
RECOGNITION OF CERTIFICATES OR THE LEVEL OF EDUCATION OR RIGHTS TO CONTINUE EDUCATION

Dear International Students!

As you have been informed during admission process you are obliged to finish the process of recognition of your certificate **not later than the end of the first study semester**, under the following regulations:

- Regulation of the Minister of Science and Higher Education of October 12, 2006 on the taking up and pursuit by foreigners of studies and training and their participation in scientific research and development work (Journal of Laws of 2016, item 1501)
- Act of Education System dated September 7, 1991 (Dz. U. [Journal of Laws] from 2016 item 1943)
- Regulation of the Minister of National Education dated March 25, 2015 on the proceedings for the recognition of a certificate or other document or confirmation of the educational qualifications or the entitlement to continue education, acquired in a foreign education system (Dz. U. [Journal of Laws] for 2015, item 447)

Below you will find all details regarding this procedure:

Documents which must be submitted for recognition of a certificate:

1. Application for recognition of a certificate or other document

2. Certificate:

a) original of the certificate with apostille placed on or attached to the document or a duplicate of the certificate with apostille placed on or attached to the document or a notarised copy of the certificate with apostille placed on or attached to the document;

The original of the certificate, a duplicate of the certificate or a notarised copy of the certificate with apostille placed on or attached to the document by a relevant authority of the state in which the certificate was issued should be filed if the certificate was issued by a school or educational institution from a state being party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, done at the Hague on 5 October 1961 ("Dziennik Ustaw" [Journal of Laws] of 2005, No. 112, items 938 and 939). The original of the certificate or a duplicate of the certificate is presented for inspection.

or

b) legalised original of the certificate or a duplicate of the certificate – if the certificate was issued by a state which is not a party to the Hague Convention;

The original of the certificate or a duplicate of the certificate should be legalised by:

- a consul of the Republic of Poland appointed for the state on whose territory or in whose educational system the certificate was issued, or
- educational authorities of the state on whose territory or in whose educational system the certificate was issued, or
- diplomatic mission or consular office of the state on whose territory or in whose educational system the certificate was issued, accredited in the Republic of Poland or other member state of the European Union, member state of the European Free Trade Association (EFTA) – party to the Agreement on the European Economic Area or a member state of the Organisation for Economic Co-operation and Development (OECD).

3. If on the certificate there is no information about the course/process of education the following documents must be attached:

- a) transcript of grades obtained during the final exam which enables completing school or a certain level of education;
- b) a list of subjects taught with grades
- c) information about the completed curriculum concerning:
 - the curriculum content,
 - the planned period of learning,
 - the grading scale,
- d) information about obtained qualifications for further education at a relevant level in the state in which the certificate was issued, including information about qualifications for applying for admission to tertiary education and the scope of such qualifications;

The aforementioned documents should be issued or certified by the school or educational institution which issued the certificate or they should be certified by educational authorities of the country which issued the certificate or in which system of education the school operates.

If the certificate or other document is not sufficient to recognise or confirm the level of education or the right to continue education, the Education Superintendent can ask for additional documents e.g. information concerning curriculum (its content) or arrange an interview in order to assess the level of education of the applicant. The Education Superintendent determines the scope of the interview. The applicant bears the costs of the interview.

5. Translation into Polish of all documents presented in a foreign language done by:

- a person entered by the Minister of Justice in the Roll of Sworn Translators, or
- a person registered as a sworn translator in a member state of the European Union, member state of the European Free Trade Association (EFTA) – party to the Agreement on the European Economic Area or a member state of the Organisation for Economic Co-operation and Development (OECD), or
- a consul of the Republic of Poland appointed for the state on whose territory or in whose educational system the certificate was issued, or
- diplomatic mission or consular office, accredited in the Republic of Poland, of the state on whose territory or in whose educational system the certificate was issued;

In the event that there are material difficulties with translation of documents into Polish, the educational superintendant may agree to accept a translation prepared by other entity whose credibility raises no doubts.

6. Photocopy of ID document confirming personal data of the owner of the certificate.

NOTE !!!

RECOGNITION OF A CERTIFICATE OR A LEVEL OF EDUCATION OR THE RIGHT TO CONTINUE
EDUCATION **IS NOT NECESSARY** IN CASE OF:

1. certificates or other documents issued by schools operating in educational systems of EU, OECD or EFTA members, which allow access to higher education institutions in those countries (at present: Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Ireland, Iceland, Israel, Japan, Canada, South Korea, Lichtenstein, Lithuania, Luxembourg, Latvia, Malta, Mexico, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, USA, Hungary, Great Britain, Italy).
2. IB diplomas (International Baccalaureate) issued by International Baccalaureate Organization in Geneva
3. EB diplomas (European Baccalaureate) issued by European Schools in accordance with the Convention drawn up in Luxembourg on 21 June 1994;
4. certificates issued in countries with which Poland has signed bilateral agreements concerning the recognition of education (certificates issued under the agreements which expired will still be recognized on the basis of those agreements).

The list of bilateral agreements can be found at: <http://www.nauka.gov.pl/uznawanie-wykształcenia/akty-prawne.html>

The Office suggests that you should come with a person who speaks polish language.

The applications (with set of necessary documents) have to be submitted to:

Kuratorium Oświaty w Poznaniu
plac Wolności 18,
room 322 (third floor)

Ewelina Wysocka
tel. (61) 670 40 86

Magdalena Zamoyska
tel. (61) 780 386 015

e-mail: kancelaria@ko.poznan.pl