ADMISION REQUIREMENTS

Admission to the Master is open to those candidates who comply with the following profile:

a) Have a degree or equivalent certificate, in which the student has completed 180 credits involving subjects of a legal nature;

b) Have an academic record with an average merit pass (7.0) or above in the Degree or equivalent studies, unless due to motivation and track record, admission is considered to be advisable;

c) Accredit sufficient knowledge of English (C1), in particular as applied to legal questions. Accreditation can be verified by the submittal of documentation justifying the required level, either through having passed an ad hoc exam or through a personal interview.

APPLICATION PROCESS

To apply for admission, the following procedures and requirements must be fulfilled:

• Complete an online application, available at www.comillas.edu/admisiones
• Print and sign the application form.
• Submit the required documents.
• An email address and phone number are required and must be provided to facilitate and ensure all communications related to the admission process.

DOCUMENTS TO BE SUBMITTED

- Documents Required

In order to fulfil the access requirements for the Master's Degree:

• Application form, duly filled out and signed
• Photocopy of ID or Passport
• Original or certified copy of the degree certificate, or original or certified copy of proof of having paid the fees for issuance of the degree certificate (if it has not been issued yet).

- If the degree is an official Spanish degree, the previous requirement can be easily satisfied by authorising the consultation of said degree on the National Register of Official University Degrees, by means of the electronic office website of the Ministry of Science, Innovation and Universities, and sending us the corresponding authorisation code provide by the system. All of the information can be found at: http://www.educacionyfp.gob.es/ya/servicios-al-ciudadano/catalogo/general/99997950/ficha/997950.html

- Foreign degree certificates must be authenticated prior to submission. The usual mechanisms for authentication are through diplomatic channels or, in the case of degree certificates issued in countries that have subscribed to the Hague Convention, by affixing the Apostille of the Hague.

In order to be evaluated according to the criteria for admission to the program:

• Original or certified copy of the full transcript, with number of credits and workload hours.
• Certificate of knowledge of languages, when applicable.
• Curriculum vitae
• A personal written document stating the reasons why the applicant wishes to commence or continue postgraduate studies at this University in the program chosen and the time available to do these studies.

Documents that have not been issued in Spanish or English must be accompanied by an official translation into this language, carried out by a sworn official translation authorized or registered in Spain, by any Spanish diplomatic or consular body abroad, or any diplomatic or consular delegation in Spain of the country of nationality of the applicant or, where applicable, of the country of provenance of the document.

1 No type of legalisation is required for documents issued in European Union Member States, signatories of the European Economic Area Agreement and Switzerland, stemming from a bilateral agreement with the European Union.
Regardless of the outcome of the admission process, the documents submitted cannot be returned (except original degree certificates and diplomas).

**APPLICATION PERIOD AND SITE TO DEPOSIT APPLICATIONS**

- The deadline for applications is **July 3, 2023**.
- Documentation must be sent via the pathway set up for this purpose within the admissions portal: Section “Send all documentation to the Degree Certificates and Transcripts Service”.
  Once the documentation has been received by the Degree Certificates and Transcripts Service, you will receive an email (at the email address given on the application) stating whether the application is correct.
  If necessary, you will be informed of any issues detected in the documentation submitted, so that they may be rectified as soon as possible.

**In any case, they must have demonstrated compliance with the access requirements to Official University Master's Programs set forth in Article 18 of Royal Decree 822/2021.**

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2 Sending the documentation in this way does not exempt the candidate from submitting, when required, the original or certified documents, which must be submitted in person or by registered mail to the Degree Certificates and Transcripts Service of the University, C/Alberto Aguilera 23, 28015 Madrid, SPAIN.