

# Recognition of equivalence and validation of diplomas issued by schools abroad

**Validation** is the recognition by domestic authorities of a degree earned at a school abroad (primary, secondary, higher vocational or university).

The validation process is carried out according to Decree No. 385/1991 Coll. on Recognition of Equivalence and Conditions for Validation of Degrees issued by Foreign Schools, as amended by Decree No. 332/1998 Coll. and the Ministry of Education of the Czech Socialist Republic No. 95/1982 Coll. which details the conditions and process for validation of diplomas and other documents issued by foreign higher education institutions.

## Recognition of foreign education

### Process

The relevant regional Department of Education (in Prague, the Department of Education in Prague City Hall) issues a certificate on the equivalence of foreign degrees and makes decisions regarding the recognition of foreign degrees (validation) in the Czech Republic.

### Legalization of documents regarding the level of education attained

Unless an international treaty states otherwise, the authenticity of signatures and stamps on the originals of foreign certificates and the fact that the school is recognized in the country where the foreign certificate was issued, must be verified by the relevant embassy of the Czech Republic. Furthermore, they must be verified by the Ministry of Foreign Affairs of the country where the foreign school that issued the certificate is located, or a notary in that state. A certified translation of the documents in the Czech language must also be attached to the application.

- [http://www.mzv.cz/jnp/cz/vyhledavani\\_smluv/index\\$45924.html](http://www.mzv.cz/jnp/cz/vyhledavani_smluv/index$45924.html)

### Certificate of Equivalence

A certificate recognizing the equivalence of a degree is issued by the regional Department of Education (Department of Education in Prague City Hall), in cases where the Czech Republic is bound by an international treaty on the recognition of equivalence of educational documents with the country where the foreign school is established and recognized. If the foreign certificate does not sufficiently demonstrate the content and scope of the subjects studied, the applicant shall submit an outline of the major field of study in which the level of education was obtained.

- [http://www.mzv.cz/jnp/cz/vyhledavani\\_smluv/index\\$45924.html](http://www.mzv.cz/jnp/cz/vyhledavani_smluv/index$45924.html)

### Agreement between the Czech and Slovak Republics

On 23 March 2001, an agreement was signed between the governments of the Czech and Slovak Republics for the reciprocal recognition of the equivalence of documents concerning education issued in these countries – Announcement by the Ministry of Foreign Affairs no.33/2001.

According to Article 13 of this agreement, “All documents concerning education listed in this agreement are valid in the Czech and Slovak Republics **without further verification.**”

## **Documents necessary for the recognition of foreign education in the Czech Republic**

If the Czech Republic is not bound by an international treaty to recognize the foreign certificate as equivalent to educational qualifications issued in the Czech Republic, the regional Department of Education (Department of Education in Prague City Hall) decide on the recognition request, together with a:

1. Completed application form for Recognition of Equivalence,
2. **Legalized original** (or certified copy) and a **certified Czech translation** of the diploma or certificate of completion of education
3. **Legalized original** (or certified copy) and a **certified Czech translation** of a document outlining the content and scope of the education or training in the foreign school - overview of the subjects with the number of hours for each year of study
4. Document proving that the school is recognized as part of its educational system by the state that issued the foreign certificate, unless already stated on the certificate
5. Proof of payment of the 1000 CZK processing fee
6. If necessary, proof of power of attorney to represent the applicant (in particular, the representation of persons under 18 years - the power of attorney signed by the legal guardian of a minor or the person represented)

Note:

If the State in which the foreign certificate was issued has a legal agreement with the Czech Republic (see above), legalization of documents on education is not necessary.

### **Validation exam**

In the event that the content and scope of the education in the foreign school differs only partially, or the applicant fails to submit sufficient documentation on the content and scope of the subjects studied, the relevant regional Department of Education office will conduct a validation exam which must be passed to issue the decision on the recognition of foreign certificates in the Czech Republic (validation).

### **Submitting documents**

The application is submitted for processing to the appropriate regional office of the Department of Education (in Prague, Jungmannova 29/35, Prague 1 - ground floor Škodova Palace).

### **Fee**

The fee for **acceptance** of the application for recognition or certification of the equivalence certificate for primary, secondary and higher vocational education in a foreign school was established by Act No. 634/2004 Coll. on administrative fees (item 10 d). The fee from January 1, 2012 is 1000 CZK

### **Processing time**

After completion of administrative formalities, the period for processing of the application is 30 - 60 days (governed by administrative code)

## **Contact information - Prague**

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## **Legislation**

- Law No. 561/2004 Coll. on preschool, elementary, secondary, higher and other education (Education Act), as amended
- Decree No. 12/2005 Coll. on conditions of recognition and validation of the equivalence certificates issued by foreign schools, as amended
- Law No. 634/2004 Coll. on administrative fees, as amended
- Law No. 500/2004 Coll. on the administrative code, as amended