

Procedure of academic recognition of evidence of secondary education completion (leaving certificates)

Academic recognition or validation of certificates of education (leaving certificates) means recognition of the achieved level of education in order to be admitted to a further course of study. The process of academic recognition differs depending on the achieved level of education as well as on the existence of a bilateral academic recognition agreement between the Slovak Republic and the state of origin.

1 Recognition of leaving certificates (certificates of education) for the purpose of study continuation (documents issued by countries with which the Slovak Republic did not conclude an agreement)

The decision on recognition of the certificate of education issued by a foreign secondary school is issued by the **Department of Education of the respective District Office** according to the place of residence of the applicant, or according to the Faculty Office if the applicant has no residence in the Slovak Republic in accordance with Article 36 of the Act no. 422/2015 Coll. on the Recognition of evidence of education and professional qualifications and on amendments to certain laws. In the case of TUKE it is the Department of Education of the District Office Košice (address: Zádielská 2, 040 78 Košice).

Study applicant will submit the following documents to the respective District Office:

1) Application for certificate of education to be regarded as equivalent, which contains:

- a) applicant's name and surname,
- b) permanent address or similar residence of the applicant,
- c) subject of the application,
- d) the name and address of the foreign secondary school which issued the certificate of education,
- e) the year of completion of the applicant's study,
- f) the applicant's signature.

In the case of recognition of a certificate of education of a minor, the application shall be submitted by his or her legal representative.

2) A copy of identification document.

3) Notarially certified copy of the certificate of education with a certified translation into the Slovak language.

4) Transcript of completed courses and exams.

5) A confirmation of the foreign secondary school about the scope of practical education, in case of secondary vocational school.

6) A document verifying the authenticity of the signature and seal of school on the original certificate of education by the competent authorities for its verification unless the international treaty specifies otherwise (Apostille certificate or superlegalisation).

- a) Notarially certified copy of the certificate of education with the Apostille certificate is required from holders of certificates of education issued in states which are Contracting Parties to Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (legal regulation Notification of the Ministry of Foreign Affairs no. 213/2002 Coll.).

- b) Notarially certified superlegalised copy of the certificate of education. Superlegalisation is verified by competent authorities of the state, which is the competent Ministry or Notary in the relevant state (in which the education was acquired) and the Embassy of the Slovak Republic in that state, unless the international treaty specifies otherwise.
- 7) Proof of payment of corresponding fee (e-stamp purchased at the post office pursuant to the amendment to the Act no. 145/1995 Coll. on Administrative fees, effective from 1 January 2018.
- a. Recognition of certificate of education for purposes other than the purpose of pursuing a regulated profession, if the Slovak Republic has concluded a mutual bilateral recognition agreement of equivalence of certificates of education with the state, in which the document was acquired ...5€
 - b. Recognition of educational document for purposes other than the purpose of pursuing a regulated profession, if the Slovak Republic has not concluded a mutual bilateral recognition agreement of equivalence of certificates of education with the state, in which the document was acquired ...30€

The applicant is required to submit a notarially certified translation of the documents into the Slovak language.

Respective District Office decides within two months after receipt of the complete application according to Article 36 (3,4) of the Act no. 422/2015 Coll. about:

- recognition of the educational document,
- refusal of the educational document, or
- imposing of a differential exam.

2 Automatic recognition of leaving certificates (certificates of education) for the purpose of study continuation (documents issued by countries with which the Slovak Republic concluded an agreement)

A certificate of education issued by an education institution from a member state or a third state, with which the Slovak Republic has concluded **a mutual bilateral recognition agreement of equivalence of certificates of education** and by which the Slovak Republic is bound, or issued by a state of European Higher Education Area, is automatically recognised for the purpose of study continuation.

The decision on recognition of certificate of education issued by a foreign secondary school is issued by the **Department of Education of the respective District Office** according to the place of residence of the applicant, or according to the Faculty Office if the applicant has no residence in the Slovak Republic in accordance with Article 36 of the Act no. 422/2015 Coll. on the Recognition of evidence of education and professional qualifications and on amendments to certain laws. In the case of TUKE it is the Department of Education of the District Office Košice (address: Zádielská 2, 040 78 Košice).

Study applicant will submit the following documents to the respective District Office:

- 1) Application for certificate of education to be regarded as equivalent, which contains:
 - a) applicant's name and surname,

- b) permanent address or similar residence of the applicant,
- c) subject of the application,
- d) the name and address of the foreign secondary school which issued the certificate of education,
- e) the year of completion of the applicant's study,
- f) the applicant's signature.

In the case of recognition of a certificate of education of a minor, the application shall be submitted by his or her legal representative.

2) A copy of identification document.

3) Notarially certified copy of the certificate of education and, at the same time, the original of the documents for consultation

or

Notarially certified copy of the certificate of education with an Apostille certificate.

4) Proof of payment of corresponding fee (e-stamp purchased at the post office pursuant to the amendment to the Act no. 145/1995 Coll. on Administrative fees, effective from 1 January 2018):

- a. Recognition of certificate of education for purposes other than the purpose of pursuing a regulated profession, if the Slovak Republic has concluded a mutual bilateral recognition agreement of equivalence of certificates of education with the state, in which the document was acquired ...5€
- b. Recognition of certificate of education for purposes other than the purpose of pursuing a regulated profession, if the Slovak Republic has not concluded a mutual bilateral recognition agreement of equivalence of certificates of education with the state, in which the document was acquired ...30€

The applicant is required to submit a notarially certified translation of the documents into Slovak language.

Respective District Office issues a decision within 15 days of receipt of the complete application which contains the name of the equal qualification in the Slovak Republic according to Article 39 of the Act no. 422/2015 Coll.

List of states with an existing mutual international treaty with the Slovak Republic on academic recognition, which are subject to automatic recognition of certificates of education:

- 1. Hungary
- 2. Germany
- 3. Croatia
- 4. Poland
- 5. Romania
- 6. Ukraine

3 Recognition of leaving certificates (certificates of education) from the Czech Republic for the purpose of study continuation

A **treaty on the mutual recognition of equivalence of certificates of education issued in the Slovak Republic and the Czech Republic**, which entered into force on 28 March 2015, was signed between the Slovak Republic and the Czech Republic.

In accordance with Article 1 of the Treaty, the Treaty also applies to all graduates of the Czech primary, secondary and higher education institutions.

No graduate of Czech (higher or secondary) education will have to officially validate the acquired education; each document will be automatically valid (except for recognition for the purposes of pursuing a regulated profession).

The graduate may continue their study at a Slovak or Czech school without having a certificate of education recognition.

For more information, please visit www.minedu.sk – menu on the right Recognition of Diplomas (Academic recognition of Diplomas).

Related legislation:

- Act no. 422/2015 Coll. on the Recognition of evidence of education and professional qualifications and on amendments to certain laws
- Act no. 596/2003 Coll. on State administration in education and school self-government and on amendments to certain laws
- Act no. 213/2002 Coll. – Notification of the Ministry of Foreign Affairs of the Slovak Republic – Convention abolishing the requirement of legalisation for foreign public documents
- Act no. 145/ 1995 Coll. on Administrative fees, as amended