

# **Admission Requirements & Application Process**

## *For Official Master's Programs at Advantere School of Management*

### **1. Admission Requirements**

Candidates must meet one of the following requirements:

- Hold an official Spanish university degree (Bachelor's or equivalent), a Master's degree, or a qualification issued by a higher education institution within the European Higher Education Area (EHEA) that entitles the holder to pursue official Master's studies in the issuing country.
- Hold a degree from a non-EHEA education system, equivalent to a Spanish Bachelor's degree. Official recognition is not required, but the university will verify that the degree allows access to postgraduate studies in the issuing country. Admission via this path does not imply official recognition of the degree for other purposes beyond pursuing a Master's program.

### **2. Admission Process**

#### **2.1. Responsible Bodies**

- Admission decisions are made by the Director of Advantere School of Management, in coordination with the Master's Program Director.
- Applications must be submitted using the official application form, within the deadline, and accompanied by all required documents.

#### **2.2. Required Documents**

Applicants must submit the following:

- Original or certified copy of the university degree or payment receipt of issuance fees
- Curriculum Vitae
- Academic transcript of qualifying undergraduate studies
- Proof of English proficiency: minimum TOEFL 90 or equivalent (CRUE equivalency table)
- Signed application form
- GMAT result or equivalent (as per Advantere's equivalency table in Annex I)
- Copy of valid ID, NIE, or passport

#### **2.3. Selection Criteria**

The selection process aims to assess not only academic performance but also

teamwork, creativity, problem-solving ability, and interdisciplinary skills. Evaluation criteria include:

- Academic record: 30%
- GMAT or equivalent test: 30%
- Admission tests (Excel, writing, expression): 20%
- Personal interview: 20%
  - Interview will assess academic background, motivation, relevant experience, and personal fit for the program.

**Note for applicants with disabilities:**

Personalized support is available through the “Comillas Contigo” office, which manages a dedicated support program led by a social worker.

### 3. Application Phases

All applicants must follow these steps and submit the required documents within the specified timeline:

**1. Presubmission**

- a. Candidates provide initial data and are informed of required documents.

**2. Admission Process**

- a. Full application and supporting documents are submitted.
- b. The Academic Office reviews the documentation to verify compliance with admission requirements.

**3. Resolution**

- a. The decision may be:
  - i. Admitted
  - ii. Conditionally Admitted (e.g., pending final accreditation; full admission confirmed within 2 months of program start)
  - iii. Not Admitted

**4. Place Reservation**

- a. Applies to candidates who:
  - i. Are admitted before the enrollment period opens
  - ii. Are pending final degree confirmation or legalizations
  - iii. Must submit original documentation

### 4. Requirements for Applicants with Foreign Degrees

**4.1. Official Translations**

In accordance with Article 15 of Law 39/2015 (October 1st), any documents not issued in Spanish must be accompanied by an official translation into Spanish. Official translations can be carried out by:

- A sworn translator-interpreter authorized or registered in Spain

- Any Spanish diplomatic or consular representation abroad
- The diplomatic or consular representation in Spain of the applicant's country or the issuing country of the document

#### 4.2. Legalization of Foreign Academic Documents

All foreign academic documents submitted for admission to Master's or Doctoral programs must:

- Be official and issued by competent authorities in accordance with the legal system of the issuing country
- Be duly legalized and translated, when applicable

Legalization is **not required** for documents issued by countries that are:

- Members of the European Union
- Signatories of the European Economic Area Agreement
- Switzerland (bilateral agreement with the EU)

For other countries, legalization must be done:

- Through diplomatic channels (recognition of signatures), or
- Via **The Hague Apostille**, if the country is a signatory of The Hague Convention

#### 4.3. Degrees from Outside the European Higher Education Area (non-EHEA)

If the degree is from a non-EHEA country, the University must authorize access to studies prior to admission (see RD 822/2021, Art. 18.2). This process is managed through the Rector's Office and requires proof that:

- The applicant's academic level is equivalent to that required in Spain for Master's access
- The degree grants access to postgraduate/doctoral studies in the issuing country

*Note: Admission through this path does **not** imply official recognition or homologation of the foreign degree for any purpose other than pursuing Master's/Doctoral studies.*

#### 4.4. Degree Recognition and Academic Equivalence

- **Homologation** gives a foreign degree the same academic and legal status as the corresponding Spanish degree. Only certain undergraduate/master's degrees are eligible. Required if a specific Spanish qualification is necessary for program access (e.g., professional licensing).
- **Academic equivalence** recognizes the foreign degree as equivalent in academic level (Bachelor's or Master's), but **excludes** professional effects where homologation would apply.
- Equivalence is a valid way to certify the appropriate academic level for admission.