

## **Required documents for Bachelor 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 it can be officially certified by a notary in the country of origin).

### **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.

### **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 the nostrification examination. The Regional Authority shall also reject the application if the applicant does not pass the nostrification examination.

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

- completed [application form](#),
- legalized foreign degree, diploma or certificate officially translated into the Czech language by a court (sworn) translator (their list is on [www.justice.cz](http://www.justice.cz) ) or its officially certified copy,
- a document proving that the school concerned is recognised by the country according to whose legal framework the foreign school report was issued and that this school is part of the education system,
- legalized and officially translated document with subjects and number of hours (content and scope of foreign education) for each year of study,
- power of attorney (applies to minor applicants – younger than 18 years),
- proof of payment of the administrative fee – CZK 1000,-,
- the address in the Czech Republic (e.g. copy of the passport, lease agreement).

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

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 at the Filling Office (in Czech: PODATELNA) of the Prague City Hall (Jungmannova 29/35, Prague 1 – ground floor).

**Office hours** are from Monday to Thursday 8:00 – 18:00 and on Friday 8:00 – 16:00.

### **Fee**

The fee per application is CZK 1000,-.

### **Length of the procedure**

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

**Recognition of foreign education is carried out by the Department of Education and Youth of the Prague City Hall, Jungmannova 29/35, Prague 1, 110 00**

Contacts, office hours can be found on the web site:

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

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