

Appendix 2:

The procedure of academic recognition of documents on completion of higher education for the purpose of continuing the study and for other purposes

Academic recognition or recognition for the purpose of continuing the study is the recognition of education attainment in order to pursue the next level of education. The recognition process for the purpose of continuing the study is divided according to levels of education and whether the Slovak Republic has an agreement with the state concerned.

The condition for admission to the university is the recognition of document on education, which the applicant shall submit not later than the date of enrollment.

Two forms of recognition of higher education for the purpose of continuing the study:

- A.** Pursuant to Article 39 of Act no. 422/2015 Coll. on Recognition of Documents on Education and on Recognition of Professional Qualifications and on Changing and Amending Certain Laws, **the level of education** shall be recognized under international agreements, while such documents are subject to a simplified recognition since they originate in countries with which the Slovak Republic has signed a bilateral agreement as well as in states of the European Higher Education Area;

- B.** Pursuant to Article 33 of Act no. 422/2015 Coll. on Recognition of Documents on Education and on Recognition of Professional Qualifications and on Changing and Amending Certain Laws, documents on education shall be recognized **in the relevant field of study** (documents from countries which are not members of the European Higher Education Area and the Slovak Republic has not signed bilateral agreements with them; or documents from the countries with which the Slovak Republic has signed bilateral agreements and the countries of the European Higher Education Area if the applicant is interested in the recognition of document on education in a particular field of study).

A. Recognition of higher education for the purpose of continuing the study and for other purposes - recognition of the level of education

Recognition of document on education that the applicant has acquired at higher education institution in the country with which the Slovak Republic has signed a bilateral agreement or in the country of the European Higher Education Area (hereinafter EHEA) - recognition of the level of education.

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 Slovak Republic.**

Address for submissions:

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

The application for recognition: https://www.minedu.sk/data/files/9859_ziadost-2020-stupen-sj-010720-secure.rtf

More details on the recognition of the level of higher education can be found at this link: <https://www.minedu.sk/academic-recognition-of-diplomas/>

a) The countries with which bilateral agreements on mutual recognition of documents on education has been signed:

- 1) **Czech Republic** - documents issued in the Czech Republic are automatically valid in the Slovak Republic without the need for formal recognition; documents not covered by the presidential agreement (e.g. the documents from Czech universities issued by their subsidiaries outside the Czech Republic) shall be recognized in the process, as with the countries below;
- 2) **Hungary**
- 3) **Germany**
- 4) **Croatia**
- 5) **Poland**
- 6) **Romania**
- 7) **Ukraine**
- 8) **Russia**

b) Countries of the European Higher Education Area (EHEA):

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

The study applicant shall submit the following documents:

- 1) **Application** for recognition of equivalence of documents on education, which shall contain the applicant's first name and surname, permanent address or other relevant address of the applicant, the subject matter of the application, the name and address of the foreign higher education institution which issued the document on education, the year of completion of the applicant's study, and the applicant's signature.
- 2) **Copy of the identity document.**
- 3) **Notarised copy of the document on completed higher education (diploma).**
- 4) **Proof of administrative fee payment** (the so-called e-kolok /e-Revenue Stamp/):
 - a) **€5** - for the recognition of documents on education from the country with which the Slovak Republic has concluded an international agreement,
 - b) **€30** - for the recognition of documents on education from the member country of the EHEA with which the Slovak Republic has not concluded an international agreement.
- 5) **Other documents**, if they are necessary to assess the equivalence of documents on education (e.g. proof of experience).

*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.*

Administrative fee payment options:

- proof of payment of the administrative fee / court fee (the so-called e-Kolok /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 the Virtual kiosk, which is available on the website <https://m.ekolky.gov.sk>.

ID codes of services (for the mobile/web app):

1723 if there is a bilateral agreement signed between the Slovak Republic and the country of origin (5 EUR).

2218 recognition for continuation of studies if there is no agreement signed between the Slovak Republic and the state of origin (30 EUR)

B. Recognition of higher education for the purpose of continuing the study and for other purposes - in the relevant field of study

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 the institution offers a study program in the same or related field of study as indicated on the proof of proper completion of higher education.

Address for the submission of application: **Technical University of Košice**
Division of Education - Rectorate
Letná 9
042 00 Košice, Slovak Republic

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 program 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 program in the same or related field of study).

The decision on recognition of the document on education issued by a foreign higher education institution is provided 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 related field of study as indicated on the proof of proper completion of higher education.

The applicant shall submit the following documents:

- 1) **Application** for recognition of equivalence of documents on education, which contains the applicant's first name and surname, permanent address or other relevant address of the applicant, the subject matter of the application, the name and address of the foreign higher education institution which issued the document on education, the year of completion of the applicant's study, and the applicant's signature.
- 2) **Copy of the identity document.**
- 3) **Notarised copy of the document on completed higher education with a certified translation into the Slovak language.**
- 4) **Notarised copy of the academic transcript or the diploma supplement with a certified translation into the Slovak language.**
- 5) The document verifying the authenticity of the signature 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**).
 - a) 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.).
 - b) 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 acquired) and the representing authority of the Slovak Republic in that state, unless the international treaty specifies otherwise.

- 6) **Proof of payment of the fee** for recognition of the document on education (in accordance with the Rector's Directive of TUKE "Tuition Fee and Study-Related Fees" valid for the respective academic year).

The fee shall be paid by bank transfer:

€50 for the purpose of continuing the study at the Technical University of Košice;

€100 for the purpose of continuing the study at another higher education institution, or for the purpose of unregulated professions;

€200 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); **Payment details:**

- IBAN: SK32 8180 0000 0070 0006 5615
- Bank: Štátna pokladnica /The State Treasury/
- Variable symbol (VS): 190106
- The message accompanying the transfer:
ŠPP O-10-190/0005-00, fond 46, uznanie dokladu, Last name and First name

- 7) **Proof of administrative fee payment** (the so-called e-kolok /e-Revenue Stamp/):

- a) **€5** - for the recognition of documents on education from the country with which the Slovak Republic has concluded an international agreement,
- b) **€30** - for the recognition of documents on education from the member country with which the Slovak Republic has not concluded an international agreement.

- 8) **Other documents**, if they are necessary to assess the equivalence of documents on education (e.g. proof of experience).

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

Administrative fee payment options:

- proof of payment of the administrative fee / court fee (the so-called eKolok /e-Revenue Stamp/ with a QR code) that 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 the Virtual kiosk, which is available on the website <https://m.ekolky.gov.sk>.

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2218 recognition for continuation of studies if there is no agreement signed between the Slovak Republic and the state of origin (30 EUR).

The Technical University of Košice (hereinafter "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.

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 of 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).