

## Recognition of foreign education

**Without recognition of your previous (foreign) education, you cannot be admitted to a university in the Czech Republic.** Recognition of foreign education cannot be guaranteed in advance, it depends on the decisions of the competent authorities / university (faculty) and no preliminary decisions are issued.

**There are currently two types of recognition of foreign secondary education in the Czech Republic.**

- **Nostrification** – a procedure at the relevant regional office or Prague City Council. Nostrification is generally valid for all universities in the Czech Republic. The nostrification procedure compares the conditions of secondary education in the home country with the standards of secondary education in the Czech Republic. Within the nostrification procedure, so-called nostrification exams may be set for subjects whose hours of schooling do not meet the standards of comparable Czech secondary education (Note: schooling in the Czech Republic – 13 years). The fee for nostrification procedure is updated on the website of the Ministry of Education, Youth and Sports: <http://www.msmt.cz/vzdelavani/skolstvi-v-cr/nostrifikace-uznani-zahranicniho-zakladniho-stredniho-a>
- **Recognition of secondary education by a university which has received institutional accreditation.** Such recognition is only valid at a particular university and its individual faculty. Recognition of secondary education by a faculty is governed by the Rector's provision, methodological instruction, or methodology of a particular university and the procedure of its particular faculty. Comparing the hours allocated to individual subjects or nostrification exams does not take place within this process. For recognition of secondary education by the faculty, fees are always paid separately to the individual faculty within the admission procedure according to the admission procedure conditions and the setting of fees at the faculty. The university / faculty may order applicants to complete the nostrification procedure (see Nostrification).

**List of universities with institutional accreditation granted as of 30.10.2019 (the list is continuously updated, more information in the register of universities: <https://regvssp.msmt.cz/registrvssp/inak.aspx>).**

- Charles University
- Czech University of Life Sciences Prague
- University of South Bohemia in České Budějovice
- Masaryk University
- University of Ostrava
- UJEP University in Ústí nad Labem
- Palacký University Olomouc
- University of Pardubice
- Tomas Bata University in Zlín
- University of Veterinary and Pharmaceutical Sciences Brno
- University of Economics, Prague
- University of Chemistry and Technology Prague
- Brno University of Technology

## List of documents that the student must bring to the Czech Republic

### I. Documents needed for the recognition of **secondary education**:

1. Original (or 2 certified copies<sup>1</sup>) of proof of secondary education completion (graduation report).
  2. Original (or 2 certified copies) of the attachment to this report (grades from the individual subjects); if the grades are not stated in the actual report.
  3. Originals (or 2 certified copies) of end-of-year reports (grades from the individual subjects at the end of the school year) for the last 4 years of secondary school study.
  4. Original (or 2 certified copies) of the list of individual subjects from each school year with their time allocation – i.e. how many hours of each subject. (Please note: It is not possible to state a group of subjects in general, e.g. “humanities”. It is necessary to list each subject separately!) It is best to state the number of hours for a school year. This list is necessary for each of the last 4 years of secondary school study. If you do not have such a list for all 4 years, it is absolutely required for the last 2 years of study.
- Students of private or religious schools must also bring a school licence.

### TRANSLATION OF DOCUMENTS

To recognize foreign education, all documents must be officially translated into Czech by a Czech court translator.

### VERIFYING DOCUMENTS

The documents must have an appropriate degree of legalization (it differs with individual countries!). In some countries only a lower degree of legalization is required (apostille), i.e. the stamp of the competent authority designated for that purpose (e.g. Ministry of Foreign Affairs or Ministry of Justice); other countries require a higher degree (superlegalization), i.e. also verification from the Embassy of the Czech Republic.

Please contact the Embassy of the Czech Republic in your country for more information on the necessary degree of legalization of your documents. For some countries, the so-called equivalence of documents applies, where legalization is not necessary. Currently, equivalence applies for example to these countries: Russia, Belarus, Ukraine, Moldova, Uzbekistan.

In case of doubt, please contact the Embassy of the Czech Republic in your country. Information on the countries between which recognition of equivalence of documents applies can also be found at <https://www.hcch.net/en/states/hcch-members>

### Please bring as well:

5. A copy of the first page of your passport (personal data page) and a copy of the visa page.
6. Certified copy of your birth certificate (sometimes it is required at some offices).

### II. Recognition of Bachelor's Diploma (students for the **SUBSEQUENT MASTER programme**)

1. Original (or 2 certified copies\*) of the Diploma and the Diploma Supplement (if it is a part of it).

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<sup>1</sup> The offices keep certified copies. However, you must bring the originals with you as some authorities require them. You can get certified copies in the Czech Republic (verifying 1 page = 30 CZK + 21% VAT, i.e. approx. 1.5 EUR).

2. Original (or 2 certified copies\*) of the list of all passed exams (credits) for the entire period of study (if this information is in the Diploma Supplement, the Diploma Supplement is sufficient).

3. Syllabi of individual subjects are also recommended (some faculties require it).

Even students planning a follow-up master's programme can also bring the documents needed to recognize secondary education in case they do not get their university diploma nostrified and have to re-apply for the bachelor's programme.

The documents must be translated and legalized as described above.

**NOTE:** The course price includes assistance with one nostrification (i.e. either secondary study, or university diploma).

### **III. Recognition of Master's Diploma (students for the DOCTORAL programme)**

1. Original (or 2 certified copies\*) of the Diploma and the Diploma Supplement (if it is a part of it).

2. Original (or 2 certified copies) of the list of all passed exams (credits) for the entire period of study.

3. Diploma thesis (not necessary to translate or verify)

4. Syllabi of individual subjects are also recommended (some faculties require it).

Note: In order to establish contact with the relevant faculty and to assess where you can carry out your doctoral study, it is also necessary to submit the topic of your dissertation.