Legalisation, translation, nostrification

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=conventions.authorities&cid=41

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 documents 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:

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. Nostrification

Foreign documents of education may be recognised in Poland on the basis of international agreements or – if there are no such agreements – according to the regulations on nostrification. There for first please check if Poland has an International Agreement with your country:

Nostrification is a procedure whereby a foreign educational qualification is compared to its Polish equivalent and their equivalence determined.

- Recognition of the secondary school certificate (maturity certificate) - is conducted by local educational authorities having jurisdiction over the applicant’s place of residence or (if the applicant has no such place of residence) the local authorities having jurisdiction over the head office of the institution where the applicant applies for admission. You may find further information about the process of recognition of the secondary school certificate on the website:
Recognition of the higher education obtained abroad for purposes of admission to second cycle studies in Poland - is conducted by the council of an organisational unit of a higher education institution authorised to confer the academic degree of doctor in a given field of science or a given art, corresponding to the field of study completed abroad. A foreign degree holder applying for admission to a second cycle study programme in Poland may be exempted from the nostrification procedure provided that their degree entitles them to pursue studies at the next appropriate university level in the country of issue. The decision on exemption belongs to the council of an organisational unit of the institution in which the qualification holder applies for admission. Exemption from nostrification does not imply issuing a certificate of equivalence.

Recognition of the higher education obtained abroad for purposes of admission to third cycle (doctoral) studies in Poland - is conducted by the council of an organisational unit of a higher education institution authorised to confer the academic degree of doktor in a given field of science or a given art, corresponding to the field of study completed abroad. Person applying for admission to a third cycle study programme at a Polish higher education institution or a doctoral programme offered by an academic research institution, or for initiating the doctoral proceedings at either of the above mentioned types of institutions, may be exempted from the nostrification procedure provided that they hold a university degree:

- obtained in a country being a member of EU, EFTA or Swiss Confederation, or party to the Lisbon Convention, and
- entitling them to pursue studies at the doctoral level in the country of issue.

The decision on exemption from nostrification belongs to the council of an organisational unit of the institution in which the degree holder applies for admission. Exemption from nostrification does not imply issuing a certificate of equivalence.

Recognition of the academic degree – is conducted by the council of an organisational unit authorised to confer the academic degree of doktor habilitowany in a given field of science or a given art, corresponding to the field of study completed abroad. Please note that nostrification of the higher education certificate may be submitted until the end of the first semester of the given academic year.

More information about the Recognition of Academic Qualifications may be found:
- on the website of the Polish Ministry of Science and Higher Education:
- on the ENIC-NARIC network website: http://www.enic-naric.net/