

# RECOGNITION OF FOREIGN DIPLOMAS

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## 1. General information

Validation of foreign diplomas is a very complicated process and runs under system of administrative governance at School and Education department of the Regional Government authorities. Validation process of foreign educational outputs isn't subordinate just to the Czech legislation but most importantly to international agreements that are favoured for document validation. There are different regulations in approach to different countries in mutual diploma validation. Every request is reviewed individually and for this reason it is very hard to make generalizations of this process.

It is highly recommended to start the validation process at least 6 weeks ahead prior to term of giving the validated diploma to school. There needs to be enough time to fulfil all requirements. Applicants will receive a decision only after they have submitted an official request for validation, complete with all the required documents.

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## 2. Legal regulations

Legal regulations are govern by the provisions of Section 108 and Section 108a of Act No. 561/2004 Coll., on Pre-school, Basic, Secondary, Tertiary, Professional and Other Education (the Education Act), as amended, and Decree No. 12/2005 Coll., on the Conditions of Recognizing the Equivalence and Validity of Certificates issued by Foreign Schools.

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## 3. Required documents

Students from all countries need to provide:

- **A verified copy of final secondary school diploma**
- **A verified copy of all passed subjects from all school years** (subject plan or list of subjects or transcript....). This plan must contain **all subjects** and **number of lessons assigned to each subject**
- A document confirming that **the school is acknowledged as part of its education system** by the state under whose legal system the certification from abroad was issued, unless this fact is clear from the certification from abroad
- For the validation process you must possess **certified, notarised Czech translations** of all documents above. We recommend you to obtain these translations in the Czech Republic from a certified translator – see section 7. Translations
  
- **Copy of passport**
- **a confirmation about accommodation in Brno**

- **1000 CZK fee** (to be paid at the cash desk of the Regional Authority prior to issuing of the validation decision)
- **Application** (available in the office)

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#### 4. Different Requirements for individual countries

Unless an international treaty that is binding for the Czech Republic stipulates otherwise, the authenticity of signatures and stamp imprints on the originals of certification from abroad, and on the confirmation that the school is acknowledged by the state under whose legal system the certification from abroad was issued, must be certified by the appropriate representative office of the Czech Republic and also by the Ministry of Foreign Affairs of the state under whose legal system the certification from abroad was issued, or a notary public active in such country.

<b>Australia</b> - APOSTILLE stamp
<b>Austria</b> - do not produce anything more
<b>Azerbaijan</b> - APOSTILLE stamp
<b>Belarus</b> - do not produce anything more
<b>Botswana</b> - APOSTILLE stamp
<b>Brasilia</b> - SUPERLEGALISATION
<b>Bulgaria</b> - do not produce anything more
<b>Canada</b> - SUPERLEGALISATION
<b>China</b> - SUPERLEGALISATION
<b>Cyprus</b> - do not produce anything more
<b>Denmark</b> - APOSTILLE stamp
<b>Finland</b> - APOSTILLE stamp
<b>France</b> - do not produce anything more
<b>Germany</b> - do not produce anything more or if finished till 2007 and all secondary schools apart from grammar schools - APOSTILLE stamp
<b>Greece</b> - do not produce anything more
<b>Hungary</b> - do not produce anything more
<b>India</b> - APOSTILLE stamp
<b>Iran</b> - SUPERLEGALISATION
<b>Iraq</b> - SUPERLEGALISATION
<b>Ireland</b> - APOSTILLE stamp
<b>Israel</b> - APOSTILLE stamp
<b>Italy</b> - APOSTILLE stamp
<b>Japan</b> - APOSTILLE stamp
<b>Libya</b> - SUPERLEGALISATION
<b>Malaysia</b> - SUPERLEGALISATION
<b>Mexico</b> - APOSTILLE stamp
<b>Nigeria</b> - SUPERLEGALISATION
<b>Norway</b> - APOSTILLE stamp ( <i>Notary Public</i> )
<b>Pakistan</b> - SUPERLEGALISATION
<b>Poland</b> - do not produce anything more
<b>Portugal</b> - APOSTILLE stamp ( <i>"Procuradoria-Geral Distrital de Lisboa" office</i> )
<b>Ukraine</b> - do not produce anything more
<b>Russia</b> - do not produce anything more
<b>Saudi Arabia</b> - SUPERLEGALISATION
<b>Serbia and Montenegro</b> , - do not produce anything more
<b>South Korea</b> - APOSTILLE stamp
<b>Slovakia</b> - do not produce anything more
<b>Slovenia</b> - do not produce anything more
<b>Spain</b> - APOSTILLE stamp

<b>Sweden</b> - APOSTILLE stamp ( <i>Notorious Publicus</i> )
<b>Switzerland</b> - APOSTILLE stamp
<b>Syria</b> - do not produce anything more
<b>Taiwan</b> - SUPERLEGALISATION
<b>Tunis</b> - APOSTILLE stamp
<b>Turkey</b> - APOSTILLE stamp
<b>UK</b> - APOSTILLE stamp ( <i>the Legalisation Office, Foreign &amp; Commonwealth Office, London</i> )
<b>United Emirates</b> – SUPERLEGALISATION
<b>USA</b> - APOSTILLE stamp ( <i>the Office of Secretary of State</i> )

**DO NOT PRODUCE ANYTHING MORE** - applicants from countries that signed the mutual agreement of legal help do not need any additional verifications (except the documents mentioned above)

**APOSTILLE stamp** - applicants from countries that did not sign the above mentioned mutual agreement with CZ but joined the Haag convention, must get one more stamp called ‘**apostilla**’ that is given by the Ministry of Foreign Affairs of the respective country issuing the certificate or at special office assigned by the applicant’s country.

**SUPERLEGALISATION** - applicants from all other countries must get the so-called ‘**super-legalization**’ of their diploma. Means they has to obtain stamp from their foreign Ministry of Foreign Affairs of the respective country issuing the school-leaving certificate; and also from Czech embassy or consulate in the country.

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## 5. Differential/Validation examination

Generally, if the applicant has a much shorter education history than is standard in the Czech Republic (13 years in total for primary and secondary school) or if the scope of the schooling (number of lessons in individual subjects) is significantly less than is standard in the Czech Republic, there is a risk that the secondary education will not be recognised. In certain cases, students with a more limited number of hours in particular subjects, or with a shorter total period of attendance, may obtain validation if they pass a **differential examination**. This applies in case they have passed only three years of secondary school. The deferential exam is ordered by the Regional Authority and it always take place at the end of the month at different grammar schools in Brno (Václavská, Křenová, Slovanské náměstí, IT Purkyňova). They are not held in December and July;

A validation examination verifies that the Applicant’s knowledge and skills correspond to the goals and content of education according to the relevant education programme. Applicants who are not Czech citizens do not take the validation examination in the subject Czech language and literature. The validation examination is usually taken in the Czech language (in accordance with the provisions of Section 16, paragraph 3 of Act No. 500/2004 Coll., the Administrative Procedure Code, as amended). Anyone who declares that they do not understand the language in which the proceedings are held is entitled to a translator/interpreter registered in the list of translators, which the Applicant will arrange at his/her own expense.

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## 6. Validation of secondary school diploma from United Kingdom

As the Czech Republic and UK have not signed mutual agreement for diploma equivalency, UK applicants who want to study in the Czech Republic have to request for equivalency recognition of their foreign diploma from UK. British students will present **all certificates mentioned above**, it is required to provide **four A levels** in case students had only three A levels, they will need **one more AS level of a different subject**.

All mentioned documents must get stamp called 'apostilla' that can be given at **The Legalization Office Foreign and Com. office**, Old Admiralty Building, The Mall, London, SW 1A2LG – post code, phone 02070081111) and must be **translated** into Czech language by certified, notarized Czech translators.

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## 7. Translations

Applicants need to submit an officially certified translation of the documents into the Czech language, prepared by a translator registered in the list of experts and translators in the Czech Republic. You can find them on the website:

[http://datalot.justice.cz/justice/repznatl.nsf/\\$\\$SearchForm?OpenForm&Seq=1# RefreshKW\\_select\\_5](http://datalot.justice.cz/justice/repznatl.nsf/$$SearchForm?OpenForm&Seq=1# RefreshKW_select_5) and choose a required language.

Tel. 221 997 111, Fax: 224 919 927 Vysoká 16, 128 10 Praha 2  
Ministerstvo spravedlnosti České republiky

### Evidence znalců a tlumočnicků

Výběr podle specializace

Znalec  Tlumočnick

Jazyk: Všechny jazyky

Specializace:

Kraj: Všechny kraje

[Výběr podle jména](#) [Měsíčně](#)

In Brno we can recommend for example:

**Aspena** <http://www.aspena.cz/en/>

Email: [brno@aspena.cz](mailto:brno@aspena.cz)

Tel.: +420 541 242 186

Mobil: +420 606 625 625

Gorkého 15, Brno, Monday - Friday 7-19

or any other see <http://www.tlumoceni-preklady.cz/prekladatelske-agentury/brno-c1000/> - Translations and Interpreting in Czech Rep. – in the left bar, select the respective language for translations.

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## 8. Contact person for Southern Moravia region – Brno city:

Ms. Dagmar Kostrhůnová, department of education 'Krajský úřad Jihomoravského kraje' Address: Cejl 73, 2nd floor, door number 226, (tram no. 4,2)

Email: [kostrhunova.dagmar@kr-jihomoravsky.cz](mailto:kostrhunova.dagmar@kr-jihomoravsky.cz), phone: +420 541 653 527

Contact hours:

**Monday 8.00-16.00 and Wednesday 8.00- 16.00**

In any other time, you need to arrange an appointment first.

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## 9. Contacts for a notary office in Brno

To make notary **verified copies**, you can go to any notary office (notář) see the link bellow:

<http://www.notari-brno.cz/>

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