COMILLAS
UNIVERSIDAD PONTIFICIA
ICAI | ICADE | CIHS
SERVICIO DE GESTIÓN ACADÉMICA Y TÍTULOS

ICAI SCHOOL OF ENGINEERING

APPLICATION GUIDELINES FOR POSTGRADUATE STUDIES

MASTER IN MOTORSPORT, MOBILITY AND SAFETY

ACADEMIC YEAR 2027-2028

APPLICATION PROCESS

To apply for admission, the following procedures and requirements must be fulfilled:

- Complete an online application, available at www.comillas.edu/postgrados/
- Print and sign the application form.
- Submit the required documents.
- An email address and phone number are required and must be provided to facilitate and ensure all communications related to the admission process.

DOCUMENTS TO BE SUBMITTED

- Documents Required

In order to fulfil the access requirements for the Master's Degree:

- Application form, duly filled out and signed
- Photocopy of ID or Passport
- Original or certified copy of the degree certificate, or original or certified copy of proof of having paid the fees for issuance of the degree certificate (if it has not been issued yet).
  - **If the degree is an official Spanish degree**, the previous requirement can be easily satisfied by authorising the consultation of said degree on the National Register of Official University Degrees, by means of the electronic office website of the Ministry of Science, Innovation and Universities, and sending us the corresponding authorisation code provide by the system. All of the information can be found at: https://universidades.sede.gob.es/pagina/index/directorio/consulta_titulos
  - **Foreign degree certificates must be authenticated prior to submission[1].** The usual mechanisms for authentication are through diplomatic channels or, in the case of degree certificates issued in countries that have subscribed to the Hague Convention, by affixing the Apostille of the Hague.

In order to be evaluated according to the criteria for admission to the program:

- Original or certified copy of the full transcript, with number of credits and workload hours[2].

  In the event of not having completed the studies, you may provisionally present a copy of the academic record with the available information and later present an original or certified copy of the complete academic record.
- Certificate of English language level.
- Curriculum vitae.
- A personal letter indicating the reasons why the applicant wishes to begin or continue Postgraduate studies at Comillas University through the program selected and confirmation of adequate availability to pursue these studies.

-Documents reccommended (not mandatory)

- Two letters (in English or Spanish) of recommendation from university professors or directors of the company referring the student.

1 **No type of legalisation** is required for documents issued in **European Union Member States**, signatories of the **European Economic Area Agreement** and **Switzerland**, stemming from a bilateral agreement with the European Union

[2] If the degree was undertaken at the Universidad Pontificia Comillas, a photocopy of the academic record or an extract of this (intranet_students) can be provided

To check the opening times of the Degree Certificates and Transcripts Service, go to www.comillas.edu/secretaria-general/

To find all the latest information about training programmes and degrees offered by Comillas Pontifical University, go to: www.comillas.edu/procesos-de-admision/.

Documents that have not been issued in Spanish must be accompanied by an official translation into this language, carried out by a sworn official translation authorized or registered in Spain , by any Spanish diplomatic or consular body abroad, or any diplomatic or consular delegation in Spain of the country of nationality of the applicant or, where applicable, of the country of provenance of the document.

Regardless of the outcome of the admission process, the documents submitted cannot be returned (except original degree certificates and diplomas).

APPLICATION PERIOD AND SITE TO DEPOSIT APPLICATIONS

- The deadline for applications is **July 12, 2027.**
- Documentation must be sent via the pathway set up for this purpose within the admissions portal: Section "Send all documentation to the Degree Certificates and Transcripts Service"[3].

  Once the documentation has been received by the Degree Certificates and Transcripts Service, you will receive an email (at the email address given on the application) stating whether the application is correct.

  If necessary, you will be informed of any issues detected in the documentation submitted, so that they may be rectified as soon as posible.

[3] Sending the documentation in this way does not exempt the candidate from submitting, when required, the original or certified documents, which must be submitted in person or by registered mail to the Degree Certificates and Transcripts Service of the University, C/Alberto Aguilera 23, 28015 Madrid, SPAIN.