

**INFORMATION FOR APPLICANTS FROM ABROAD**  
**FOR A SECOND-DEGREE (MASTER'S, ENGINEERING) UNDERGRADUATE**  
**STUDY OR A THIRD-DEGREE (PhD.) DOCTORAL DEGREE STUDY.**

**1. Applicants from the Czech Republic study under the same conditions as applicants from the Slovak Republic.**

**2. For the applicants with whom the Slovak Republic has concluded the contract on the mutual recognition of educational documents or of the state of the European Higher Education Area.**

Pursuant to § 39 of Act no. 422/2015 Coll. on the Recognition of Educational Documents and on the Recognition of Professional Qualifications and on Amendments to Certain Laws (hereinafter referred to as "the Act"), the proof of education pursuant to § 33 segment 1 of the Act and § 36 segment (1) and (2) of the Act issued by a recognized educational institution of a Member State or of the third country with which an international agreement on mutual recognition of educational documents has been concluded (Czech Republic, Federal Republic of Germany, Hungary, Croatia, Poland, Romania, Ukraine) with which the Slovak Republic is bound, has been recognized automatically as an equivalent document for the purposes of further studies. If it is a certificate of education pursuant to § 33 segment 1 of the Act issued by a recognized educational institution of the European Higher Education Area (Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, The Holy See, Hungary, Iceland, Ireland, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Macedonia, Turkey, Ukraine, the United Kingdom and Belarus) for the purposes of further studies, the degree of education is recognized as equivalent automatically.

**Applicant submits a written request on the recognition of education document at Alexander Dubček University (ADU) that must contain the following:**

- First name and surname of an applicant;
- Address of permanent residence or similar residence of applicant;
- Subject of request;
- Name and address of recognized university, where the document on completed education was issued;
- Year confirming the end of applicant's study;
- Applicant's signature.

**Annex to the request:**

- Copy of identification card;
- Verified copies of education documents;
- Document on the payment of administrative fee.

The applicant is required to submit a certified translation of the documents into Slovak language. ADU evaluates the request within 7 days from the delivery of the request. If the application does not have the prescribed formalities, the proceedings shall be interrupted and the applicant shall be asked to complete the missing documents or to remove the deficiencies of

the application. ADU will issue the resolution within 15 days of the delivery of complete application.

### **3. For the applicants from another Member State or a third country**

Under § 33 segment 1 of the Act Recognizing the Certificate of Education issued by recognized higher education institutions in another Member State or in a third country for the purpose of further studies shall be decided by ADU that carries out the study programmes in the same study or related fields of study as mentioned in the educational document.

The applicant shall submit a written application for recognition of educational documents which must contain the information referred in point 2. The application shall include in particular:

- Copy of identification card;
- Verified copies of education documents;
- Statement of completed subjects and completed exams;
- Verified copy of supplement to university diploma, if it is issued by the given recognized university;
- Information about the educational background, what is the subject of request (a copy is enough);
- Verification of authenticity of signatures and stamp of university on the education documents by an authorized authority of a member state or third state, if an international agreement does not determine it;
- Document on the payment of administrative fee (stamp in a value of 6.50 € - undamaged and unglued).

ADU, within the meaning of § 34 Act, decides about the recognition of educational documents until two months since the delivery of a complete request and also decides on the:

- Recognition of education document;
- Rejection of request on the recognition of education document;
- Assignment of differential exam.