

### **Required documents for Bachelor's degree applicants:**

The admission procedure consists of an entrance examination and submission of the secondary school graduation certificates including the validation clause concerning recognition of the foreign education in the Czech Republic. The applicants shall submit an authenticated copy of their secondary/high school diploma and a certified copy of the transcript of subjects, translated into English (i.e. secondary school diploma with a diploma supplement) or a certificate of successful passing of the school leaving examination. The translation into the English language has to be done by a sworn translator.

### **Legalization of school report and other related documents**

Unless specified otherwise by an international agreement bound upon the Czech Republic, authenticity of signatures and prints of stamps on original foreign school reports and the fact that the school is recognized within the state in which the foreign transcript was issued, must be verified by the relevant representative office of the Czech Republic and by the Ministry of Foreign Affairs of the country according to whose legal framework the foreign school report was issued (alternatively can be officially certified by notary within the area of this state).

### **Equivalent Certificate – certificate on recognition of equality of the foreign school report in the Czech Republic**

If the Czech Republic is bound by an international agreement to recognise a certain foreign school report as equal with the education certificate issued in the Czech Republic, the Regional Authority shall issue a certificate recognising equivalency of a foreign school report in the Czech Republic – upon the application containing the original of a foreign school report or its officially certified copy. If a foreign school report does not clearly indicate the content and scope of school subjects, the applicant shall submit a framework containing the education in the field in which he/she has attained the relevant level of education.

### **Recognition to a Foreign Degree, Diploma or Certificate**

If the Czech Republic is not bound by an international agreement to recognise a certain foreign school report as equal with the education certificate issued in the Czech Republic, the Regional Authority shall decide on nostrification upon the application annexed with

- a) the original of a foreign school report or its officially certified copy
- b) a document proving the content and scope of education completed in a foreign school
- c) a document proving that the school concerned is recognised by the country according to whose legal framework the foreign school report was issued as a part of the education system if this is not clearly indicated by the foreign school report
- d) proof of payment for administrative charge – 1000,- Crowns
- e) the address in the Czech Republic (f.e. copy of the passport, rent treat...)

### **Nostrification examination**

If the Regional Authority ascertains, within the nostrification procedure, that the content and scope of education completed in a foreign school differs only partially or the applicant does not satisfy requirements provided for in paragraph 1 – 2 the Regional Authority shall order that the nostrification examination be sat for. The Regional Authority shall also reject the application if the applicant does not pass the nostrification examination.

## What you need for recognition of foreign education (summary)

- a completed [application](#)
- legalized and then officially translated Foreign Degree, Diploma or Certificate into the Czech language, made by a translator listed on the Register of Certified Forensic Experts and Translators of the Czech Republic (or its officially certified copy)
- legalized and then officially translated document with subjects and hours (content and scope of foreign education) for every particular year of study.
- power of attorney (above all for underage applicant - younger than 18 years)
- proof of payment for administrative charge – 1000,- Kronas
- the address in the Czech Republic (f.e. copy of the passport, rent treat...)

Note 1: Legalization is required in case that the Czech Republic is not bound by an international agreement.

Note 2: Prague City Hall is authorized locally only for the City of Prague. Applicant should have an address in Prague.

## Submission of an Application

Applicant should submit an Application to the Registry (in czech: PODATELNA) of the Prague City Hall (Jungmannova 29/35, Prague 1 – groundfloor).

**Official hours** are from Monday to Thursday 8:00 – 18:00 and at Friday 8:00 – 16:00

## Charge

Charge amount for receipt of Application for recognition of foreign education is 1000,- Crowns.

## Term for Handling

After the fulfilment of all requirements the procedure lasts 30 – 60 days.

**Recognition of foreign education executes Division of Education and Youth of Prague City Hall, Jungmannova 29/35, Prague 1, 110 00**

- *Mgr. Martin Fučík, office nr. 651, phone: 236 005 214*
- *Ing. Eliška Dostalíková, office nr. 651, phone: 236 005 206*
- *Bc. Lenka Káralová, office nr. 651, phone: 236 005 240*

*Official hours (opening hours):*

- Monday 12:00 – 17:00
- Wednesday 8:00 – 18:00

[http://skoly.praha.eu/87436\\_\\_RECOGNITION-OF-FOREIGN-EDUCATION](http://skoly.praha.eu/87436__RECOGNITION-OF-FOREIGN-EDUCATION)

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