

## Legalisation and translation

Please be aware that recognition of academic qualification process takes about 3 months, therefore if you are sure you want to apply for the studies, you should start completing all the documents 3 months before the deadline.

Before starting the recognition process you may get an opinion on your credential (higher education diploma or academic degree and title). To do so please visit the website: <http://www.nauka.gov.pl/en/recognition-of-academic-qualifications/>

### 1. Legalisation of foreign documents of education

Legalisation is the certification of a document's formal conformity with the law binding in the place of its issue or of the authenticity of the seals and signatures placed on the document. Legalisation of a document by the relevant authorities in the country in which it was issued increases its credibility.

#### A. *Legalisation with Apostille*

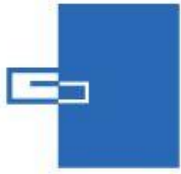
If a country in which a given document was issued is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded in The Hague, the document's legalisation is replaced by an Apostille certificate attached to it. The list of countries – parties to the Convention and the institutions authorised to issue the Apostille is available here:

[http://www.hcch.net/index\\_en.php?act=states.listing](http://www.hcch.net/index_en.php?act=states.listing)

#### B. *Normal Legalisation*

If a country in which a given document was issued is not a party to the aforementioned Convention, the document's legalisation remains the responsibility of a Polish consular office in that country. Depending on the type of a document, Polish consular offices will use one of the three categories of legalisation clauses: full legalisation, standard legalisation, authentication.





## 2. Translation by a sworn translator

All official document issued abroad should be translated by a Polish sworn translator registered on the list of translators published by the Ministry of Justice of the Republic of Poland or translated by any translator but approved by Polish Embassy/consulate.

List of Polish sworn translators may be found here:

<http://bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>

The translation should be certified (signed and sealed) in such a way that there are no doubts as to its authenticity. If the translation includes several pages, the sworn translator should certify the whole translation by sealing and signing every single page. The seal and signature may also be placed on the last page alone but in such a case the single pages of the translation should be bound in the way which excludes their separation (i.e. clipped or stapled together and additionally secured with the seal).

More information about the Recognition of Academic Qualifications may be found:

- on the website of the Polish Ministry of Science and Higher Education:

<http://www.nauka.gov.pl/en/recognition-of-academic-qualifications/>

- on the ENIC-NARIC network website: <http://www.enic-naric.net/>

