

## **Legalisation, translation, recognition**

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*

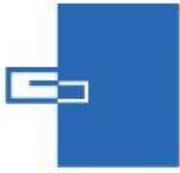
If a country in which a given document was issued is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded in The Hague, the document's legalisation is replaced by an Apostille certificate attached to it. The list of countries – parties to the Convention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

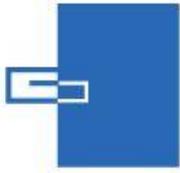
## **3. Recognition**

Enrollment for the 1st degree studies is carried out on the basis of graduation certificate of secondary education (foreign certificates can be recognized by law or on the basis of a proper international agreement or the decision of recognition issued by the Board of Education in Poland). The points for graduation certificate of secondary education are calculated by the University Enrollment Committee and they determine admission to further qualification.

**Secondary education and entitlement for enrollment for studies in Poland are confirmed by:**

- 1. Certificates and other documents issued by school or educational institution** functioning in the education system of European Union member





countries, Organization for Economic Co-operation and Development (OECD) member countries, European Free Trade Association (EFTA) member countries – parties of the agreement of European Economic Area (EEA), which enable enrollment for studies in this countries.

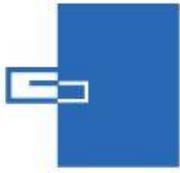
**It applies for certificate of secondary education in the following countries:** Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Great Britain, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Lichtenstein, Lithuania, Luxemburg, Malta, Mexico, the Netherlands, New Zealand, Norway, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Sweden, Turkey, USA.

2. **Certificates IB** (International Baccalaureate) issued by the International Baccalaureate Organization in Geneva.
3. **Certificates EB** (European Baccalaureate) issued by the European Schools, according to the Convention defining the Statute of the European Schools, issued in Luxemburg on 21<sup>st</sup> of June 1994 (Journal of Laws from 2005, No 3, item 10).
4. **Certificates included in the international agreements:**  
<http://www.nauka.gov.pl/uznawanie-wyksztalcenia/akty-prawne.html>

**The Candidate who does not possess any of the above mentioned documents should apply to the Board of Education:**

<http://kuratorium.krakow.pl/index.php?ac=111&id=2210>





## **Procedure of recognition of the document**

Recognition certificates were issued by the Board of Education to 30th of March 2015, now the Board of Education issues the decisions of recognition of the document issued abroad.

**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/>

