*Annex No. 1*

**Application for recognition of document on education**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **HOLDER OF THE DOCUMENT ON COMPLETED EDUCATION** | NAME OF APPLICANT: | | SURNAME OF APPLICANT: | | | | |
| Permanent residence of applicant (street, number, postcode, country): | | | | | | |
| Contact address (street, number, postcode): | | | | | | |
| Maiden name: | | | | | Titles: | Citizenship: |
| Telephone number 🕿: | | | e-mail: | | | |
| Date of birth: | Place of birth: | | | | Country: | |
| Gender:  (cross out inappropriate) | female male | | | | | |
| **Completed education** | | | | | | |
| **Degree of study:**  (cross out inappropriate) | **bachelor's degree** | | | **engineering (master's) degree** | | **doctoral degree** |
| **Name of university/higher education institution** |  | | | | | |
| **Address of university/higher education institution** |  | | | | | |
| **Year of completion of study** |  | | | | | |
| **Name of country where the study was carried out** | 󠄃 document issued in a country with which the Slovak Republic has concluded an international agreement on mutual recognition of the equivalence of documents on education (administrative fee EUR 5)  󠄃 document issued in a country with which the Slovak Republic has not concluded an international agreement on mutual recognition of the equivalence of documents on education (administrative fee EUR 30) | | | | | |
| **Name of study programme:** |  | | | | | |
| **Name of field of study:** |  | | | | | |
| **Registration number of document:** |  | | | | | |
| **Degree awarded** |  | | | | | |
| By my signature, I give my consent to the processing of personal data in accordance with Act No. 18/2018 Coll. on the Protection of Personal Data and, at the same time, I confirm the correctness of the data provided. | | | | | | |
| **Date:** | **Applicant´s signature:** | | | | | |

**The applicant shall submit the following documents with the application:**

1. A diploma or other document on education acquired abroad – original or notary verified copy,
2. Certified translation of the diploma into the Slovak language,
3. Transcript of completed subjects/courses and examinations or diploma supplement (with a transcript of completed subjects/courses for the entire study) – original or notary verified copy,
4. Translation of the transcript into the Slovak language,
5. Copy of the document of previous highest completed education,
6. In justified individual cases, UNIZA may request that the applicant submit a document with the verified authenticity of the signatures and the stamp in the form of a higher authentication (apostille or legalization/superlegalization),
7. Proof of identity (ID card, passport, identification card, etc.) – copy,
8. Proof of payment of the administrative fee\* in the amount of EUR 50 according to directive on fees valid for the current academic year, payable by bank transfer,
9. Confirmation of payment of the administrative fee in the amount of EUR 5 or EUR 30 via the electronic payment system eKolok (if the Slovak Republic has or has not concluded an international agreement on the mutual recognition of documents on education with the country in which the document was acquired).

*\** ***The administrative fee*** *at the University of Žilina for the recognition of documents on education can be paid by transfer to the State Treasury account in the form of IBAN: SK40 8180 0000 0070 0008 0700, SWIFT code: SPSRSKBAXXX, VS: 1907, SS: 08 190 0013; information for the recipient: document recognition, name and surname.*

Before submitting the application, please pay attention to the list of accredited study programmes at UNIZA. The list of study programmes can be viewed on the UNIZA website or on the University Portal (portalvs.sk). UNIZA may decide on the recognition of a document only if the completed study programme/field of study is the same or related to those implemented by UNIZA.

If UNIZA does not offer study in the same or a related study programme/field of study, the list of accredited study programmes at universities/higher education institutions in the Slovak Republic, maintained by the Ministry of Education, Science, Research and Sport of the Slovak Republic, can help you when looking for a suitable university/higher education institution in the Slovak Republic.