



APPLICATION FOR RECOGNITION OF STUDIES

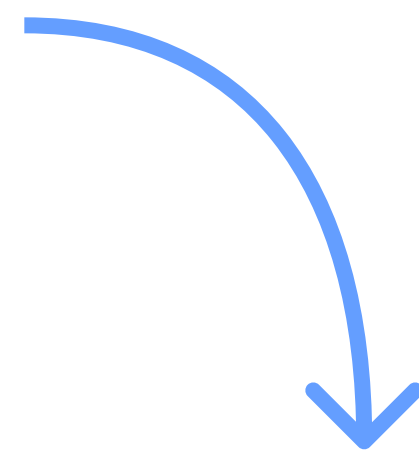
2026 - 2027



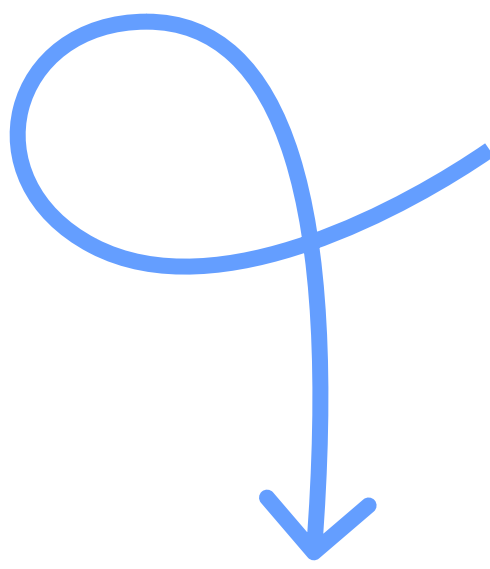
**REGISTRY
SERVICE**

STAGES OF THE APPLICATION PROCESS

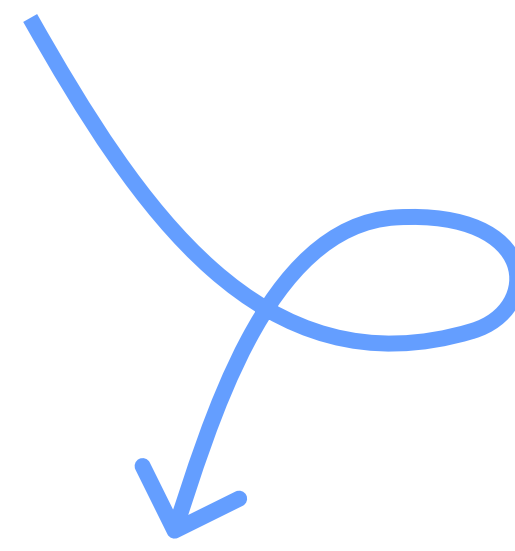
1. Access and complete the “Application for Recognition of Studies” form included in this document.



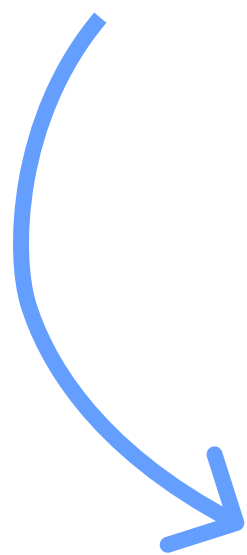
2. Submit the completed form to the Registry Service using any of the available methods, together with all the required documentation.



3. The application will be forwarded to the Study Recognition Committee for processing.



4. The Committee will review and decide on your application.



5. The decision letter will be available on the University Portal within the established timeframe. Stay alert!

SUBMISSION METHODS

A. EMAIL:

Download the application form [here](#) and send it by email to registro@ufv.es including all required documentation in digital format.

B. IN PERSON:

Visit the Registry Service in person to collect and complete the application form on-site.



IN ALL CASES

The student must personally complete and submit the application. Applications by third parties will not be accepted.

REQUIRED DOCUMENTS

→ CHANGE OF DEGREE AT UFV / UFV GRADUATE:

1. Completed application form.
2. Proof of enrollment or payment receipt 2026/2027.

→ I COME FROM A DEGREE AT ANOTHER UNIVERSITY:

1. Completed application form.
2. Proof of enrollment or payment receipt 2026/2027.
3. **Original** academic transcript.
4. Copy of the Study Plan published in the Official State Gazette (BOE) or **original** Study Plan.
5. **Original** syllabus or course guide for each subject to be recognized.

→ I COME FROM A DEGREE FROM A FOREIGN UNIVERSITY:

1. Completed application form.
2. Proof of enrollment or payment receipt 2026/2027.
3. **Original** academic transcript.
4. **Original** Study Plan.
5. **Original** syllabus or course guide for each subject to be recognized.
6. "Average grade equivalency declaration" obtained from the MCIU website.

All submitted documents must be in Spanish.

All documents must be official and properly legalized.

REQUIRED DOCUMENTS

→ I COME FROM A HIGHER VOCATIONAL TRAINING PROGRAM:

1. Completed application form.
2. Proof of enrollment or payment receipt 2026/2027.
3. **Original** academic transcript.
4. **Original** certificate from the vocational training center stating the company where the internship was completed and the activities carried out.

(This document is optional and only required if the student wishes to have the internship course recognized)

→ I HAVE PROFESSIONAL EXPERIENCE:

1. Completed application form.
2. Proof of enrollment or payment receipt 2026/2027.
3. **Original** company certificate stating dates of employment and duties performed.
4. **Original** employment history certificate.
5. Curriculum Vitae.



FOR MORE INFORMATION

Consult the Application for Recognition of Studies, which provides detailed information about the required documentation.

FREQUENTLY ASKED QUESTIONS

What is the official deadline for Study Recognition and where is it published?

The official deadline to submit the Study Recognition Application is from **June 15 to September 11, 2026**.

All deadlines related to enrollment can be found in the Normativa para la Matrícula de Grados para el curso 2026-2027 // Undergraduate Enrollment Regulations for the 2026–2027, published on the UFV website.

Contact channel for information about my submission.

Via email at registro@ufv.es or by calling **91-709-14-00** and asking for the Registry Service.

Contact channel for information about the status of my application and final decision.

By calling **91-709-14-00** and asking for the Academic Planning Department.

Where are we located?

Registry Service:

Central Building, Central Module.

Academic Planning Department:

Central Building, Module 1, Attic.

What is the deadline to receive the resolution?

The resolution will be issued within a maximum of **one month from the date of registration of the application** (excluding August).

FREQUENTLY ASKED QUESTIONS

How will the resolution be communicated?

The student is responsible for checking the decision on their recognition request by accessing the University Portal, starting one month after their application has been submitted.

University Portal > Menu > Academic Data > Credit Recognition

If I miss the deadline, which department should I contact?

Once the submission deadline has passed, the Registry Service cannot accept applications unless authorized by **Academic Planning Department**, where you must appear in person to explain your case.

Can I submit the required documentation separately?

No. The Registry Service cannot accept or process an application unless all documentation is submitted in full.

Will the documentation I submit be returned?

No. All submitted documents (originals, certified copies, etc.) will be kept in the student's academic file and will not be returned.

Which subjects will be recognized?

The Registry Service cannot provide this information. You must consult the Academic Directorate of your degree program.

FREQUENTLY ASKED QUESTIONS

Are photocopies or unverified downloaded documents valid?

If a document is required to be **“Original”**, photocopies, scanned documents, uncertified copies or invalid documents are not accepted.

Documents must therefore be CERTIFIED COPIES or ORIGINALS.

Original document requirements:

> **Paper format:** handwritten signature and official stamp.

> **PDF format:** digital signature, QR code or verification code.

Where can I download the Payment Receipt / Proof of Enrollment?

All personal, enrollment, and financial information is available on the University Portal.

Portal Universitario > **Select Menu** > *Matrícula* > *Resumen de Matrícula* > **Enter the filters** > **Scroll down and select** *Recibo de Matrícula*

Is a Credit Recognition Study the same as an Application for Recognition of Studies?

No. A preliminary credit recognition study is an informative document provided by the DOIU department or the Degree Directorate.

Formal recognition of studies requires submitting an application form and the necessary documentation to the Registry Service, followed by an official resolution from the Study Recognition Committee.

FREQUENTLY ASKED QUESTIONS

For financial questions, which department should I contact?

For questions related to payments or financial adjustments, contact the **Cashier** or **Administration and Finance Department** via infoecoalumnos@ufv.es or visit in person (Central Building, Central Module).