

Recognition of foreign education

In accordance with current legislation (§ 48 par. 1 of Act No. 111/1998 Coll.) you are obliged to submit documents proving passing the required degree of previous education abroad and recognition of its validity in the Czech Republic.

Any student who received previous education abroad and intends to continue studying in the Czech Republic (including ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.) must undergo a process called "Recognition of foreign education."

Applicants for Bachelor's program must submit a Certificate of recognition of a foreign diploma or Decision on recognition of a foreign diploma. Candidates applying to Master's programs must submit a Certificate of recognition of higher (Bachelor) education.

The recognition process must be initiated immediately after receiving a foreign certificate/university diploma! As soon as the recognition process starts, please submit a certified copy of confirmation of starting the recognition process to the Study Affairs Department.

1.1 Information for applicants for Bachelor's study program

The validity of documents is essentially determined by regional authorities (the nearest Regional Authorities).

For those students who have graduated from foreign secondary schools, the process of submitting applications for recognition of education at a Regional Authority is dependent on their permanent residence. If the permanent residence is in Mladá Boleslav the application is submitted to the Regional Authority of Central Bohemia 11 Zborovská, Prague 5. If the permanent residence is outside of the Czech Republic the application can be submitted at any Regional Authority in the Czech Republic, however most students submit their applications to the Regional Authority in Liberec, U Jezu 642/2a 461 80 Liberec 2, phone +420 485 226 111.

If the content and scope of the education in the foreign school differ or the content and scope of the subject matter are not clear from the foreign certificate, the regional authorities will hold a nostrification examination (to test the applicant's knowledge). If the applicant fails the nostrification examination, the regional authorities will also deny the request for nostrification.

The following documents are needed for the nostrification application:

1. Application for recognition of foreign education (available at Regional Authorities in the Czech Republic)
2. Original of school-leaving certificate proving qualifications obtained abroad, eventually a certified copy (Submitting legally certified copies is recommended. Please read paragraph 8 carefully.)
3. Original of the document describing the content and scope of the education obtained abroad, eventually a certified copy (Submitting legally certified copies is recommended. Please read paragraph 8 carefully.) Required information about education obtained from countries such as Russian Federation or Ukraine are contained in documents Attestat, Priloženie and in a document involving grades from 9th, 10th and 11th class.

It is a document describing and explaining the content and scope of the specialisation which applicants gained university education in. The following information has to be included:

- grades in all courses on the list,
- the grading scale.

If necessary, also study documents of the given studies or different data that can be used to identify the scope and content of the studies. Allocated number of class hours is often required for the individual years of the studies.

Note: The documents have to be in the form of an original letter on secondary school letterhead paper, with the signature of a responsible person and school stamp.

4. Certified translations of both documents into Czech. The translations have to be done by a translator registered in the List of Court Translators in the Czech Republic or by a translator from abroad recommended by a relevant representative body of the Czech Republic in that country.

The list of Court Translators can be found at www.justice.cz

5. A proof of the fact that the school is recognized by the state under whose law the foreign certificate was issued as a part of its educational system in case the foreign certificate does not contain this information.
6. A valid passport.
7. Administrative fee of 1000 CZK.
8. Additional information depending on the country where the education was received

Country where education was obtained	Information
The Russian Federation	Officially certified copies of certificates and proof of the content and scope of education at a foreign school can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in the Russian Federation.
Ukraine	Officially certified copies of certificates and proof of the content and scope of education at a foreign school can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in Ukraine
Belarus	Officially certified copies of certificates and proof of the content and scope of education at a foreign school can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in Belarus.
Kazakhstan	Officially certified copies of certificates and proof of the content and scope of education at a foreign school can be done by a notary registered in Kazakhstan. Subsequently, these certified copies must be verified by Apostille. Authorities that issue apostilles can be found here http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41 . As well as it is recommended that you verify original documents by apostille.
Uzbekistan	Officially certified copies of certificates and proof of the content and scope of education at a foreign school can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in Uzbekistan.
India	Officially certified copies of certificates and proof of the content and scope of education at a foreign school can be done by a notary registered in India. Subsequently, these certified copies must be verified by Apostille. Authorities that issue apostilles can be found here http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41 . As well as it is recommended that you verify original documents by apostille.
Others	Contact the International Office of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.

1.2 Information for applicants for follow-up Master's study program

Recognition of foreign education is usually issued by Public Czech Universities that provide similar study modules.

The following documents are needed for the nostrification application:

1. Application for recognition of higher education (usually available on the website of the university)
If you need any help with the choice of the university providing recognition of your earned education, do not hesitate to contact the International Office at ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.
2. Original of university diploma (Submitting legally certified copies is recommended. Please read paragraph 5 carefully.)
3. Proof of the content and scope of education at foreign university - Diploma supplement/ Transcript (Submitting legally certified copies is recommended. Please read paragraph 5 carefully.)

It is a document describing and explaining the content and scope of the specialisation which applicants gained university education in. The following information has to be included:

- list of all courses completed during the university studies;
- ECTS credits or allocated number of class hours per week for all courses on the list,
- grades in all courses on the list,
- the grading scale.

Note: The documents have to be in the form of an original letter on university letterhead paper, with the signature of a responsible person and school stamp.

4. Certified translations into Czech or English. The translations have to be done by an interpreter registered in the List of Court Interpreters in the Czech Republic or by interpreters from abroad recommended by a relevant representative body of the Czech Republic in that country.

List of Court Translators in the Czech Republic can be found at www.justice.cz

If the original documents (diploma and transcript) were issued in English no translation is needed.

5. Additional information depending on the country where the education was received

Countries where education was obtained	Information
---	--------------------

The Russian Federation	Officially certified copies of university diploma and proof of the content and scope of education (Diploma Supplement, Transcripts) at a foreign university can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in the Russian Federation.
Ukraine	Officially certified copies of university diploma and proof of the content and scope of education (Diploma Supplement, Transcripts) at a foreign university can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in Ukraine.
Belarus	Officially certified copies of university diploma and proof of the content and scope of education (Diploma Supplement, Transcripts) at a foreign university can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in Belarus.
Kazakhstan	Officially certified copies of university diploma and proof of the content and scope of education (Diploma Supplement, Transcripts) at a foreign university can be done by a notary registered in Kazakhstan. Subsequently, these certified copies must be verified by Apostille. Authorities that issue apostilles can be found here http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41 . As well as it is recommended that you verify original documents by apostille.
Uzbekistan	Officially certified copies of university diploma and proof of the content and scope of education (Diploma Supplement, Transcripts) at a foreign university

	can be done by a notary registered with the Chamber of Notaries of the Czech Republic or notary registered in Uzbekistan.
India	Officially certified copies of university diploma and proof of the content and scope of education (Diploma Supplement, Transcripts) at a foreign university can be done by a notary registered in India. Subsequently, these certified copies must be verified by Apostille. Authorities that issue apostilles can be found here http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41 . As well as it is recommended that you verify original documents by apostille.
Others	Contact the International Office of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.

More information about Recognition of foreign education can be found at the website of the Ministry of Education, Youth and Sports www.msmt.cz.

Admission decision will be delivered to you personally as soon as you submit an officially certified copy of Certificate of recognition of foreign diploma/decision on recognition of a foreign diploma/Certificate of recognition of higher (bachelor) education.

Should you have any queries regarding **recognition of education**, please contact the International Office of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.:

Ing. Alena Rychtářová
rychtarova@is.savs.cz
+420 326 8 23049
Office B 113