

CHARM-EU Master’s in Global Challenges for Sustainability


Required supporting documents for enrolment

Congratulations on your admission! Now that you have secured your place at the Master’s programme, you will need to submit the final enrolment documents that are legally required before the deadline.

Check all the information below:

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Calendar and deadlines

 Students who have already **finished their bachelor’s**:

Enrolment	second half of May
Payment first academic year	deferred to July
Deadline documents	13th May 2026

 Students who **finish their bachelor’s between May and June**:

Enrolment	second half of July
Payment of the first academic year	7 days after enrolment

Deadline to submit documents	29th June 2026
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 Students who **finish their bachelor's between July and August:**

Enrolment	second half of August
Payment of the first academic year	7 days after enrolment
Deadline to submit documents	21st August 2026

Important!: If you don't provide the correct documents in time, your admission may be withdrawn—and unfortunately, no refund will be issued. In case you need to legalise your documents and they are not ready in time, please let us know at charm_euoffice@ub.edu.

Please note that enrolment is done per academic year, and payments too. Therefore, some documents will have to be submitted twice before each enrolment period.

Document Language Requirements

Make sure all your documents are directly issued in English or in one of the official languages of the CHARM-EU partner universities: **Catalan, Dutch, Finnish, French, German, Hungarian, Norwegian, Spanish or Swedish.**

If your documents are in any other language, please get them officially translated into English by a sworn translator—and legalised and certified if needed (see below).

What You Need to Submit:

Certified copy of your Diploma (Degree), including your Academic Transcript (List of grades and credits).

This is the diploma (Bachelor's or Master's) that gave you access to this Master's programme during the admission process.


- Your transcript must clearly show your final GPA (grade point average). If you have a European Diploma Supplement with your grades, ECTS and GPA, you can submit this instead.

Important!: If the GPA isn't included, please ask your university to provide a specific statement with your final grade.


If you have a degree issued outside the EU/EEA:

1. First, you must **legalise** the original diploma and academic transcript.
2. Then, follow the same process as described below for EU/EEA degrees.

If you have a degree issued in the EU/EEA, you have two options:

- A.  **Submit a digitally certified copy** (with a validation code), issued by your university or your country's Ministry of Education. Send it to: charm-euoffice@ub.edu.

Important!: Scanned documents without a digital certificate, such as the ones you submitted in the application process, **won't be accepted**.

- B.  **Submit a hard copy:** The document must be officially signed, stamped, and on a university letterhead.
- a. You can take the original document in person to any of the CHARM-EU universities to get a certified copy, or
 - b. Post a certified hard copy to CHARM-EU (Attn: Laura Brescó) Balmes 7, 2nd floor, door A, 08007 Barcelona, Spain

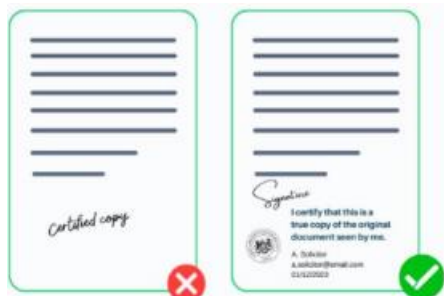


Figure 1: What is a certified copy? [Learn more](#)

Important!: Do not send by post your original diploma, as we will not be able to return it to you.

Copy of your Bachelor's degree

If you were admitted based on a degree other than your Bachelor's, you still need to:

- Send in a simple scan of your Bachelor's diploma for the university's records.

Proof of English Proficiency – C1 Level in All Skills

- You need to provide an official English language certificate at C1 level, **which must be achieved in all skills (reading, writing, listening, and speaking)** before enrolment.

Without it, you won't be able to enrol. If you already provided an accepted C1 or higher certificate for admission, you don't need to provide it again. Check which certificates are accepted [here](#).

Exemption cases if:

- You're a citizen and studied (from primary to secondary school and up) in an English-speaking country, OR
- You've completed a bachelor's or master's degree fully taught in English. In this case, **the language of instruction must be mentioned on your diploma or academic transcript, or diploma supplement.**

Important!: If you think you belong to one of these categories, **please inform us at charm-euoffice@ub.edu** and submit a supporting document.

Civil Liability Insurance Certificate

We ask you to provide a civil liability insurance certificate. You may already be covered under your home, rental, or family insurance. You can get the policy in your home country as long as it covers you in the EU.

This is what your insurance **must include**:

- Validity dates:** it must be valid for the entire academic year 2026/2027. Next year, you will have to submit a new one before the second year enrolment.
- It must be labeled as "**personal liability**" (not professional).
- You include a **letter from the insurer** confirming your name, type of coverage, and the valid dates. The insurance certificate needs to include:
 - Your full name (not just your family name).
 - It must be in English or French due to being a French Ministry requirement.

Important!: A membership form or payment receipt is not valid proof.

Health Insurance Certificate

I have a European Health Insurance Card.

- Please submit a scan of your European Healthcare Card (EHIC).

I do not have a European Health Insurance Card.

If you do not have European health insurance yet, you will need to get **private health insurance**.

- Please provide us with a scan of your healthcare certificate. It needs to be **valid for the complete academic year**.

This will also be required for your student visa.

- If you're French – National Service Certificate
- You'll need to submit your Attestation JDC or JAPD