

## **Recognition of Diplomas for the Continuation of Studies from Other Member State or from a Third State for Academic Purposes**

Pursuant to § 33 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, **the proof of education in the relevant branch of study**, issued by a higher education institution for the purpose of the continuation of studies is in the competence of Alexander Dubček University of Trenčín which pursues study programs in the same or similar branch of studies in respect of educational document.

**Applicant submits a written request on the recognition of education document at the District Office in Trenčín, 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.

Mandatory **documentation** submitted together with an application includes:

- copy of the identification document,
- certified copy the diploma or degree,
- transcript of completed courses and exams,
- certified copy of the diploma supplement, if issued by the HEI,
- information about the previous achieved level of education,
- authentication of signatures and seals on the original educational documentation by the competent body of the state in question (apostille, super legalisation), unless an international agreement states otherwise,
- proof of payment of the administrative fee.

The **administrative fee** for the recognition of diploma:

- if there is a bilateral agreement signed between the Slovak Republic and the country of origin: 5 EUR
- if the state of origin is a member of European Higher Education Area: 30 EUR

The applicant is also obligated to present a certified translation of the educational documents into the official language.