

## **Procedure of academic recognition of evidence of higher education completion (diplomas)**

Academic recognition or validation of certificates of education (diplomas) 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.

The decision on the recognition of certificate of education issued by a foreign higher education institution is issued by **Technical University of Košice** (hereinafter referred to as "TUKE"), Division of Education of the Rectorate, if it offers a study program in the same or similar field of study as stated on the document of duly completion of higher education (address: Úsek vzdelávania – rektorát TUKE, Letná 9, 042 00 Košice).

The decision on the recognition of certificate of education issued by a foreign higher education institution is issued by **other higher education institution in the Slovak Republic** if it offers a study program in the same or similar field of study as is stated on the document of duly completion of higher education (in case TUKE does not offer a study program in the same or similar field of study).

The decision on the recognition of certificate of education issued by a foreign higher education institution is issued by the **Ministry of Education, Science, Research and Sport of the Slovak Republic** if no higher education institution in the Slovak Republic provides education in the same or similar field of study as is stated on the document of duly completion of higher education (address: Ministerstvo školstva, vedy, výskumu a športu SR, Stredisko na uznávanie dokladov o vzdelaní, Stromová 1, 813 30 Bratislava).

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

#### **Study applicant will submit the following documents:**

- 1) **Application** for certificate of education to be regarded as equivalent, which contains the applicant's name and surname, permanent address or similar residence of the applicant, subject of the application, the name and address of the foreign higher education institution which issued the certificate of education, the year of completion of the applicant's study, the applicant's signature.
- 2) **A copy of identification document.**
- 3) **Notarially certified copy of the certificate of education** with a certified translation into Slovak or English language.
- 4) **Notarially certified copy of the transcript of exams/study results or diploma supplement** with a certified translation into Slovak or English language.
- 5) 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 countries 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.

6) **Proof of payment of the fee** for the recognition of the certificate of education (in accordance with the order of the Rector of TUKE "Tuition fees and fees related to study" valid for the respective academic year).

**Payable by bank transfer:**

**50,00 €** for the purpose of continuation of study at TUKE;

**99,50 €** for the purpose of continuation of study at another higher education institution, or for the purpose of regulated professions;

**200,00 €** for taking the differential exam for the purpose of recognition of certificate of education (only in case of continuing the study at TUKE);

**Payment details:**

- IBAN: SK32 8180 0000 0070 0006 5615
- Bank: Štátna pokladnica
- Variable symbol (VS): 190106
- Note for the recipient: ŠPP O-10-190/0005-00, fond 46, uznanie dokladu

7) Other documents if needed to assess the equivalence of the certificate of education (certificate of practice, etc.).

**8) Proof of payment of corresponding fee (e-stamp):**

- a) **5 €** - 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;
- b) **30 €** - 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;
- c) **50 €** - recognition of certificate of education for the purpose of pursuing a regulated profession in the Slovak Republic.

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

TUKE considers the application within 30 days of the receipt of the application. If the application does not meet all the requirements, the process will be interrupted and the applicant will be prompted to submit the missing documentation or to correct any deficiencies in the application within 30 days of receiving the call.

TUKE decides on the recognition of the certificate of education within two months after receipt of the complete application.

TUKE decides on:

- Recognition of the certificate of education.
- Refusal of the certificate of education (diploma) recognition (if it finds that the certificate of education submitted by the applicant cannot be recognized as equivalent to the certificate of education issued at TUKE).
- Imposing of a differential exam (If the education proven by the applicant is at least one year shorter than that of TUKE, or the education content of the applicant is lacking knowledge or skills in the compared fields of study at the higher education institution, TUKE decides on imposing a differential exam. After taking the differential exam, TUKE decides on recognition of the certificate of education).

## **2 Automatic recognition of diplomas (certificate of education) for the purpose of study continuation (documents issued in countries with which the Slovak Republic concluded an agreement)**

**Study applicant will submit the following documents:**

- 1) **Application** for the certificate of education to be regarded as equivalent, which contains the applicant's name and surname, permanent address or similar residence of the applicant, subject of the application, the name and address of the foreign higher education institution which issued the educational document, the year of completion of the applicant's study, the applicant's signature.
- 2) **A copy of identification document.**
- 3) **Notarially certified copy of the certificate of education** with a certified translation into Slovak or English language.
- 4) **Notarially certified copy of transcript of exams/study results or diploma supplement** with a certified translation into Slovak or English language.
- 5) **Proof of payment of the fee** for the recognition of the certificate of education (in accordance with the order of the Rector of TUKE "Tuition fees and fees related to study" valid for the respective academic year).

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

TUKE issues a decision within 15 days of receipt of the complete application which contains the name of the equal qualification in the Slovak Republic.

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 diplomas (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 institution.

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.

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
- the order of the Rector of TUKE “Tuition fees and fees related to study” valid for the respective academic year