



## Obtaining Academic Transcripts and Diploma

### *For Alumni of Teach & Learn, Institute Franklin, UAH*

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## 1. HOW TO OBTAIN TRANSCRIPTS

1. Send an email to Estudios Propios Office at Universidad de Alcalá at [secalum.postgrado@uah.es](mailto:secalum.postgrado@uah.es) including the following signed form:

[https://posgrado.uah.es/export/sites/posgrado/es/posgrados-propios/.galleries/documentos/doc\\_5\\_ep.pdf](https://posgrado.uah.es/export/sites/posgrado/es/posgrados-propios/.galleries/documentos/doc_5_ep.pdf)

**Important: If you are utilizing the company WES to verify your documents** (See step 3 from the CONTENTS above), include a 'reference number' that WES will provide you in your email.

You will need to include your **personal information** and the **passport number** that you have **provided to UAH for your enrollment sheet (matrícula)**.

Also depending on your MA Degree, you need to include the specific code for the master. See which code is for your MA Degree on your enrollment sheet (matrícula), but here are the codes for 2022-2024:

- Code: **FA47** - MÁSTER EN BILINGUAL AND MULTICULTURAL EDUCATION
- Code: **FA48**- MÁSTER EN APRENDIZAJE Y ENSEÑANZA DE ESPAÑOL COMO LENGUA EXTRANJERA PARA EL PROGRAMA 'TEACH & LEARN'
- Code: **FA49** - MÁSTER EN INTERNATIONAL EDUCATION
- Code: **FA50** - MÁSTER EN SCHOOL MANAGEMENT
- Code: **FA51** - MÁSTER EN GLOBAL HIGHER EDUCATION
- Code: **FA52** - MÁSTER EN TEACHING
- Code: **FA53** - MÁSTER EN INFORMATION AND COMMUNICATION TECHNOLOGY IN EDUCATION
- Code: **FA54** - MÁSTER EN ESL & BILINGUAL EDUCATION

2. **Once you receive an email response** for your request, access **“Mi Portal”** through Universidad web page: <http://www.uah.es/>, to make a payment for your request.

Go to **“Gestión de Recibos”** in order to issue the payment.

- You can pay online using the instructions below (applies to anyone located anywhere),
- or you can pay directly at any Santander bank and make the payment onsite. (Only applies to spanish residents)

To access **‘Gestión de Recibos’** go to Mi Portal page, click on ‘Tuition,’ then Receipt Management Application,’ next select ‘Enter Receipt Management.’ Click on ‘Other Payments’, then select on the right hand side the dollar sign to pay via Bank System or by Credit Card. Visual instructions included in the following link:

[https://posgrado.uah.es/export/sites/posgrado/es/posgrados-propios/.galleries/documentos/CAP\\_TITULOS-EEPP\\_PAGO-ONLINE.pdf](https://posgrado.uah.es/export/sites/posgrado/es/posgrados-propios/.galleries/documentos/CAP_TITULOS-EEPP_PAGO-ONLINE.pdf).

3. **Send payment proof/ receipt** (in PDF format) to [secalum.postgrado@uah.es](mailto:secalum.postgrado@uah.es) with payment reference number included. **Note: You will be given a window of 14 days** between your initial request and the payment due date to make a payment online or at the bank.

**Important: The payment receipt must include the complete name of the student (first, middle, and last as shown on passport or ID).**

It takes approximately **15 days after the payment** has been completed to receive the transcripts.

## **2. HOW TO OBTAIN AN OFFICIAL DIPLOMA**

To obtain the diploma, it takes around **3 - 6 months** (*up to a year*) after the payment has been completed. The process to order an official diploma can **start 3 months after graduation (estimated date: November)**.

There are **two ways** in which to **receive the diploma (see 1 & 2 below)**:

- 1. In person at the university campus:** proving your identity with the original **DNI document** (Spanish citizens) or **PASSPORT** (foreign citizens).

**Authorizing in writing another person to withdraw it on your behalf.** *The authorization letter will be signed by the person to whom the title corresponds and will include the DNI number (Spanish citizens), passport (foreign citizens) of the person authorizing and the authorized person, and will be accompanied by a photocopy of the two documents .*

- 2. Delivery to your address by post,** upon payment established by the University for this Service. If you reside in a town far from Alcalá de Henares, or abroad, prices vary. [Check prices here](#) with this link.

**To start the process,** email [cursos@fgua.es](mailto:cursos@fgua.es) to request your order. Include in the email the following information:

- Full Name (First, Middle, Last, etc)
- Passport or ID Number
- Birthdate (format: *day-month-year*)
- Code of Masters Program (see below)
  - Code: **FA47** - MÁSTER EN BILINGUAL AND MULTICULTURAL EDUCATION
  - Code: **FA48**- MÁSTER EN APRENDIZAJE Y ENSEÑANZA DE ESPAÑOL COMO LENGUA EXTRANJERA PARA EL PROGRAMA 'TEACH & LEARN'
  - Code: **FA49** - MÁSTER EN INTERNATIONAL EDUCATION
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  - Code: **FA51** - MÁSTER EN GLOBAL HIGHER EDUCATION
  - Code: **FA52** - MÁSTER EN TEACHING
  - Code: **FA53** - MÁSTER EN INFORMATION AND COMMUNICATION TECHNOLOGY IN EDUCATION
  - Code: **FA54** - MÁSTER EN ESL & BILINGUAL EDUCATION

**After you receive a confirmation email,** follow the instructions below to make a payment:

\*Note: All bank commissions and additional expenses are the responsibility of the payer.

- make a **bank card** payment. **If you choose to pay by card, you will need to request for an authorization form so that UAH can appropriately charge you. There will be an additional fee of 35€ if you pay by card.**
- or, you can visit your local bank to **make an international wire transfer** to the Foundation's account. **Please note that if you make this payment from abroad (outside of Spain) there will be a fee of 30€ for a bank transfer.** The bank details to make the deposit are the following:

OWNER: ALCALÁ UNIVERSITY GENERAL FOUNDATION:

Entity: CAIXABANK

Address: [Calle Libreros, 10, 28801 Alcalá de Henares, Madrid, Spain](#) .

Account number: 2100 4615 5113 0049 2683

IBAN: ES93 2100 4615 5113 0049 2683

BIC: CAIXESBBXXX

TITLE AMOUNT: €176.27 **\*Please confirm bank details and payment with [cursos@fgua.es](mailto:cursos@fgua.es)**

**In order for your title to be processed correctly, you must [send proof of payment](#)** by replying to the

same email (cursos@fgua.es). An additional email will be sent to you afterwards to verify that the information on your diploma is correct. The process to order is then complete.

**When the official diplomas are ready to be physically sent in the mail by UAH**, students will be contacted to select one of the various delivery options (applies to both national and international delivery).

### **3. HOW TO OFFICIALLY VERIFY DOCUMENTS FROM SPAIN TO THE UNITED STATES**

(Applicable only to citizens and residents of the US)

#### **Information from ed.gov:**

“Credential evaluation services are independent organizations that perform analyses of non-U.S. qualifications and issue recommendations as to how a particular qualification compares to a similar qualification or set of qualifications in the U.S. education system, labor market or the professions.”

These credential evaluations vary in cost and are usually paid for by the individual/student.

#### **In order to obtain a degree evaluated it is necessary to:**

1. Obtain your Transcripts from Universidad de Alcalá Estudios Propios Office.
2. Obtain your official diploma from the Fundación General at Universidad de Alcalá.

#### **To get your foreign credential evaluated in the US:**

You can try any of the following well known third party service:

- American Association of Collegiate Registrars and Admissions Officers. “AACRAO is a non-profit organization that serves as the trade group for nonacademic personnel at colleges and universities in the United States. They offer this service to assist colleges and universities that do not have the resources to conduct evaluations of their own.”
- World Education Services is one of the best known commercial evaluators and is a founding member of NACES, which offers evaluations that are widely respected in the United States and in Canada. When selecting a commercial service, it is important to make sure that it is a member of the National Association of Credential Evaluation Services (NACES).

For information on “Types of Foreign Credential Evaluation,” visit:

<http://www.elearners.com/guide/researching-and-applying/transferring-creditfromforeignuniversities-to-u-s-schools/>

#### **If you decide to utilize the World Education Services (WES) to get the Master’s degree credentials evaluated in the US, according to the WES website, you must follow these steps:**

1. Visit [WES \(http://www.wes.org/\)](http://www.wes.org/) or call 1 (800) 361-3106. WES offers two types of credential evaluation packages – Basic and ICAP. Note: The average cost of WES services range between \$200-350.
- Basic: WES prepares a credential evaluation report which explains how your international education compares with the U.S. system.
  - WES ICAP (International Credential Advantage Package): Transcript delivery with your evaluation report plus permanent storage of your records.

#### **World Education Services (WES) will:**

- Identify and describe your credentials.
  - Verify that your credentials are authentic.
  - Include an evaluation of the authenticity of your documents and they may include a grade point average (GPA) equivalency.
2. **Select a WES plan** (Basic and ICAP) by filling out their questionnaire and by making a payment. Once complete, you will receive a confirmation email with a WES REFERENCE NUMBER.

3. **Notify UAH of your WES reference number** (contact via the transcript offices: [secalum.posgrado@uah.es](mailto:secalum.posgrado@uah.es)). **The WES reference number is very important to process your documents quickly.** \*UAH holds a partnership with WES, therefore, UAH is able to directly send your official transcripts to WES, in a sealed envelope, and within less than a week.

Download and complete the top section of the *Academic Records Request Form*. This form will help you request your documents to the university.

You can choose the language you fill it in.

- **English version:**

[https://applications.wes.org/OnlineApp/pdf/International\\_Transcript\\_Request.pdf](https://applications.wes.org/OnlineApp/pdf/International_Transcript_Request.pdf)

- **Spanish version:**

<https://applications.wes.org/OnlineApp/pdf/InternationalTranscriptRequestSP.pdf>

4. **WES requires:**

- **Transcripts:** one official copy of the transcripts **to be sent directly from UAH**, and one copy that is officially translated (**the translated copy can be sent from the translator or from the individual/student after translation**). **Note: To get a translated copy**, request for UAH to send to you, the student, an emailed copy of your official transcripts so that you can get these translated through a separate company.
- **Diploma:** one PDF copy of your academic diploma sent **from you (Not the original, just a copy)**, and one translated copy. **Note: To get a PDF copy**, request that UAH sends directly to you an official Diploma in the mail. Once you receive your diploma, PDF scan a copy for submission to WES, and then turn an additional scanned copy of the diploma to a translation company. **Keep your official diploma with you.**

**Document Translation:** WES requires precise, word-for-word translations when your academic documents are not issued in English. **UAH will not issue documents in English, therefore, it is your responsibility to seek a third party to officially translate.**

There are several translation companies available which you can choose from. It is recommended that you ask your place of employment (whomever is receiving the evaluated credentials), if they have a preferred company.

\*One company that is recommended by the *National Association of Credential Evaluation Services* 'NACES' (meaning it upholds the same high standards as WES) includes the **Globe Language Services**. They provide translation services, as well as evaluation services. Their website: <https://www.globelanguage.com/inquiry.php?action=success>.

5. **Upload all necessary documents** onto your WES account page to complete the process. Your WES report will be completed within **seven (7) business days** of receipt, review, and acceptance of all documents by WES and payment in full.

**If documents are sent outside of UAH**, the documents must be sent in a sealed envelope as shown in the image to the right. **IMPORTANT: YOUR WES NUMBER IS REQUIRED IN ALL documents sent to WES.** WES will not be held accountable for the documents which arrive without a WES number. **Note: If the envelope sent is opened or if there is no stamp or signature across the back flap, WES cannot accept the document.**

•Do not send original documents unless specifically requested by WES. All documentation received becomes the property of WES and cannot be returned.

- By postal Mail:

**WES Reference No.** \_\_\_\_\_  
**World Education Services**  
**Attention: Documentation Center**  
**P. O. Box 5087**  
**Bowling Green Station**  
**New York, NY 10274-5087**  
**USA**

- By Courier\*

**WES Reference No.** \_\_\_\_\_  
**World Education Services**  
**Attention: Documentation Center**  
**64 Beaver St. #146**  
**New York, NY 10004**  
**USA**

\*This is a courier mail handling facility accepting DHL, FedEx, UPS, etc. Documents should not be delivered in person.

## How to Send Academic Documents in a Sealed Envelope to WES

### Front of the sealed envelope:

The WES reference number must be included above WES' address as shown below.



### Back of the sealed envelope:

A seal, stamp, or signature must be across the back flap as shown below.



Note: WES cannot accept any documents if the envelope was opened or if a seal, stamp, or signature is missing.



Your WES reference number must be included on the envelope, as shown in the following image.



WES will review your documents when they receive them. If additional information is required, they will contact you.

6. **Once WES receives all required documents** and verifies their authenticity, they will complete your report and send it out within seven (7) business days.

#### 4. ADDITIONAL ACCREDITATION RESOURCES:

Other Accreditation Resources:

<http://www.wes.org/evaluations/teaching.asp>

Teacher Certification Boards that accept WES Evaluations

<http://nasbe.org/>

National Association of State Boards of Education

<http://www.wes.org/educators/evaluation.asp>

WES Credential Evaluation

[http://www.wes.org/application/apply\\_now.asp](http://www.wes.org/application/apply_now.asp)

WES Official Evaluation

<http://www.alleducationschools.com/education-careers/article/teacher-certification>

Teacher Certification and Licensure Information/Requirements for Teaching in U.S. Schools

<http://www.alleducationschools.com/education-careers/article/department-of-education>

Departments of Education of Each State within the U.S.A.

<http://education.uky.edu/AcadServ/content/50-states-certification-requirements>



## **5. NOTARIZATION OF DIPLOMA AND TRANSCRIPTS. AND TO OBTAIN THE HAGUE APOSTILLE**

**\*Note:** WES and several states do not require the diploma and transcripts to be notarized or to have the Hague Apostille. This applies towards only in necessary circumstances. A Hague Apostille is often required for documents if alumni decide to work abroad (outside of the US and outside of Spain).

### **Steps to Notarize:**

To notarize and legalize your **Transcripts** and **Diploma** from Universidad de Alcalá, take transcripts and diploma to the **Notary on Calle Libreros**:

Isidoro Lora Tamayo Rodriguez  
Libreros, 14, 28801 Alcalá de Henares, Spain.  
Tel: 00 34 918-798-019/ fax: +34 918 82 21 33 20

### **Steps to Obtain the Hague Apostille:**

Take the notarized diploma to the Ilustre Colegio Notarial de Madrid to request its legalization, in order to get the Hague Apostille.

<http://madrid.notariado.org/>

Ilustre Colegio Notarial de Madrid  
C/ Juan de Mena, 9. 28014 – Madrid  
OFICINAS  
C/ Ruiz de Alarcón, 3. 28014 – Madrid

### **INFORMATION:**

Telf.: 91-213.00.00

Fax Colegio: 91-213.00.48

Fax Dirección: 91-213.00.50

E-mail: [info@madrid.notariado.org](mailto:info@madrid.notariado.org)