

WELCOME PLAN FOR REFUGEES

□ **With University Studies Started In The Country Of Origin**

Homologation/legalization of the studies already completed in your country of origin (partially or totally) to the Spanish academic framework through the corresponding channels (e.g. Apostille from The Hague)

- With university studies initiated but not completed that give the possibility to continue undergraduate studies at the UCM:

The application for admission in this way must be accompanied by an official certificate of the studies approved showing the subjects taken and the syllabus of each of them. The documents have to be presented duly legalized and translated in the Secretariat of students of the corresponding faculty within the established period of time.

- With completed university studies that give the possibility to start master's or doctorate studies at the UCM:

Along with the application to access to Postgraduate Studies, the interested person must present the official certificate of the studies completed, the corresponding academic title and a document that proves that the studies completed in the country of origin allow access to postgraduate education. It is not necessary the homologation of the title, however, its legalization through the apostille is needed.

For the access to Doctoral Studies, the deadlines and specific requirements of each Faculty are to be taken into account. For this, it is recommended that the applicant contact the person responsible for the doctorate program they wish to access to check requirements and specifications.

□ **To Start University Studies In Spain**

Homologation of your bachelor's degree or studies carried out in your country that entitles you to start university studies in Spain. After that, you would need to take the Specific Competency Test of the UNED (or *Prueba de Competencias Específicas de la UNED*).

PROCESS TO FORM PART OF THE UCM REFUGEES PROGRAM

□ Once your academic documentation has been homologized/legalized, the pre-registration and registration of the desired studies at the UCM follows. Access to university studies of the UCM will be made through the channels available to foreign students, this process not being related to the Refugee Program. If you want more information about this process, contact the Secretariat of the corresponding faculty.

The process of pre-registration and admission to the UCM must be formalized within the deadlines set for it. Once the interested person has been admitted, enrollment must be made effective.

□ After this and once your enrollment at the UCM is official, contact the area of socio-cultural diversity of the UCM Diversity Unit in order to bring the relevant documentation for the Opening of File to the Refugee Program. It is a fundamental prerequisite for this to be in possession of the provisional WHITE CARD or the RED CARD in force as an asylum seeker.

The relevant documentation for the allocation of resources that will define the degree or not of aid granted refers to, and as far as possible:

- Photocopy of the white or red card.
- Socio-economic report of the association or NGO of which you are part of or public administration (social services of the district).
- Motivation letter that specifies the reasons that encourage you to request studies at the UCM and help from the Refugee Program.
- Income Tax Return, or certificate from the Tax Agency (*Hacienda*) if it has not been made.
- Work life report (negative, if you have not worked previously in Spain).
- Work contract, latest payroll.
- Housing lease agreement.
- IRPF Certificate
- If you cannot provide any of these documents, you can prove with family documents (housing lease, employment contract...).

It is worth noting that the more detailed and updated the documentation, the better your application is going to be.

□ Subsequently, the Commission of Evaluation will decide the amount of the socio-economic aid granted, based on the annual budget allocated and the File of each applicant. The Commission meets twice a year (end and beginning of the year) and applicants will be informed about the resolution of the program once it has been drafted by the Commission through the UCM email.

The services offered within the Program are the possibility of financial assistance for the tuition fees (ranging from 0% up to 100%), academic orientation or the possibility of accommodation in a residential unit of the UCM.