

## **Admission Requirements & Application Process for Official Master's Programs at Advantere School of Management**

*The admission process follows a rolling admissions model, which means there are no fixed deadlines and candidates can apply as long as spots are available. However, we strongly recommend applying at least 9 months before the program start date.*

### **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 (test completed within the last year)
- Copy of valid ID, NIE, or passport

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

The selection process aims to assess not only academic performance but 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%
  - The 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:

#### **3.1.Presubmission**

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

#### **3.2.Admission Process**

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

#### **3.3.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

#### **3.4.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. Tuition fee and payments**

A commitment fee of €3,000 must be paid to secure your spot. The remaining amount is divided into three installments, due on the following dates: July 15, October 15, and February 15.

#### **Master's Degree in International Management**

- Tuition fee\*: € 32,000
- Non-refundable Commitment Fee: € 3,000
- Payment 1: € 9,667 (Before July)
- Payment 2: € 9,667 (Before October)
- Payment 3: € 9,666 (Before February)

#### **Master's Degree in Finance**

- Tuition fee\*: € 32,000
- Non-refundable Commitment Fee: € 3,000
- Payment 1: € 9,667 (Before July)
- Payment 2: € 9,667 (Before October)
- Payment 3: € 9,666 (Before February)

## **Master's Degree in Talent Management**

- Tuition fee\*: € 24,000
- Non-refundable Commitment Fee: € 3,000
- Payment 1: € 7,000 (Before July)
- Payment 2: € 7,000 (Before October)
- Payment 3: € 7,000 (Before February)

*\*Final tuition fees will be adjusted based on the scholarship awarded.*

## **5. Requirements for Applicants with a non-Spanish Degree**

### **5.1. Legalization of academic documents**

In accordance with the applicable regulations, foreign-issued documents which are submitted during the admissions procedures for Master's Program must be official and issued by the competent authorities, in accordance with the legal system of the relevant country, as well as be duly translated and certified, where appropriate.

#### **a. When it is necessary:**

Documents issued in European Union Member States and signing states of the European Economic Area (EEA) Agreement are not subject to formalities for the legalization of documents.

For documents issued in all other countries, the legalization of documents is essential. For more information, please visit the Ministry of Education website: <http://www.mecd.gob.es>

#### **b. Legalization procedure**

The different ways to legalize an academic document are the following:

##### **i. For signing countries of the Hague convention**

Documents issued by a state party ([www.hcch.net](http://www.hcch.net)) of the Hague Convention which have been certified by Apostille will be recognized and accepted in any other signing country of the Convention, without requiring any other type of legalization.

The Apostille procedure consists of affixing onto the academic document (degree, certificate, etc.), an Apostille or annotation which certifies the authenticity of the signature appearing in those documents issued in the signing country of the Convention.

##### **ii. For all other countries:**

Legalization must be carried out through diplomatic channels, for which the following steps must be followed:

1. Verification procedure of signatures which appear in the original document. The Ministry of Education is most commonly the appropriate channel to verify accreditation documents of studies. However, in certain countries (such as Japan or Brazil), the issuing university is authorized to do so.
2. Legalization in the Ministry of Foreign Affairs of the country of origin: Once the verification procedure for signatures has been carried out, the Ministry of Foreign Affairs in the issuing country must be provided with the same documentation. This authority shall attach the relevant authentication to the document.
3. Legalization in the Spanish consulate/embassy of the issuing country of the documents: Finally, you must contact the Spanish consulate in the issuing country of the degree so that the authenticating signature from the Ministry of Foreign Affairs may be certified.

## **5.2. Translation and certified copies of academic documents**

### **a. Translation of documents**

- i. All documents must be accompanied by the official Spanish translation, provided they are issued in another language. These translations must be produced in one of the following ways:
- ii. By a sworn translator or interpreter who is authorized or registered in Spain (these translations are exempt from certification and are valid without being subject to any additional procedure).
- iii. Personally or by a Spanish representative in the foreign country (these translations must be certified by the relevant department within the Ministry).
- iv. By a diplomatic or consular representative in Spain from the issuing country of the document (these translations must be certified by the relevant department within the Ministry).

### **b. Certified copies of academic documents**

The procedure consists of certifying that a copy is true to the original documented submitted.

To certify a document, a photocopy and the corresponding original document must be submitted before the issuing academic institution, a notary public or the corresponding official body (for example: embassy, ministry, etc.) of the country of origin.

## **5.3. Accreditation certificate of the level of studies for degree holders under education systems from outside the European higher education area**

To enroll on a Master's Program, it is necessary to hold an official university degree issued in Spain or by a higher education institution in the European Higher Education Area (<http://www.eees.es>).

For degree holders from education systems from outside the European Higher Education Area who wish to enroll on a university Master's Program without having to accredit their University Admission certificate, it is necessary to accredit:

- a. That the obtained degree represents a level of education equivalent to the corresponding official university degrees in Spain.
- b. That the obtained degree grants admission to postgraduate studies in the issuing country. This last requisite may be accredited by submitting an official letter from the University that certified that.