# University of Žilina

**Department for Education, Univerzitná 1, 010 26 Žilina Application for recognition of document on education**

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| **HOLDER OF THE DOCUMENT ON COMPLETED EDUCATION**  | NAME OF THE DOCUMENT HOLDER:  | SURNAME OF THE DOCUMENT HOLDER:  |
| Permanent residence of the document holder (street, number, postcode, country):  |
| Maiden surname: | Titles:  | Citizenship: |
| : | e-mail: |
| Date of birth: | Place of birth: | Country: |
| Gender:(cross out inappropriate) | woman man |
| **Completed education**  |
| **University** | **Length of study in years**  | **Year of study completion**  | **Country where study was carried out**  |
|  |  |  |  |
| **Level of study:** (cross out inappropriate) | **Bachelor**  | **Engineer (Master)**  | **Doctoral**  |
| **Name of the study programme:**  |  |
| **Name of the field of study:**  |  |
| **Registration number of the document:**  |  |
| With my signature, I give consent to the processing of personal data in accordance with Act no. 18/2018 Coll. on personal data protection and I also confirm the correctness of the data provided. |
| **Date:** | **Applicant´s signature:** |

**Applicant shall submit the following documents along with the application:**

1. a diploma or other document on education acquired abroad – original or notary verified copy,
2. certified translation of a diploma into the Slovak language,
3. 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),
4. translation of the transcript into the Slovak language,
5. copy of the document of previous highest completed education,
6. verification of the authenticity of signatures and school's stamp on the original documents,
7. copy of proof of identity (identity card, passport, etc.),
8. proof of payment of the 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),

9a) 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).

9b) 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).

**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.