

1) Start by logging into your online application and then choose **Progress**.

The screenshot shows the 'My applications' page. At the top, there are two tabs: 'Admission' and 'Enter the SIS 3'. Below the tabs, there is a breadcrumb trail: 'Admission > My applications'. The main heading is 'My applications'. Below the heading, there are four buttons: 'My applications', 'General and faculty requirements', 'Search programme/branch', and 'Create a new application'. Below the buttons, there is a table with the following columns: 'Acad. year', 'Faculty', 'Programme/Branch of study', 'Type of study', 'Form of study', and 'Status'. The table contains one row with the following data: '2025/2026', 'FH', 'Gender studies', 'Progress', 'Master's (post-Bachelor)', 'full-time', and a person icon. The 'Progress' button is highlighted with a red box, and a red arrow points to it.

2) Then choose **Proof of Education**.

The screenshot shows the 'Admission procedure' page. At the top, there is a breadcrumb trail: '< My applications'. Below the breadcrumb, there are several buttons: 'Admission procedure', 'Personal data', 'Event dates', 'Written requests', and 'Proof of education'. The 'Proof of education' button is highlighted with a red box, and a red arrow points to it. Below the buttons, there is a button labeled 'Application details'.

3) Fill out the information about your high (secondary) school if you are applying for a Bachelor's programme, or about your university if you are applying for a Master's programme.

In the box **Education proven by:** choose:

If you are applying for a *Bachelor's programme*:

- **a foreign document concerning a foreign secondary education (it will be assessed)**

If you are applying for a *Master's programme*:

- **a foreign document concerning a foreign higher education (it will be assessed)**

The screenshot shows the 'Education proven by:' dropdown menu. The dropdown is open, showing three options: '---', '---', and 'a document proving general recognition of foreign higher education ("nostrification")'. Below the dropdown, there is a text input field labeled 'Original document title (in Latin alphabet):'. The input field contains the text 'a foreign document concerning a foreign higher education (it will be assessed)'. The input field is highlighted with a red box, and a red arrow points to it.

**4) Then submit PDF copies of your documents and click on *Save changes*.**

If you already have your documents available, you can submit scanned copies of all pages as an attachment to this request. Please note that the documents must also be physically sent as hard copies via post to the address of the faculty. In case of the automatic equivalency it is not necessary to send your diploma by post – it will be sufficient to submit it in person during the enrollment to studies.

Attachment: Diploma and its supplement.pdf Documents for assessment of foreign education



**5) The system will prompt you to pay the *fee*; the fee must be paid online by card.**



**6) If you need to submit additional attachments, you may do so after the request is filled. Log into your online application, open the *Proof of Education* section, submit the documents, and click on *Upload file*.**

