

INSTRUCTIONS TO REQUEST VALIDATION OF STUDIES COMPLETED IN A FOREIGN COUNTRY

DEPARTAMENTO DE ACREDITACION Y TITULACION DE ESTUDIOS
SECCION DE CONVALIDACION
TEL. 688-9700 ext. 367

1. All documentation that certifies that a student has approved studies in a foreign country must be legalized by the country where such studies were completed by the following institutions:
 - a) Ministry of Education at current country
 - b) Apostille from current country (The Hague Convention)
 - c) Documents properly signed and certified/stamped by the current school
2. Official Certification of Elementary Education or equivalent grades/report cards. (2nd to 8th).
3. An official academic transcript from the School(s) attendant. If transcript is not available, you must submit an official report card for all grades attended from elementary to high school.
4. Original birth certificate.
5. If documents are not in Spanish, they must be officially translated into Spanish by a judicial interpreter, submit the original and the certified translation.
6. Attendance Letter. Verifying dates of study and verification of enrollment.
7. Written application of the Validation or Homologation of studies.
8. Photocopy all documents and submit them with the original.
9. Copy of multiple Visas.