

Legalisation, translation, recognition

Please be aware that **recognition of academic qualification process takes about 3 months**, therefore if you are sure you want to apply for the studies, you should start completing all the documents 3 months before the deadline.

Before starting the recognition process you may get an opinion on your credential (higher education diploma or academic degree and title). To do so please visit the website: <https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes>

1. Legalisation of foreign documents of education

Legalisation is the certification of a document's formal conformity with the law binding in the place of its issue or of the authenticity of the seals and signatures placed on the document. Legalisation of a document by the relevant authorities in the country in which it was issued increases its credibility.

A. Legalisation with Apostille

If a country in which a given document was issued is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded in The Hague, 5 October 1961, the document's legalisation is replaced by an Apostille certificate attached to it. The list of countries – parties to the Convention and the institutions authorised to issue the Apostille is available here:

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

B. Normal Legalisation

If a country in which a given document was issued is not a party to the aforementioned Convention, the document's legalisation remains the responsibility of a Polish consular office in that country. Depending on the type of a document, Polish consular offices will use one of the three categories of legalisation clauses: full legalisation, standard legalisation, authentication.

More information about legalization or apostille is available here:

<https://nawa.gov.pl/en/apostille-and-legalization/apostille-or-legalization-what-do-i-need>

The list of Poland's missions abroad is available at: <https://www.gov.pl/web/diplomacy>.

2. Translation by a sworn translator

All official documents issued abroad should be translated into Polish by:

- a Polish sworn translator registered on the list of translators published by the Ministry of Justice of the Republic of Poland

The list of Polish sworn translators may be found here:

<https://arch-bip.ms.gov.pl/pl/rejstry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>

- the consul of the Republic of Poland in the country in which documents were issued
- a person registered as a sworn translator in an EU member state, an EFTA member state, an EEA member state, or an OECD member state.
- an accredited diplomatic representative to Poland, or the consular office of the country in whose territory, or within whose educational system the documents in question were issued

3. Recognition of secondary-school certificate

Enrollment for the 1st degree studies is carried out on the basis of graduation certificate of secondary education (foreign certificates can be recognized by law or on the basis of a proper international agreement or the decision of recognition issued by the Board of Education in Poland). The points for graduation certificate of secondary education are calculated by the University Enrollment Committee and they determine admission to further qualification.

Secondary education and entitlement for enrollment for studies in Poland are confirmed by:

1. **Certificates and other documents issued by school or educational institution** functioning in the education system of European Union member countries, Organization for Economic Co-operation and Development (OECD) member countries, European Free Trade Association (EFTA) member countries – parties of the agreement of European Economic Area (EEA), which enable enrollment for studies in this countries.

It applies for certificate of secondary education in the following countries:

Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Great Britain, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Lichtenstein, Lithuania,

Luxemburg, Malta, Mexico, the Netherlands, New Zealand, Norway, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Sweden, Turkey, USA.

2. **Certificates IB** (International Baccalaureate) issued by the International Baccalaureate Organization in Geneva.
3. **Certificates EB** (European Baccalaureate) issued by the European Schools, according to the Convention defining the Statute of the European Schools, issued in Luxemburg on 21st of June 1994 (Journal of Laws from 2005, No 3, item 10).
4. **Certificates included in the international agreements:**

<https://www.gov.pl/web/nauka/umowy-dwustronne-dotyczace-uznawalnosci-wykszalcenia>

The Candidate who does not possess any of the above mentioned documents is obliged to make an official recognition (“nostryfikacja”) of his/her secondary-school certificate.

The “nostryfikacja” is done by the Board of Education, more information you will find at: <https://kuratorium.krakow.pl/recognition-of-certificate-issued-abroad-2/>

Procedure of recognition of the document

Recognition certificates were issued by the Board of Education to 30th of March 2015, now the Board of Education issues the decisions of recognition of the document issued abroad.

More information about the Recognition of Academic Qualifications may be found:

- on the website of the Polish National Agency for Academic Exchange:

<https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes/>

- on the ENIC-NARIC network website: <http://www.enic-naric.net/>