



RECOGNITION OF DOCUMENTS ON EDUCATION ISSUED BY FOREIGN UNIVERSITIES

In recognition of documents on education issued by foreign higher education institution/university, the University of Žilina follows:

- Act No. 422/2015 Coll. on Recognition of Documents on Education and on Recognition of Professional Qualifications and on Changing and Amending Certain Laws,
- Act. No. 122/2013 Coll. on Protection of Personal Data and on Amendments to Certain Acts,
- Hague Convention No. 213/2002 Notification of the Ministry of Foreign Affairs of the Slovak Republic,
- Act No. 145/1995 Coll. on Administrative Fees,
- Directive on fees,
- State Language Act,
- Act No. 131/2002 Coll. on Higher Education and On the Change and Supplement to Some Acts (Higher Education Act).

(1) Recognition of documents on education issued by a higher education institution/university located outside the territory of the Slovak Republic or by another competent authority under the laws of state concerned is a procedure in which it is assessed whether the conditions for issuing the document on education to be recognized are equivalent to the conditions for issuing the documents on education under this act.

(2) Authorities that decide on the issue of the document:

a) a higher education institution/university carrying out study programmes in the same or related fields of study that are indicated in the submitted document on education; if the content of the study completed coincides only partially, higher education institution/university can ask from applicant for recognition to pass the differential exams and, if appropriate, to complete or defence a bachelor, diploma or dissertation thesis; a higher education institution/university shall automatically decide to recognize the document on education according to paragraph 1, if an international agreement on the mutual recognition and equivalence of documents on education is concluded between the Slovak Republic and the competent State, and the documents are its part according to paragraph 1.

b) Ministry of Education, Science, Research and Sport of the Slovak Republic (the Centre for Recognition of Diplomas) - if in the Slovak Republic there is no higher education institution/university that carries out study programmes in the same or related fields of study as mentioned in the document submitted, Ministry of Defence of the Slovak Republic (if the document was issued by a military college), the Ministry of Interior of the Slovak Republic (if the document was issued by a police college),

(3) An applicant whose document on education has been recognized in accordance with paragraph 2, is entitled to use in the territory of the Slovak Republic the academic title and its abbreviation in the form in which they have been awarded in accordance with the national legislation of the country of origin and in the official language of that country. If an academic title or its abbreviation are interchangeable with the titles awarded under this Act which require the fulfilment of other conditions for acquiring professional competence as in the country from which the document on education comes from, the Ministry shall decide on the use of appropriate



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academic title.

(4) The authenticity of signatures and the school's stamp on the original documents mentioned in the paragraph 1 must be certified by a relevant body of a state competent for its certification or by a notary in the relevant state with a stamp of the Embassy of the Slovak Republic in this state, unless international agreement provides otherwise.

(5) The decision of recognition of the document on education states that this decision is not a document of the recognition of professional qualifications.

Before submitting your application, please pay attention to the list of accredited study programmes at the University of Žilina. The list of study programmes can be found at www.uniza.sk. The University of Žilina can decide on recognizing of the document only if the completed study programme (field of study) is the same or related to those study programmes that are carried out by the University of Žilina.

If the University of Žilina does not carry out the study in the same or related study programme (field of study), the list of accredited study programmes at higher education institutions/universities in the Slovak Republic managed by the Ministry of Education, Science, Research and Sport of the Slovak Republic can help you to find a suitable higher education institution/university in the Slovak Republic.

Agreement between the Slovak Republic and the Czech Republic on mutual recognition of equivalence of documents on education issued in the Slovak Republic and the Czech Republic came into force on March 28, 2015. Graduate from Czech university will not have to officially verify acquired education, each document will be automatically valid (except for the recognition for the purposes of performing regulated professions).

The registration of an academic title into an identity card shall be simplified. A graduate can register his/her gained title into an identity card without the need of a confirmed diploma. He/she can do it at the police.

Moreover, there is no necessity for the recognition of education in order to perform unregulated professions. These are, for example, economists, IT workers and others who do not have a statutory qualification requirement to perform a profession. Detailed information is available on the website of the Ministry of Education, Science, Research and Sport of the Slovak Republic.

If the document comes from a state with which the Slovak Republic has concluded a bilateral agreement, a higher education institution/university shall recognize the document automatically in accordance with paragraph 39 of the Act (i.e., without passing the differential exams or completing a final thesis).

The University of Žilina shall decide upon **recognition of documents on education automatically** when the documents were issued by a recognized educational institution in the European Union member state, in a state of the European Area of Higher Education, or in the third country with which the Slovak Republic is bound by an international agreement on mutual recognition of equivalence of documents on education - (*Albania, Andorra, Armenia, Austria, Azerbaijan, Kingdom of Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Macedonia, Turkey, Ukraine, The United Kingdom and Belarus*).



An overview of bilateral agreements:

- **Agreement No. 123/2000 Coll.** between the government of the Slovak Republic and the government of **the Croatian Republic** on mutual recognition of equivalence of documents on education issued in the Slovak Republic and the Croatian Republic
- **Agreement No. 328/2000 Coll.** between the government of the Slovak Republic and the government of **the Hungarian Republic** on mutual recognition of equivalence of documents on education issued in the Slovak Republic and the Hungarian Republic
- **Agreement No. 143/2005 Coll.** between the government of the Slovak Republic and the government of **the Federal republic of Germany** on mutual recognition of equivalence of documents on education issued in the Slovak Republic and the Federal republic of Germany
- **Agreement No. 3/2006 Coll.** between the government of the Slovak Republic and the government of **the Republic of Poland** on mutual recognition of equivalence of documents on education issued in the Slovak Republic and the Republic of Poland
- **Agreement No. 236/1999 Coll.** between the government of the Slovak Republic and the government of **the Romanian Republic** on mutual recognition of equivalence of documents on education issued in the Slovak Republic and the Romanian Republic
- **Agreement** between the government of the Slovak Republic and the Cabinet of Ministers of the Ukrainian republic on mutual recognition of equivalence of documents on education issued in the Slovak republic and Ukraine

When submitting the application for recognition of a document on education applicants shall attach the following documents:

1. completed application form "**Application for recognition of document on education**",
2. diploma or other evidence on education acquired abroad – original or notary verified copy,
3. certified translation of a diploma into the Slovak language,
4. original or notary verified copy of the transcript of completed subjects and examinations taken or original or notary verified copy of a diploma supplement (including a transcript of completed subjects for a whole study),
5. translation of the transcript into the Slovak language,
6. copy of the document of the highest previous completed education,
7. verification of the authenticity of signatures and school's stamp on the original documents:
 - **Apostille** – shall be on the documents from the countries that have signed *The Hague Convention*, except for the documents issued in Austria. The list of competent authorities that verify the documents in individual countries is listed in *The Hague Convention* and it is regularly updated on the website of the Ministry of Justice of the Slovak Republic;
 - **Legalization and superlegalization** – for other applicants - Certification provides a national body competent for verification or a notary's office of the respective state with a stamp of the Slovak Embassy of that state;
8. copy of proof of identity (identity card, passport, etc.),
9. proof of payment of a fee of € 35 pursuant to Directive on fees valid for the current academic year, fee is to be paid by a bank transfer (* instructions below),



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10a) proof of payment of the administrative fee of € 5 through the electronic payment system E-KOLOK (if the Slovak Republic has concluded an international agreement on mutual recognition of documents on education with the state in which the document was acquired).

10b) proof of payment of the administrative fee of € 30 through the electronic payment system E-KOLOK (if the Slovak Republic has not concluded an international agreement on mutual recognition of documents on education with the state in which the document was acquired).

Submitted documents will not be returned!

The period for the decision of the University of Žilina on the recognition of the document on education issued by a foreign higher education institution/university is 30 days from the receipt of the application. In particularly difficult cases the period is extended to 60 days.

***Instruction for payment of the fee:**

Administrative fee at the University of Žilina for the recognition of documents on education can be paid by a bank transfer to the IBAN account of Štátna pokladnica: SK40 8180 0000 0070 0008 0700, SWIFT code: SPSRSKBAXXX, VS: 1907, SS: 08 190 0013; information for the addressee: recognition of document on education and your name.

Address for sending the application:

Department for Education,
Rectorate / Oddelenie pre
vzdelávanie rektorát
University of Žilina /
Žilinská univerzita v Žiline
Univerzitná 1
010 26 Žilina

Further information:

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