
Recognition of Foreign Diplomas and Degrees

I am applying for:

[Undergraduate study](#)

[Graduate study](#)

[Postgraduate study](#)

Undergraduate study

Following is information concerning the official recognition/nostrification process which is a mandatory part of the Faculty's admission process. Without finished nostrification/recognition process, you cannot be enrolled in any programme. You can start the process once you are sure you have been accepted to the programme. However, please take into consideration the approximate length of each individual procedures.

For the process, you will need your **secondary education diploma** and **diploma transcript**. You will not be using the original documents but notarized copies of the original. In some cases, these copies should be certified either through an [apostille](#) (in case of states that signed the Apostille convention) or [super-legalization](#) .

Please, bear in mind that **only copies in English or Czech language will be accepted** for this process.

Nostrification

Nostrification documents are issued by Regional Authorities ("krajský úřad"), the Metropolitan Authority of the Capital City of Prague ("Magistrát hlavního města Prahy"), or by the Ministry of Education, Youth and Sports. They have a life-long validity and can be used for any undergraduate (Bachelor's) admission processes in the Czech Republic, provided it is an admission to an undergraduate (Bachelor) programme.

A fee of 1,000 CZK is paid to the Regional Authority or the Metropolitan Authority within the framework of the procedure on recognition of the equivalence or validity of a foreign secondary education.

It is a time-consuming process so take into consideration that it might take up to 3 months for the process to be finished.

Applicants must submit mentioned notarized copies of high school documents along with a filled-in form to the selected office.

More information can be found [here](#) .

Recognition by the faculty

This process is done by the Faculty of Humanities itself. This process is intended for a single use only which means that you can use it for only one admission process at a time.

[How to request recognition by the Faculty:](#)

In your online application, you can find a new section: „Proof of education“. After clicking on this icon, a webpage will be displayed to you which details the ways of submitting proof of previous study. You will also see your personal information which you provided in your online application. Please, check this information (and edit it, if necessary) and choose how you want to submit your proof of previous study.

If you choose recognition by the Faculty (foreign secondary/higher education – it will be assessed), the system will generate a PDF request and a fee of 810CZK (to be paid online). Afterwards, you need to send your documents to the address of the Faculty. It is not necessary to submit a hard copy of the PDF request.

You need to submit these documents:

- An authenticated copy of the foreign certificate or a similar document proving foreign secondary education obtained by completing a secondary educational programme at a foreign secondary school operating under the legal regulations of another state;
 - The original or an authenticated copy of a document describing the content and scope of education completed at a foreign school (an overview of subjects including the number of hours of instruction for individual years of study).
- If needed, some additional documents may be required.

To verify requirements according to the state where your diploma has been issued, please check:

[List of states and the respective verification requirements](#)

For more information, please contact us at study@fhs.cuni.cz.

International and European Baccalaureate

If you graduated with European Baccalaureate (EB) then you need to submit a verified copy of your EB diploma along with an electronic form which you can find in your application. After that the recognition of your previous study is done automatically and it is free of charge.

If you graduated with International Baccalaureate (IB) you are exempt from the whole recognition process provided you passed the traditional Czech "maturita" exam along with it. If not then you will have to do either the nostrification or the recognition process with your IB diploma.

Automatic equivalency

If you are a holder of a document concerning a foreign secondary education completed with the "maturita" examination, if it is deemed automatically equivalent in the Czech Republic in accordance with its international agreements without any further administrative procedures – these are documents proving obtainment of the equivalent of Czech "maturita" in Slovakia, Poland ("swiadectwo dojrzalosci"), Hungary ("érettségi bizonyítvány"), and Slovenia.

In that case you have to submit only verified copies of your high school documents.

This does not apply for Czech-based international secondary schools that do have a traditional Czech "maturita" as a part of their educational system. In case the applicants graduated in one of the countries listed above, they only submit a request in their online application and notarized copies of their diploma, no other legalization is required.

Graduate study

Following are information concerning the official recognition/nostrification process which is a mandatory part of the Faculty's admission process. Without finished nostrification/recognition process, you cannot be enrolled in the study. You can start with the process once you are sure you have been accepted to the programme but take into consideration the approximate length of each individual procedures.

For the process, you will need your BA diploma and diploma transcript. You will not be using the original documents but notarized copies of the original. In some cases, these copies should be certified either through an [apostille](#) (in case of states that signed the Apostille convention) or [super-legalization](#). Also bear in mind that only copies in English or Czech language will be accepted for this process.

Nostrification

It is issued by one of the universities of Czech Republic. The best option to choose a university (it does not have to be the one you applied for) that has the same or at least a similar BA programme to your BA studies. Nostrification document has a life-long validity and as such it can be used for any admission processes provided it is an admission for graduate (Master) type of programme.

A fee of CZK 3,000 is paid to the university of your choice within the framework of the procedure on recognition of the equivalence or validity of a foreign secondary education. The whole process should take 30+ days after you submit all documents to the specific university.

Applicants must submit mentioned certified copies of BA documents along with a filled-in form to the selected office. The form can be found on the web pages of each specific university. Regarding Charles University, further information can be found [here](#).

Recognition by the Faculty

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If you choose recognition by the Faculty (foreign secondary/higher education – it will be assessed), the system will generate a PDF request and a fee of 810CZK (to be paid online). Afterwards, you need to send your documents to the address of the Faculty. It is not necessary to submit a hard copy of the PDF request.

You need to submit these documents:

- An authenticated copy of the foreign certificate or a similar document proving foreign secondary education obtained by completing a secondary educational programme at a foreign secondary school operating under the legal regulations of another state;
- The original or an authenticated copy of a document describing the content and scope of education completed at a foreign school (an overview of subjects including the number of hours of instruction for individual years of study).

If needed, some additional documents may be required.

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[List of states and the respective verification requirements](#)

For more information, please contact us at study@fhs.cuni.cz .

Automatic equivalency

If you are a holder of a foreign document concerning a foreign BA which is automatically equivalent in the Czech Republic in accordance with its international agreements without any further administration procedures – these include documents certifying completion of a programme of study in Slovakia (with the exception of diplomas issued by foreign branches of Slovak higher education institutions after 28 March 2015), in Poland, Hungary, or Slovenia.

If this is your case you have to submit only notarized copies of your BA documents along with an electronic form which you can find in your application.

Postgraduate study

Following are information concerning the official recognition/nostrification process which is a mandatory part of the Faculty's admission process. Without finished nostrification/recognition process, you cannot be enrolled in the study. You can start with the process once you are sure you have been accepted to the programme but take into consideration the approximate length of each individual procedures.

For the process, you will need your MA diploma and diploma transcript. You will not be using the original documents but notarized copies of the original. In some cases, these copies should be certified either through an [apostille](#) (in case of states that signed the Apostille convention) or [super-legalization](#) . Also bear in mind that only copies in English or Czech language will be accepted for this process.

Nostrification

It is issued by one of the universities of Czech Republic. The best option is to choose a University (it does not have to be the one you applied for) that has the same or at least a similar MA programme to your MA studies.

Nostrification document has a life-long validity and as such it can be used for any admission processes provided it is an admission for postgraduate (Ph.D.) type of programme. A fee of CZK 3,000 is paid to the university of your choosing within the framework of the procedure on recognition of the equivalence or validity of a foreign secondary education.

The whole process should take 30+ days after you submit all documents to the specific university.

Applicants must submit mentioned notarized copies of MA documents along with a filled-in form to the selected office. The form can be found on the web pages of each specific university. Regarding Charles University, further information can be found [here](#) .

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Automatic equivalency

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If this is your case you have to submit only verified copies of your MA documents along with an electronic form which you can find in your application.