

Master of Science

Telecommunication Engineering (TE)

UNIVERSIDAD DE JAÉN. LINARES SCHOOL OF ENGINEERING

<http://www10.ujaen.es/conocenos/centros/eps/titulaciones/mastertelecomunicacion>

APPLICATION DOCUMENTS - 2014

Documents needed for a complete paper application	Authentication (your application will be processed if the documents are authenticated/legalized as indicated below)
Application form	
CV-Resume (your CV should make it possible for us to understand we need to be able to understand your various steps from High School to your current situation chronologically)	
Personal motivation letter Please answer the following questions in a personal way: Why do you want to study in Spain / at our University / in our program) and what are your career aims	
Questionnaire for Engineering Prerequisites	
University Bachelor's Degree With qualifications equivalent to a score, giving access to Master studies in the country of origin, in Electronic and Electrical Engineering, Information and Communications Engineering, Information Technology or in other related subject areas. If you only have a provisional certificate, please make sure you apply for your final degree certificate	Authentication / Legalization by a Spanish Consulate is compulsory
Complete Official Transcripts of your Bachelor's Degree If you are in the process of completing your Bachelor's degree, please send us your transcripts to date and also submit an outline of the courses and projects which are still pending and indicate when you will be able to send us your final documents. If you have started or completed other university degrees, please also send all related degree certificates and transcripts for each study programme	Authentication / Legalized by a Spanish Consulate is compulsory
A university document explaining the institution's grading/assessment scheme	
Secondary Education Certificate (s) (e.g. A-Levels, School leaving Certificate, etc.)	Authentication / Legalized by a Spanish Consulate is compulsory

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English Language Certificate

(e.g. TOEFL 200 CB, 75 iBT, IELTS 5.5; Cambridge FCE)

If this is not available yet, this certificate can be sent later. However, it is necessary that you fill out the corresponding section on the application form

Even if English has been the language of instruction during your studies, you still have to provide a language certificate for English. It is also often required by Spanish Consulates.

Authenticated copy or you can have your TOEFL score sent directly to us

Spanish Language Certificate (Examination)

You do not have to submit your certificate for Spanish to apply. However you WILL NEED a certificate for Spanish in order to ENROL. Therefore you have to acquire a certificate for Spanish now.

It should preferably be from a Cervantes Institute – Basic User, Level A1 (according to the Common European Framework of Reference for Languages). Level A1 corresponds to approx. 140 to 200 course hours.

- If you already have your certificate for an examination at level A1 for Spanish, please send it with your application.*
- If you do not have a certificate yet, it is urgent that you look for a course and start it. You should not wait to know if you will be granted an admission to start. Please fill out the separate document regarding Spanish.*

Note - In the past we have had applicants who thought: "I will start learning Spanish once I have an admission letter". This attitude is very dangerous because time is very short for all steps (application, visa, Spanish course) and some applicants with this kind of attitude did not get their certificate on time and could not join the master course although they had been granted admission

Authentication / Legalized by a Spanish Consulate is compulsory or bring the original certificate to Spanish. Enrolment will only be possible with a certificate for an examination of Spanish

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A copy of your passport <i>(all pages with personal information)</i> <i>For students who do not require a visa for Spanish, please send a copy of your ID Card</i>	<i>No authentication necessary</i>
Two passport photographs	

OPTIONAL application documents (No authentication)

- **A summary of your Bachelor's Project**, if available.
- **Name and email address of two professors** we can contact if we have further questions.
- **Additional Qualifications**, e.g. a proof of a study-related work experience, if available, as well as information about important additional qualifications you may have.

VERY IMPORTANT NOTES ON COMPLETION

Authentication / Legalization of documents:

Authentications by local notaries are not valid. Do not waste time and money on this.

University degrees/transcripts will be accepted bearing the stamp of the home university at the time of the application. For enrolment a copy bearing the stamp of a Spanish authority will be necessary.

Documents which are not properly authenticated (e.g. Spanish Consulate or for the first review by your university) will not be processed.

Spanish Consulate: If documents are stapled together for the authentication/legalization by a Spanish authority, please make sure to respect the following sequence (this is really important):

- Position 1 - (visible as first page) your Bachelor's Degree Certificate
- Position 2 - your Transcripts of grades
- Position 3 - your Secondary Education Certificates
- Position 4 - your language certificates (English then Spanish)

Translation of documents: Please submit all requested documents in Spanish or English. If your documents need to be translated into Spanish or English, make sure that the translation is carried out by an **officially accredited translator** and that the original stamp of the translator is in English or Spanish and perfectly legible.

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Please staple/attach the copy of **each** translated document and its translation together. Do not make a big “stack” containing all documents. Keep each (document + translation) separate and submit the documents as follows:

- High school leaving certificate (s) (copy of original (s) + Official translation)
- Bachelor’s degree certificate (copy of original + Translation)
- Bachelor’s transcripts of grades ((copy of original + Translation)

The original stamp of the official translator should cover the stapled/attached documents

And in addition to this: Please **also submit** copies of the original documents **bearing the stamp of a Spanish Authority** (such as a Spanish Consulate).

This means that usually you submit each of your academic documents twice (if they were not issued in English or in Spanish and need to be officially translated):

- 1) attached to its translation and
- 2) bearing the stamp of a Spanish Authority.

Application documents cannot be returned to the applicants, so please do not submit any original documents by post.

We encourage you to send your application through a courier or registered mail service. Several applicants may use the same envelope.

Our postal address:

**Universidad de Jaén – E.P.S. Linares
Pedro Vera Candeas – Master TE
Calle Alfonso X el Sabio, 28
23700 Linares
(Jaén) Spain**