

Recognition of Educational Documents

Recognition of Full Secondary Education or Full Secondary Vocational Education for the Purpose of Continuing Studies

An applicant who has successfully completed secondary education or full secondary vocational education in a Member State of the European Union (with the exception of secondary education obtained in the Czech Republic), in Norway, Switzerland, Liechtenstein, the United Kingdom, Ukraine, Russia, China, Iceland, or in a third country, is required, for the purpose of continuing bachelor studies at Alexander Dubček University of Trenčín (hereinafter referred to as TnUAD), to submit a recognition statement of the level of education in paper form, together with a certified copy of the educational certificate (secondary school leaving certificate) in paper form and its official translation into the Slovak language. Information on obtaining and using the recognition statement of foreign education can be found on the website of the Ministry of Education, Research, Development and Youth of the Slovak Republic:

- <https://uznavanie.minedu.sk/en/category/recognition-statement>
- <https://www.russ-tn.sk/ziadost-o-uznanie-dokladu-o-strednom-vzdelani-na-pokracovanie-v-studiu-a-ine-ucely-dvojazyčna/>

Applicants for bachelor studies who completed secondary education in a country that does not issue a recognition statement are required to deliver by post or in person an officially certified copy of the decision on the recognition of the educational document (secondary school leaving certificate) obtained outside the territory of the Slovak Republic. The decision on the recognition of a foreign secondary education document is issued by the Regional Office of School Administration in the seat of the region where the applicant has permanent residence, or by the Regional Office of School Administration in Trenčín.

- uznavanie.minedu.sk/en/category/recognition-of-secondary-education

Recognition of Higher Education for the Purpose of Continuing Studies

Applicants for engineering/master studies who have completed a previous level of education abroad (except in the Czech Republic) are required to deliver by post or in person an officially certified copy of the decision on the recognition of the higher education document in the relevant field of study obtained outside the territory of the Slovak Republic. Information on the recognition of higher education documents is published on the website of the Ministry of Education, Research, Development and Youth of the Slovak Republic:

- <https://uznavanie.minedu.sk/en/navigator/10>

If an applicant fails to deliver the recognition statement of the level of education together with the required attachments (in the case of bachelor applicants who completed secondary education in one of the EU countries, except the Czech Republic, in Norway, Switzerland, Liechtenstein, the United Kingdom, Ukraine, Russia, China, or Iceland) or an officially certified copy of the decision on the recognition of the education document in the relevant field of study (in the case of other applicants) before the verification of meeting the admission requirements at the given faculty, the applicant may be admitted conditionally. The applicant is required to submit the mentioned documents no later than on the designated date of enrollment for university studies.

Recognition of Educational Documents for Other Purposes

According to § 60 of Act No. 422/2015 on the Recognition of Educational Documents and the Recognition of Professional Qualifications and on Amendments and Supplements to Certain Acts, when recognizing educational documents for the purpose of assessing the attained level of education, the procedure is governed by §§ 33 to 39 of the Act. If recognition of educational documents in the relevant field of study is required for the purpose of assessing the attained education, the procedure is governed by § 33 of the Act.

Recognition of Educational Documents in the Relevant Field of Study

In accordance with § 33 of Act No. 422/2015 Coll. on the Recognition of Educational Documents and the Recognition of Professional Qualifications and on Amendments and Supplements to Certain Acts (hereinafter referred to as the Act), the recognition of an educational document in the relevant field of study, such as a university diploma, state examination certificate, and document of awarded academic degrees, scientific-pedagogical titles, and artistic-pedagogical titles issued by a recognized higher education institution in another Member State or in a third country, for the purpose of continuing studies, is decided by a recognized higher education institution in the Slovak Republic that offers study programs in the same or related fields of study as those stated in the educational document.

If an applicant wishes to have an educational document recognized in a specific field of study or holds an educational document from another country (which is not a member of the European Higher Education Area and with which the Slovak Republic has not signed a bilateral agreement), the recognition of the higher education document issued by a recognized higher education institution in another Member State or in a

third country, for the purpose of continuing studies, is decided by the competent recognized higher education institution in Slovakia that offers study programs in the same field of study.

The Procedure for the Recognition of an Educational Document

The procedure for the recognition of an educational document begins on the day the application is delivered to TnUAD. The application must include:

Application HERE.

- the applicant's first name and surname;
- the applicant's permanent or similar residence address;
- the subject of the application;
- the name and address of the recognized higher education institution that issued the educational certificate; • the year of completion of the applicant's studies;
- the applicant's signature.

In accordance with § 33 (3) of the Act, the application for recognition of educational documents must be accompanied by:

- a copy of an identity document,
- certified copies of educational documents and their official translation into the Slovak language,
- a transcript of completed courses and examinations (certified copy) and its official translation into the Slovak language,
- a certified copy of the diploma supplement, if issued by the recognized higher education institution, and its official translation into the Slovak language,
- information about previous education attained before the education which is the subject of the application, and its official translation into the Slovak language,
- proof of payment of the administrative fee in accordance with the schedule of administrative fees:
 - €7 if the educational document is covered by a bilateral agreement on the mutual recognition of equivalence of educational documents with the country in which the document was obtained;
 - €40 if the educational document is not covered by any bilateral agreement.

The application must also include proof of payment of the administrative fee of €50 in accordance with the valid Organizational Directive 3-U004 on Tuition Fees and Fees Related to Studies at TnUAD, published on <https://www.tnuni.sk>.

Payment details for the administrative fee:

- Account number: SK 1381800000007000065375
- Account name: Trenčianska univerzita Alexandra Dubčeka v Trenčíne
- Constant symbol: 0308
- Variable symbol: 190120
- Note: applicant's first name and surname

Applications for the recognition of educational documents may be submitted in person or sent by post to the address: Alexander

Dubček University of Trenčín

Office of the Vice-Rector for Education

Študentská 2

911 50 Trenčín

Tel.: +421 32 7400 108

The applicant is obliged to submit a certified translation of documents into the Slovak language. In addition to the documents listed above, the applicant may be required to submit other documents and information if necessary to assess the equivalence of the educational document.

TnUAD will assess the application within 30 days from the date of delivery of the application. If the application does not meet the required conditions, the procedure will be suspended and the applicant will be asked to submit the missing documents or correct the deficiencies in the application within 30 days from receipt of the request.

In accordance with § 34 of the Act, TnUAD shall decide on the recognition of educational documents within two months of receiving a complete application and will decide on:

- the recognition of the educational document;
- the rejection of the application for recognition of the educational document; • the imposition of a differential examination.

The decision on the recognition of an educational document is not a document confirming the recognition of professional qualifications.

The higher education institution has the right, in addition to the above-mentioned attachments, to require the applicant to submit other documents and information for the purpose of assessing the equivalence of the educational document, such as verification of the authenticity of signatures and the school stamp on the educational document by the competent authority of the Member State or third country (apostille or superlegalisation).

The applicant is obliged to submit a certified translation of the documents into the state language.

Recognition of Educational Documents Based on International Agreements

The recognition of educational documents based on international agreements is decided by the Ministry of Education, Research, Development and Youth of the Slovak Republic (through the Centre for Recognition of Educational Documents – SUDV), in cases of diplomas, state examinations, or academic degrees issued in countries with which the Slovak Republic has concluded a relevant bilateral agreement.

The list of countries with which Slovakia has a bilateral agreement on the mutual recognition of educational documents includes the following:

- Czech Republic
- Hungary
- Federal Republic of Germany (valid for documents issued after 13 December 2003)
- Croatia
- Republic of Poland (agreements from 2006 and 2016)
- Romania
- Ukraine
- Russian Federation (valid from 1 July 2020)
- People's Republic of China (valid from 1 September 2020)

Between the Slovak Republic and the Republic of Austria, a Memorandum of Understanding on the recommendation for mutual recognition of qualifications in higher education has been signed, but it does not have the status of an international agreement.

The recognition of the level of education based on a higher education diploma, state examination certificate, or a document of awarded academic degrees issued by a recognized educational institution of a country within the European Higher Education Area, for the purpose of continuing studies, is decided by the Ministry of Education, Research, Development and Youth of the Slovak Republic.

List of states of the European Higher Education Area:

Albania, Andorra, Armenia, Austria, Azerbaijan, Kingdom of Belgium, Bosnia and Herzegovina, Bulgaria, Croatia*, Cyprus, Czech Republic*, Denmark, Estonia, Finland, France, Georgia, Germany*, Greece, Holy See, Hungary*, Iceland, Ireland, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Netherlands, Norway, Poland*, Portugal, Romania*, Russian Federation, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, North Macedonia, Turkey, Ukraine*, United Kingdom, and Belarus.

* A bilateral agreement has been signed with this state, therefore the procedure follows its provisions (the administrative fee is €7). Educational documents from recognized Czech schools issued in the territory of the Czech Republic are, for the purposes of academic recognition, equivalent in the Slovak Republic without recognition.

The recognition of full secondary and full secondary vocational education for the purpose of continuing studies (in the first cycle of study, i.e. applying for bachelor study programs) is under the competence of the locally relevant **Regional Office of School Administration**.

<https://www.minedu.sk/regionalne-urady-skolskej-spravy/>

An educational document in the relevant field of study, issued by a higher education institution for the purpose of continuing studies, falls under the competence of **Alexander Dubček University of Trenčín**, which provides study programs in the same or related field of study as the submitted educational document.

(If Alexander Dubček University of Trenčín does not offer the same or a related study program, you must find another university and submit your application there.)

Options for payment of the administrative fee (Application Fee):

1. by confirmation of payment of the administrative/judicial fee purchased at selected branches of Slovenská pošta, a.s. in the required value,
2. via the mobile application **eKolok** (Google Play, App Store),
3. via the web application **eKolok (Virtual Branch)** available at:
<https://m.ekolky.gov.sk/>

Applications submitted electronically through the Central Public Administration Portal (only in Slovak)

- slovensko.sk - Prihlásenie

The application must be accompanied by an officially certified copy of the certificate of completed studies or diploma. Translation into Slovak can be found at:

- [Registre - Ministerstvo spravodlivosti SR](#)

! Submitted notarized certified copies will not be returned !