

UCAM Admission Flowchart

ENTRANCE REQUIREMENTS

UNDERGRADUATE MASTERS
10 th & 12 th Standard -> 70% and above. For Bachelors -> 60% and above Dentistry it should be 85% and above and have Biology in 12 th as a main subject.
IELTS -> 6 and above IELTS -> 6 and above
TOEFL -> 80% TOEFL -> 80%

APPLICATION STEPS

Stage 1

UNDERGRADUATE & MASTERS
10 th - 12 th -> Marksheet + Certificate Bachelors Graduation -> Marksheet + Certificate
CV
Passport
Motivation Letter
English Proficiency Certificate - B2 level in English
*All the above documents were sent on pbabaria@ucam.edu for verification.

Stage 2

1. After successful verification, students will receive an email to register online and please share [the 6 Digit Numeric NIA number](#).
2. Once we have received the 6 Digit NIA number student will then receive an [application fees invoice / link email of 150 Euro \(non-refundable\)](#)
3. After successful payment of Application fees (payment receipt will be sent on pbabaria@ucam.edu)
4. Online interviews will be scheduled post the Application fee payment. UCAM will provide a link and applicants will have to sit for an online interview as per the given schedule.
5. After a successful online interview, students need to complete Pre inscription form via [Pre inscription Link](#) and find the attached [handbook](#) to complete the process and make the pre-inscription payment. Many of the times the portal is not open in that case students will make the payment for tuition fee + pre-inscription

together. Only in the cases where for the program the pre-inscription is not open yet.

6. After completing all the above processes, we can expect the COL (Conditional Offer Letter) within 7-10 working days.

Stage 3) Reservation Fee

(This Includes Pre-inscription fees{non-refundable} & 50% of tuition fees) - 50% of tuition fees of first year. If the portals are not open and the student has not paid the pre-inscription at the start, only in those cases. They pay both the fees together. (Pre-Inspection + Non Refundable)

- Deposited in University Bank University Bank Account /Via online through Flywire.com

Stage 4 (After making the COL payment)

1) PCC (Police Clearance Certificate) (Follow the sequence)

1. Student can get the PCC from Regional Passport Office
2. Attested/Apostle (only for Indian Student) by Ministry of External Affairs - Translate in Spanish
3. Spanish Embassy stamped (Only for student from Nepal, Sri Lanka and Bangladesh)
4. Translated into Spanish language

2) Medical Certificate (Follow the sequence) - The template attached should be on hospital or clinic letterhead with the stamp and signature.

1. From any registered doctor who is authorized by Medical Council
2. Attested/Apostle (only for Indian Student) by Ministry of External Affairs - Translate in Spanish
3. Spanish embassy stamped (Only for student from Nepal, Sri Lanka and Bangladesh)
4. Translated into Spanish language.

3) Attested copies of Educational Documents (Follow the sequence) **All non-EU students need to get the academic credentials legalised by Hague Apostille** for countries ascribed to the Hague Agreement. If not, the original documents should be authenticated by the Ministry of Education, Ministry of Foreign Affairs and Spanish Consulate/Embassy in the country where the documents was issued. Documents should be translated in English or Spanish by an official translator or through the Spanish embassy/consulate in your country.

1. Attested by Ministry of Education
2. Attested/Apostle (only for Indian Student) by Ministry of External Affairs - Translate in Spanish
3. Stamp of Spanish Embassy (Only for student from Nepal, Sri Lanka and Bangladesh)
4. Translated into Spanish language.
5. Students applying for the Bachelor program need to translate their 10th& 12th /"O" & "A" Level marksheet and passing certificates.
6. Students applying for a Master program need to translate their bachelor's degree

& consolidated marksheet only.

5) Access Documents and legalisation

You have to request the homologation of your high school studies through the Spanish Ministry Of Education after the following procedure has been done:

Transcripts and Diploma are legalised by Hague Apostille for countries ascribed to the Hague Agreement. If not, the original documents should be authenticated by the Ministry of Education, Ministry of Foreign Affairs and Spanish Consulate/Embassy in the country where the documents was issued.

Documents are translated in Spanish by an official translator or through the Spanish embassy/consulate in your country.

Students(only who enrol for Bachelor programs) needs to register for Homologation / [UNED](#) (Only for IB Boards).

Students need to complete their [Matricula](#) to get access to Virtual Campus.

- 6) **Issuance of Acceptance / Admission Letter** Once the online registration was completed, the legalised documents has been done and the university receives the confirmation of initial payments (application fee, preinscription fee & reservation fee), the admission letter will then be issued at earliest 3 months before the start date of the program.

Please remember the below requirements are to get the Acceptance Letter from the University.

1. Signed COL - You should send the signed COL back to us.
2. Paid COL Fees
3. [UNED / VOLANTE - For Bachelor's only](#)
4. Math Test - BBA Only
5. Valid Passport
6. Language Certificate
7. **Informe - Report by University - Already added by university for all students.**
8. Diploma
9. **Academic Documents - Attested & Apostille**
10. For Bachelors - All marksheets are attested, apostilled along with the diploma or the passing certificate.
11. For Masters - Consolidated Mark Sheets, with the final diploma given by the university is attested, apostille.

Stage 4 (After Receiving the Final Admission Letter)

Visa Required Documents (General Instructions, this may change from application to application):-

The visa formalities after giving the embassy interview takes almost 45 days so always plan your formalities accordingly.

Please remember the below requirements are when you go to the embassy for a visa interview.

1. Paid Tuition Fee - 100% Paid tuition fee increases the chances of Visa Approval this is from past experiences.
2. Academic Documents - Attested, Apostille & Sworn Translated in Spanish
3. Medical Certificate

4. PCC - Please [note the Police Clearance Certificate has a validity of three month](#)
5. Covering Letter with the zest of the applicant and the list of the documents enclosed with visa application - SOP - Please make sure all students read the SOP thoroughly as most of the times the questions are asked based on your SOP.
6. 6 Month of Bank Statement of Sponsor - [The start and the end of the bank statement should have the same amount deposited in the bank.](#) This process should have already started and the student or the sponsor should be maintaining funds already - 12000 - 15000 Euros. [Please make sure no magic money is shown.](#)
7. [3 years of ITR \(of Sponsor\) and the annual income should be approx.](#)
8. Sponsorship Letter on stamp paper attested by local court.
9. Travel Cum Medical Insurance (limit of 50K USD or 30K Euro)/Asisaa. - UCAM can help you with the [Insurance for VISA with the agreement with ASISA.](#)
10. The student will also have book paid accommodation for a minimum of 2 months.
11. All your identity documents for you and whoever is the Sponsor for you (Aadhar, Pan Card, Passport etc)

Visa Booking:

https://india.blsspainvisa.com/national_visas.php

Embassy Interview Preparations:

1. [Good Command over English is a must \(Carry your language certificate\)](#)
2. [Carry all important documents \(2 sets - Coloured Copies\)](#)
3. [Read the SOP thoroughly.](#)
4. [Study about UCAM University and how it will help you achieve your study goals when enrolled with UCAM for the course.](#)
5. [Study about Spain, why you want to go to that country and how it aligns with your career goals.](#)
6. [Why are you interested in doing this course and how it will help you?](#)
7. [How Spanish is important and what are you doing as a student to learn the language, this shows your interest and seriousness towards the country and studies.](#)
8. [Source of Funds & Income](#)

[I have attached all the important documents required by the agent and the student to follow and complete the entire embassy process. Please read all the documents including the refund policy thoroughly. If there are any doubts, feel free to reach out anytime.](#)

<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Servicios-consular-es.aspx?scco=India&scd=214&scca=Visados&scs=Visados+Nacionales+-+Visado+de+estudios>

For more queries/updates you can send an email to the embassies which are:-

1. New Delhi (emb.nuevadelhi@maec.es emb.nuevadelhi.vis@maec.es)
2. Dhaka Embassy(emb.dhaka.vis@maec.es & emb.dhaka@maec.es),
3. Mumbai Consulate(cog.mumbai@maec.es & cog.mumbai.vis@maec.es)

After getting an visa approval:

[Student needs to carry all the Original Academic Documents \(Apostle & Translated one\) along with them to Murcia.](#)

- [Students need to pay the balance 100% of tuition fees before they leave](#)

the country. • Students need to follow the instructions for TIE and Form once they reach campus.

Upon arrival in Spain

- Homologation is the procedure by which the Spanish Ministry of Education verifies & confirms that the studies completed in a foreign country is equivalent to the level of high school in Spain. You will find here the instructions for this process and do the procedure once you arrive in Spain.
- TIE application: All foreigners (Non UE Citizens) who have been issued a visa or an authorization to remain in Spain for a period exceeding 6 months, will have to apply to obtain the foreigner identity card (TIE). Here you will have some information about the process. (Keep in mind that this information is provided by the University to help you with your application, but it is entirely the student's responsibility and the university cannot intervene).

IN CASE OF VISA REJECTION

[UCAM Refund Policy](#)

It will be processed within 45- 60 working days after receiving all the documents requested by the SFO/Admission/UCAM representatives.

Important Documents Attached

1. [APOSTILLE OF DOCUMENTS ISSUED BY FOREIGN AUTHORITIES](#)
2. [National Visa - Application Form](#)
3. [Medical Certificate](#)
4. [General Instructions](#)
5. [Visa Fees 2024](#)
6. [Student Visa Instructions for more than 90 days](#)