

INFORMATION FOR APPLICANTS FROM ABROAD FOR A FIRST-DEGREE (BACHELOR) UNDERGRADUATE STUDY

The recognition of Educational Document, which is a certificate of school leaving examination and a certificate of final examination issued by a school established by another state in the territory of the Slovak Republic with the consent of a representative office of another state or a recognized secondary school in another Member State or in a third state for the purpose of continuing the study is decided on by the **District Office of Trenčín** after comparing the content and extent of an applicant's education with the content and extent of the education required by the National Educational Programme in the Slovak Republic.

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

2. Applicants with whom the Slovak Republic has concluded the contract on the mutual recognition of educational document

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 § 36 segment (1) 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.

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.

Annex to the request:

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

In the case of the recognition of a certificate of education of an underage persons, the application should be submitted by their legal representatives. The applicant is required to produce a certified translation of the documents into the Slovak language.

3. Applicants from another Member State or a third country

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.

Annex to the request:

- Copy of identification card;
- Verified copies of education documents;
- Statement of completed subjects and completed exams;
- The confirmation of officially recognised secondary school within the scope of practical lessons in the case of secondary vocational education or general secondary vocational education;
- 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).

In the case of the recognition of a certificate of education of an underage persons, the application should be submitted by their legal representatives. The applicant is required to produce a certified translation of the documents into the Slovak language.