



METHODOLOGICAL GUIDELINE No. 8/2025

On the Procedure of Academic Recognition of Documents Concerning Education Completed Abroad at the University of Žilina

Article 1 Introductory Provisions

1. The purpose of issuing this methodological guideline is to describe in more detail the process and administrative procedure for obtaining a decision on the recognition of education completed abroad and giving access to higher education.
2. This methodological guideline regulates academic recognition, i.e., the recognition of the level of education achieved to continue in the next level of education or for other purposes, with the exception of recognition for the exercise of a regulated profession and sets out the procedures for deciding on the equivalence of documents on education achieved in a given field of study.
3. Act No. 422/2015 Coll. on recognition of documents on education and recognition of professional qualifications and on changing and amending certain laws, as amended (hereinafter referred to as the "Act on the recognition of documents on education") designates the authorities responsible for the recognition of documents on education obtained abroad (state administration bodies, universities).
4. The Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter referred to as "MERDY SR") - Centre for Recognition of Diplomas (hereinafter referred to as "CRD") recognises the level of higher education (without study programme/field of study) according to international agreements.
5. Higher education in a specific study programme/field is recognised by universities.
6. Primary and secondary school leaving certificates are recognised by the Regional Offices of School Administration (hereinafter referred to as "ROSA") in regional cities.

Article 2 Recognition Process

1. The process of recognition for the purpose of continuing study and the related administration varies according to the level of education achieved and whether the Slovak Republic is bound by an international agreement in the case of a given country.
2. Decisions on the recognition of documents for continuing study or academic recognition are general and can be used for multiple purposes, for example, in the labour market.
3. The list of countries with which a bilateral agreement on mutual recognition of educational documents has been concluded is given in Annexe 1 of this Methodological Guideline.
4. Based on the agreement with the Czech Republic, documents issued by Czech schools for these purposes (continuation of study and other purposes, except for the exercise of regulated professions) are equivalent to documents issued in the Slovak Republic automatically without recognition and without the need to submit an application.
5. A document on education (a university diploma, a certificate of state examinations and a document of awarded academic degrees) issued by a recognized educational institution of a state with which an international agreement on the mutual recognition of the equivalence of documents on education has been concluded, to which the Slovak Republic is bound, or of a state of the European Higher Education Area (hereinafter referred to as "EHEA"), shall be recognized as equivalent for the purposes of continuing study and other purposes, except for the exercise of regulated professions, without comparing the content and scope (only the level of education is recognized).

6. In the context of academic recognition, it is possible to recognise only the achieved level of education or equivalence with a field of study in the Slovak Republic.
7. Recognised secondary school and recognised higher education institution mean an educational institution established according to the legal regulations of a given state and recognised as an educational institution authorised to provide relevant education.
8. To confirm the education obtained abroad, applicants for study shall use the form of the Statement on the recognition of the level of attained education (hereinafter referred to as "recognition statement"). They shall find this recognition statement for their country on the official website of the Ministry of Education, Research, Development and Youth of the Slovak Republic <https://uznavanie.minedu.sk/recognition-statement/> and attach it to an officially certified copy of the education document and an official translation into Slovak (if required). The recognition statement can also be used in electronic form.
9. Recognition statements are available from almost all EHEA countries and from other countries with which the Slovak Republic has signed a bilateral governmental agreement on the recognition of education. The list of countries is given in Annexe 1 of this methodological guideline.
10. If the country in which the applicant received his/her education is not included in the database of the Ministry of Education, Research, Development and Youth of the Slovak Republic portal, the procedure for the recognition of the document is set out in Articles 3 or 4 of this Methodological Guideline.

Article 3

Recognition of Completed Education at Secondary Schools

1. The decision on the recognition of a document on education (secondary school-leaving certificate, final exam certificate and certificate with supplement) issued by a school established by another state in the territory of the Slovak Republic or by a recognised school abroad for the purpose of continuing study is made by the ROSA in the seat of the region in which the applicant has permanent residence or in which the applicant's higher education institution is located.
2. The application is sent to the relevant ROSA. In the case of an applicant for study at the University of Žilina (hereinafter referred to as "UNIZA"), this is the ROSA in Žilina.
3. The application form, required attachments, the amount of the fee and payment method are listed on the ROSA Žilina website <https://www.russ-za.sk/uznavanie-dokladov-o-vzdelani-na-ucely-pokracovania-v-studiu/>.
4. UNIZA accepts the decision on the recognition of secondary education issued by the ROSA as the proper fulfilment of the basic condition for admission to the first-degree study programme under Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act").

Article 4

Recognition of Higher Education for Continuing Study and Other Purposes – Recognition of the Equivalence of the Study Programme/Field of Study

1. If the applicant is interested in the recognition of a document on education in a specific study programme/field of study or has a document on education from a state which is not a member of the EHEA and the Slovak Republic has not signed a bilateral agreement with it on the recognition of a document of higher education issued by a recognised higher education institution abroad for the purposes of continuing studies and other purposes, except for regulated professions, it shall be decided by:
 - a) a recognised higher education institution in the Slovak Republic which provides study programmes in the same study programmes/fields of study or related study programmes/fields of study as those indicated in the document on education, or
 - b) the Ministry of Education, Research, Development and Youth of the Slovak Republic, if there is no higher education institution in the Slovak Republic which provides study programmes/fields of study in the same study programmes/fields of study or related study programmes/fields of study as those indicated in the document on education,
 - c) the Ministry of Defence of the Slovak Republic, if it is a document on education issued by a military higher education institution, or

- d) the Ministry of Interior of the Slovak Republic, if it is a document on education issued by a police higher education institution.
2. When recognising documents on education issued by a foreign university, UNIZA proceeds in accordance with:
- Act No. 422/2015 Coll. on the Recognition of Documents on Education, as amended,
 - Act No. 18/2018 Coll. on the Personal Data Protection, as amended,
 - Hague Convention No. 213/2002 Coll. Announcement of the Ministry of Foreign and European Affairs of the Slovak Republic,
 - Act No. 145/1995 Coll. on Administrative Fees, as amended,
 - Act No. 131/2002 Coll. on Higher Education Institutions and Amendments to Certain Acts, as amended,
 - UNIZA Directive No. 243/2023 on Tuition and Fees,
 - Act No. 270/1995 Coll. on the State Language of the Slovak Republic.
3. Recognition of documents on education issued by a higher education institution located outside the territory of the Slovak Republic or by another body authorised to do so according to the legislation of the relevant state is a procedure in which it is assessed whether the conditions for issuing a document on education to be recognised are equivalent to the conditions for issuing documents on education according to the Higher Education Act.
4. The recognition process assesses the institution that issued the document, the degree awarded, the field of study, the length of study, the scope of study, the number of credits earned, the courses, the learning outcomes, and other facts necessary to assign the completed study to the level of higher education and the accredited study programme/field of study at UNIZA.
5. The decision on the recognition of a document on completed education issued by a foreign higher education institution is issued by UNIZA if the study programme/field of study indicated in the submitted document on education can be compared with an accredited study programme at UNIZA. If the content of the completed study is only partially identical, UNIZA may prescribe the applicant for recognition to take additional examinations or to complete and defend a bachelor's, diploma, or dissertation thesis.
6. An applicant whose document on education was recognised according to Article 4(3) to (5) is entitled to use the academic title and its abbreviation in the territory of the Slovak Republic as granted to him/her according to the national legislation of the state from which the document originates, in the language of that state. If the academic title or its abbreviation would be interchangeable with degrees awarded under the Higher Education Act, which require the fulfilment of other conditions for obtaining professional competence, as was the case in the state from which the education document originates, the Ministry of Education, Research, Development and Youth of the Slovak Republic shall decide on the use of an appropriate academic title.
7. In the decision on the recognition of a document on education, it is stated that this decision is not a document on the recognition of a professional qualification.
8. Annexes required for submitting an application for recognition of a document on education:
- a) Completed application form for recognition of a document on education (Annexe No. 2).
 - b) A diploma or other document on education acquired abroad – original or certified copy.
 - c) Official translation of the diploma into the Slovak language.
 - d) A transcript of completed courses and examinations or diploma supplement (with a transcript of completed courses for the entire study) - original or notary verified copy.
 - e) Official translation of the transcript of completed courses or diploma supplement into the Slovak language.
 - f) Evidence of the previous highest completed education obtained before the education that is the subject of the application - copy without verification.
 - g) Document of identity (ID card, passport, identification card, etc.) - copy.
 - h) Proof of payment of the administrative fee, the costs associated with the procedure for the recognition of the document in the amount of €50 according to the directive on fees valid for the current academic year, paid by bank transfer or postal order to the UNIZA bank account.
 - i) Proof of payment of the administrative fee (eKolok). The administrative fee is set according to the required type of document recognition:
 - confirmation of payment of the administrative fee in the amount of €7 via the electronic payment system eKolok (if the Slovak Republic has concluded an international

- agreement on the mutual recognition of documents on education with the state in which the document was acquired);
- confirmation of payment of the administrative fee in the amount of €40 via the electronic payment system eKolok (if the Slovak Republic has not concluded an international agreement on the mutual recognition of documents on education with the state in which the document was acquired).
- j) Other documents, if necessary, to assess the equivalence of the document on education.
9. In justified individual cases, UNIZA may request that the applicant submit a document with verified authenticity of signatures and stamp imprint in the form of higher authentication. In the case of a request to submit a document with verified authenticity of signatures and stamp imprint, this must be an apostille for documents from countries that have signed the Hague Convention and legalisation and super-legalisation for documents issued in other countries. The list of competent authorities is published on the website of the Ministry of Justice of the Slovak Republic.
10. Options for payment of the administrative fee:
- a) Confirmation of payment of the administrative/court fee (so-called eKolok with QR code), which can be purchased at the required value at the branches of the Slovenská pošta, a.s. (The Slovak Post).
 - b) Through the eKolok mobile application, which is available under the name eKolok on Google Play/APP Store.
 - c) Through the web application eKolok, also called Virtual Kiosk, which is available on the website <https://m.ekolky.gov.sk>.
In the application, it is necessary to enter the ID code of the specific service:
Code 1723 – if the Slovak Republic has concluded an international agreement on mutual recognition of the equivalence of documents on education with the state in which the document was acquired,
Code 2218 – if the Slovak Republic does not have an international agreement on mutual recognition of the equivalence of documents on education with the state in which the document was acquired.
11. The administrative fee at UNIZA for the recognition of the document on education can be paid by transfer to the account in the State Treasury:
IBAN: SK40 8180 0000 0070 0008 0700,
SWIFT code: SPSRSKBAXXX
Variable symbol (VS): 1907
Specific symbol (ŠS): 08 190 0013
Message to the recipient: uznanie dokladu (document recognition), name and surname
12. An applicant sends the application with documents by post to the address: Žilinská univerzita v Žiline (University of Žilina), oddelenie pre vzdelávanie (Department for Education), rektorát (Rectorate), Univerzitná 1, 010 01 Žilina, Slovenská republika (Slovak Republic).
13. UNIZA shall decide on the recognition of the document on education within two months of receipt of a complete application within the meaning of Article 4(8)-(11).

Article 5 Final provisions

1. Methodological Guideline No. 8/2025 shall enter into force on the date of its signature by the rector and shall become effective on the date of its publication.
2. Annexe No. 1 – List of countries and Annexe No. 2 – Application for recognition of a document on education – are part of this Methodological Guideline.
3. This methodological guideline repeals Methodological Guideline No. 1/2022 as amended.

In Žilina on 19 June 2025

Prof. Ing. Ján Čelko, CSc.
Rector

List of EHEA countries:

Albania, Andorra, Armenia, Azerbaijan, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Cyprus, Czech Republic, Montenegro, Denmark, Estonia, Finland, France, Greece, Georgia, Netherlands, Croatia, Iceland, Ireland, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Hungary, Malta, Moldova, Germany, Norway, Poland, Portugal, Austria, Romania, Russia, Slovakia, Slovenia, United Kingdom, Serbia, Holy See, Spain, Switzerland, Sweden, Italy, Turkey, Ukraine.

List of countries from which academic degree recognition clauses are available:

Belgium, Bulgaria, Cyprus, Czech Republic, China, Denmark, Estonia, Finland, France, Greece, Netherlands, Croatia, Ireland, Iceland, Liechtenstein, Lithuania, Latvia, Luxembourg, Hungary, Malta, Germany, Norway, Poland, Portugal, Austria, Romania, Russia, Slovenia, United Kingdom, Spain, Switzerland, Sweden, Italy, Ukraine

List of countries with which a bilateral agreement on mutual recognition of education documents has been concluded:

Czech Republic, China, Croatia, Hungary, Germany, Poland, Romania, Russia, Ukraine.

Application for Recognition of Document on Education

HOLDER OF THE DOCUMENT ON COMPLETED EDUCATION	NAME OF DOCUMENT HOLDER:		SURNAME OF DOCUMENT HOLDER:	
	Permanent residence of the 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 the university/higher education institution			
	Address of the university/higher education institution			
	Year of completion of study			
	Name of the country where the study was carried out	<input type="checkbox"/> 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 €7) <input type="checkbox"/> 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 €40)		
	Name of the study programme:			
	Name of the 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 personal data protection 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:

- a) a diploma or other document on education acquired abroad – original or notary-verified copy,
- b) certified translation of the diploma into the Slovak language,
- c) transcript of completed subjects and examinations or diploma supplement (with a transcript of completed subjects for the entire study) – original or notary verified copy,
- d) translation of the transcript into the Slovak language,
- e) the document of the previous highest completed education – copy,
- f) in justified individual cases, UNIZA may request that the applicant submit a document with verified authenticity of signatures and stamp impressions in the form of a higher authentication (apostille or legalisation/superlegalization),
- g) proof of identity (ID card, passport, identification card, etc.) – copy,
- h) proof of payment of the administrative fee* in the amount of €50 according to the directive on fees valid for the current academic year, payable by bank transfer,
- i) confirmation of payment of the administrative fee in the amount of €7 or €40 via the electronic payment system eKolak (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.

Submitted documents will not be returned; they must be archived with the decision.

Before submitting your 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 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 in the Slovak Republic, maintained by the Ministry of Education, Research, Development and Youth of the Slovak Republic, can help you when looking for a suitable university in the Slovak Republic.