

**METHODICAL INSTRUCTION  
ON THE PROCEDURE OF ACADEMIC RECOGNITION OF EVIDENCE  
OF EDUCATION COMPLETED ABROAD  
AT THE TECHNICAL UNIVERSITY OF KOŠICE**

**Methodical instruction  
on the procedure of academic recognition of evidence of education completed abroad  
at the Technical University of Košice**

**Article 1**

1. Academic recognition or validation of certificates of education (leaving certificates) for the purpose of study continuation means recognition of the achieved level of education to be admitted to a further course of study, or for other purposes, with exception of recognition for pursuit of regulated professions.
2. The process of academic recognition for the purpose of study continuation differs depending on the level of education attained and according to whether, in the case of a given country, the Slovak Republic is bound by an international (bilateral or multilateral) agreement.
3. Ministry of Education, Science, Research, and Sport of the Slovak Republic – Centre for Recognition of Diplomas (CRD) recognizes the level of higher education (without field of study) in accordance with international agreements and converts grades from primary and secondary schools to the Slovak classification scale.
4. Higher education in a specific field of study is recognised by higher education institutions.
5. Recognition of leaving certificates issued by primary and secondary schools is performed at the Department of Education of the respective District Office in the region.

**Article 2**

**Recognition of completed education at secondary schools**

1. Recognition of leaving certificates (school-leaving examination certificate, final examination certificate, and school-leaving certificate with supplement) issued by a recognised secondary school in another state for the purpose of study continuation or other purposes is performed at the District Office in the seat of the region where the applicant has permanent residence or where the applicant's university is located.
2. In the case of applicants for study at the Technical University of Košice it is the Department of Education of the District Office Košice (address: Okresný úrad odbor školstva Košice, Zádielska 1, 040 78 Košice).

**Article 3**

**Recognition of higher education for study continuation and other purposes – recognition of the level of attained education**

1. Evidence of education (university diploma, certificate of state examinations, and a proof of awarded academic degrees) issued by a recognised educational institution of a state with which **an international agreement on mutual recognition of equivalence of documents on education**, by which the Slovak Republic is bound, has been signed, or a state of the **European Higher Education Area (EHEA)**, for the purpose of study continuation and for purposes other than the pursuit of regulated professions is recognized as equivalent without comparing the content and scope of education (**only the level of education is recognised**).
2. An exception to international agreements is the presidential treaty concluded with the **Czech Republic** pursuant to which documents issued by Czech schools for these purposes (study continuation and other purposes, except the pursuit of regulated professions) are **valid** in the Slovak Republic automatically **without recognition and without the need to apply**.

3. The application for recognition of the level of higher education for countries with bilateral agreements and EHEA countries shall be submitted directly to the **Ministry of Education, Science, Research and Sport of the Slovak Republic**. The recognition of the achieved level of higher education shall depend on the decision taken by the Ministry of Education, Science, Research and Sport of the SR.

Address for submissions:

Ministry of Education, Science, Research and Sport of the Slovak Republic  
Centre for Recognition of Diplomas  
Stromová 1  
813 30 Bratislava

4. Countries with which bilateral agreements on mutual recognition of documents on education has been signed:

- Czech Republic
- Hungary
- Federal Republic of Germany
- Croatia
- Republic of Poland
- Romania
- Ukraine
- Russian Federation
- People's Republic of China

5. Countries of the European Higher Education Area (EHEA):

Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia<sup>1</sup>, Cyprus, Czech Republic<sup>1</sup>, Denmark, Estonia, Finland, France, Georgia, Germany<sup>1</sup>, Greece, the Holy See, Hungary<sup>1</sup>, Iceland, Ireland, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Netherlands, Northern Macedonia, Norway, Poland<sup>1</sup>, Portugal, Romania<sup>1</sup>, Russian Federation<sup>1</sup>, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine<sup>1</sup>, and United Kingdom.

6. The application for recognition of the level of higher education shall include the following:

- a) **Application** for recognition of equivalence of documents on education.
- b) **Copy of the identity document.**
- c) **Notarised copy of the document on completed higher education (diploma).**
- d) **Proof of administrative fee payment** ("eKolok" /e-Revenue Stamp/). The administrative fee is set according to the required type of recognition of documents:
  - recognition of documents on education from the country with which the Slovak Republic has concluded an international agreement on mutual recognition of documents on education<sup>2</sup>,
  - recognition of documents on education from the member country of the EHEA with which the Slovak Republic has not concluded an international agreement on mutual recognition of documents on education<sup>3</sup>.

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<sup>1</sup> A bilateral agreement has been signed with the state, and the procedure is in accordance with this agreement. Documents from recognized Czech schools issued on the territory of the Czech Republic are equivalent for the purposes of academic recognition in the Slovak Republic without recognition.

<sup>2</sup> The amount of the administrative fee is determined in accordance with Act no. 145/1995 Coll. on Administrative Fees, as amended.

<sup>3</sup> The amount of the administrative fee is determined in accordance with Act no. 145/1995 Coll. on Administrative Fees, as amended.

- e) **Other documents**, if they are necessary to assess the equivalence of documents on education (proof of experience, etc.).
- f) The mandatory part of the application is legal translation of submitted documents, **except for the documents in Czech and Latin**. In order to reduce the costs of applicants, the Ministry accepts **own translation** of documents in the following languages: **English, German, French, Russian, and Hungarian**. In case of doubt related to the translation, the Ministry has the right to request additional legal translation.
7. Administrative fee payment options:
- via proof of payment of the administrative fee/court fee (“eKoloK” /e-Revenue Stamp/ with a QR code), which can be purchased at a set value at branches of Slovenská pošta, a.s. /the Slovak Post/,
  - via the mobile app eKoloK /e-Revenue Stamp/, which is available under the name eKoloK in GooglePlay/APP Store,
  - via the web application eKoloK /e-Revenue Stamp/, also called Virtual kiosk, which is available on the <https://m.ekolky.gov.sk> website.

ID code of a specific service has to be entered in the application:

**code 1723** – if the Slovak Republic has concluded an international agreement on mutual recognition of the equivalence of documents on education with the country in which the document was issued.

**code 2218** – if the Slovak Republic has not concluded an international agreement on mutual recognition of the equivalence of documents on education with the country in which the document was issued.

#### Article 4

#### **Recognition of higher education for the purpose of continuing the study and for other purposes – recognition of equivalence of a field of study**

1. If the applicant is interested in the **recognition of document on education in a specific field of study** or has a document on education from another state (which is not a member of EHEA and the Slovak Republic has not concluded a bilateral agreement with this state), the recognition of the document of higher education issued by a recognized higher education institution in another Member State or in a third country for the purposes of continuing the study and other purposes, other than the pursuit of regulated professions, shall be decided by:
  - recognized higher education institution in the Slovak Republic which provides study programmes in the same or related fields of study as indicated in the document on education, or
  - Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as “Ministry of Education”), in case there is no higher education institution in the Slovak Republic providing study programmes in the same or related fields of study as indicated in the document on education,
  - Ministry of Defense of the Slovak Republic if the document on education in question is issued by a military higher education institution, or
  - Ministry of Interior of the Slovak Republic if the document on education in question is issued by police higher education institution.
2. The decision on recognition of the document on education issued by a foreign higher education institution is provided by the **Technical University of Košice** (hereinafter referred to as “TUKE”), if it offers a study programme in the same or related field of study (scope and structure of

courses is equivalent to completed study that the applicant attained at the foreign higher education institution) as indicated on the proof of proper completion of higher education.

Address for the submission of application:

Technická univerzita v Košiciach  
Úsek vzdelávania – rektorát  
Letná 1/9  
042 00 Košice-Sever

Division of Education forwards the documents for statement to the relevant faculty, which carries out education of study programmes in the same or related fields of study. After assessing the scope and structure of the applicant's education, the faculty will deliver a statement to the Division of Education.

3. The application for recognition of equivalence of field of study shall include the following:
- a) **Application** for recognition of documents on education.
  - b) **Copy of the identity document.**
  - c) **Notarised copy of the document on completed higher education with a certified translation into the Slovak language.**
  - d) **Notarised copy of the academic transcript or the diploma supplement with a certified translation into the Slovak language.**
  - e) Document verifying the authenticity of signatures and the school stamp on original documents on completed education by the authorities competent to verify it unless the international treaty specifies otherwise (**the Apostille Certificate or superlegalization**).
    - Notarised copy of the document on completed education with the Apostille Certificate is required from holders of documents on education issued in countries that are the Contracting Parties to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded on 5 October 1961 (legal regulation - Notice from the Ministry of Foreign Affairs of the Slovak Republic no. 213/2002 Coll.).
    - Notarised superlegalized copy of the document on completed education. Superlegalization is verified by a competent authority of the state, i.e., the competent Ministry or Notary in the relevant state (in which the education was attained) and the representing authority of the Slovak Republic in that state, unless the international treaty specifies otherwise.
  - f) **Proof of payment of the fee** for recognition of the document on education (in accordance with the TUKE Rector's Directive "Tuition fees and fees related to study" valid for the respective academic year).
  - g) **The fee shall be paid by bank transfer to the account:**
    - IBAN: SK32 8180 0000 0070 0006 5615
    - Bank: Štátna pokladnica /The State Treasury/
    - Variable symbol (VS): 190106
    - The message accompanying the transfer: uznanie dokladu, name and surname
  - h) **The fee for the recognition of the document on education at TUKE** (in accordance with the TUKE Rector's Directive "Tuition fees and fees related to study" valid for the respective academic year) is based on the purpose of recognition:
    - for the purpose of continuing the study at the Technical University of Košice,

- for the purpose of continuing the study at another higher education institution, or for the purpose of unregulated professions,
  - for conducting a differential exam for the purpose of recognition of the document on education (only in case of continuation of the study at the Technical University of Košice).
- i) **Proof of administrative fee payment** (“eKolok” /e-Revenue Stamp/). The administrative fee is set according to the required type of recognition of documents:
- recognition of documents on education from the country with which the Slovak Republic has concluded an international agreement on mutual recognition of documents on education<sup>4</sup>,
  - recognition of documents on education from the member country of the EHEA with which the Slovak Republic has not concluded an international agreement on mutual recognition of documents on education<sup>5</sup>.
- j) **Other documents** if they are necessary to assess the equivalence of documents on education.

4. Administrative fee payment options:

- via proof of payment of the administrative fee/court fee (“eKolok” /e-Revenue Stamp/ with a QR code), which can be purchased at a set value at branches of Slovenská pošta, a.s. /the Slovak Post/,
- via the mobile app eKolok /e-Revenue Stamp/, which is available under the name eKolok in GooglePlay/APP Store,
- via the web application eKolok /e-Revenue Stamp/, also called Virtual kiosk, which is available on the <https://m.ekolky.gov.sk> website.

An ID code of a specific service has to be entered in the application:

**code 1723** – if the Slovak Republic has concluded an international agreement.

**code 2218** – if the Slovak Republic has not concluded an international agreement.

5. TUKE shall consider 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 asked to submit the missing documentation, or to correct any deficiencies in the application within 30 days of receipt of the request.
6. TUKE decides on the recognition of the document on education within two months after receipt of the complete application.

TUKE decides on:

- the recognition of documents on education,
- the rejection of application for the recognition of the document on education (if it is found that the document on education presented by the applicant cannot be recognized as equivalent to the document on education issued by TUKE),
- a differential exam (If education proven by the applicant is at least one year shorter than that at TUKE, or the education curriculum of the applicant is lacking knowledge or skills in the compared fields of study at the higher education institution, TUKE shall make decision on the differential exam. After the differential exam, TUKE decides on recognition of the document on education).

<sup>4</sup> The amount of the administrative fee is determined in accordance with Act no. 145/1995 Coll. on Administrative Fees, as amended.

<sup>5</sup> The amount of the administrative fee is determined in accordance with Act no. 145/1995 Coll. on Administrative Fees, as amended.

7. The decision on recognition of the document on education issued by a foreign higher education institution is provided by **other higher education institution in the Slovak Republic** if the institution offers a study programme in the same or related field of study as indicated on the proof of proper completion of higher education (in case TUKE does not offer a study programme in the same or related field of study).