APPLICATION GUIDELINES FOR POSTGRADUATE STUDIES
MASTER IN SMART GRIDS (MSG)
ACADEMIC YEAR 2020-2021

APPLICATION PROCESS
To apply for admission, the following requirements must be fulfilled:

- To complete an online application, available at www.comillas.edu/admisiones.
- To provide an email address and indicate a mobile phone number to facilitate and ensure the timely communications related to the admission process.
- To submit the duly completed and printed application form along with the following documents:

DOCUMENTS REQUIRED

1. 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 such degree on the National Register of Official University Degrees, by means of the electronic office of the Ministry of Education, Culture and Sport, and sending us the corresponding authorisation code provide by the system. All the information can be found at: http://www.culturaydeporte.gob.es/servicios-al-ciudadano-mecd/catalogo/general/educacion/997950/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 Apostille.

2. Original or certified copy of the full transcript, with number of credits and workload hours. If the course of study has not been completed, a transcript of the courses completed so far shall be submitted.

   Documents that have not been issued in Spanish have to be accompanied by an official translation into Spanish. The official translation can be done by a translator-interpreter duly 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.

3. Photocopy of proof of ID or Passport.


5. Curriculum vitae.

6. Personal letter indicating the reasons why the applicant wishes to start or continue the postgraduate studies at Comillas University through the program selected and time availability to pursue these studies.

7. Two letters (in English or Spanish) of recommendation from university professors or directors of the company referring the student.

Regardless of the outcome of admission process, the documents submitted will not be returned (except original degree certificates).

APPLICATION PERIOD

- The deadline for applications is September 4, 2020.
- The requested documentation must be delivered personally or sent by certified mail to:

  Servicio de Gestión Académica y Títulos de la Universidad,
  C/Alberto Aguilera 23
  28015 Madrid.
  SPAIN

  Notwithstanding the foregoing, in order to speed up the application process, the documents required can be submitted by email to solicitudes.PMII@comillas.edu.

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1 No type of legalization is required for documents issued in European Union Member States, signatories of the European Economic Area Agreement and Switzerland, due to a bilateral agreement with the European Union.