that gives them access to the master's degree in a Spaniard university.*	- Academic certification issued by the university where you completed the degree granting access to the master's program, indicating the grade for each subject and the overall GPA **(a transcript copy is not valid)**. - Photocopy of the university degree or proof of payment for its issuance. - It is not necessary to upload proof of proficiency in a European language other than your mother tongue if it has been accredited by the University of Las Palmas de Gran Canaria, as it will be automatically added to your pre-enrollment application once it has been processed by the Subdirectorate of University Extension.

	To apply for this accreditation, please access the following link: https://www.ulpgc.es/acreditacion-idiomas
C. Students in possession of an official university degree issued by a foreign university, whether or not approved by the Ministry of Education.	-A copy of the foreign university degree or the official certificate of its issuance, or the equivalency/recognition resolution of the degree issued by the Spanish Ministry of Education. -An Academic Transcript of Records issued by the home university, indicating, among other details, the duration of the studies in years, the list of courses taken and passed with the corresponding workload for each course, the university grading system including the minimum passing grade, and the grading scale used. You can request the grade equivalency at the following link: Equivalency of average grades for university studies completed at foreign institutions. -It is not necessary to upload to the Document Submission Platform the accreditation of proficiency in a E**uropean language other than your mother tongue** issued by the University of Las Palmas de Gran Canaria, as it will be automatically added to your application once resolved by the Subdirectorate of University Extension. You can apply for this accreditation at the following link: https://www.ulpgc.es/acreditacion-idiomas -It is not necessary to upload to the Document Submission Platform the accreditation **of B1 or B2** level (as required by the master's program) **in Spanish language proficiency** if you are not from a Spanish-speaking country, since, once resolved by the Subdirectorate of University Extension, it will be automatically added to your application. Apply at the same link: https://www.ulpgc.es/acreditacion-idiomas -Documents not written in Spanish must be accompanied by an OFFICIAL TRANSLATION. **IMPORTANT:** If you obtained **your university degree from a university or institution outside the European Higher Education Area (EHEA)**, you must also submit:

	-A certificate from the university that issued the degree stating that it qualifies the holder for access to postgraduate studies in the country of issuance. All documentation must be duly LEGALIZED according to the regulations applicable to the country of origin. Each document that includes an apostille or legalization must be submitted in a **single file** (e.g., original academic transcript and its apostille in the same file).