

## Assessment of foreign secondary education in the admissions procedure of Charles University, Third Faculty of Medicine

If you want to study at university in the Czech Republic, you need to have your secondary education certificate recognized by the Czech recognition authority – the process of recognition differs according to the country you have completed the education in and is called "*nostrifikace*".

The faculty has to recognize whether the level of your previous education allows you to study at university and the validity of the foreign documentation. For the assessment you need to:

- 1) have the original of your high-school leaving certificate
- 2) take a **notary verified copy** of it (in Czech republic available at CheckPoint - post office) (*countries marked B - list of countries below*)
- 3) get an official translation to Czech or English language
- 4) get it authenticated in form of **Apostille** (*countries marked A - list of countries below*) or **Superlegalisation** (*countries marked L - list of countries below*)
- 5) Send the documents **in hard copy by post or deliver personally** (*the documents cannot be sent by e-mail*) to the faculty address:

**Third Faculty of Medicine, study division**  
**Ruská 87**  
**100 00 Prague 10**  
**Czech republic**

- 6) **Request** the form of assessment in your on-line application in the section "**Proof of education**"  
Mark your option (*mostly option d*), explained below:
  - a) *document proving general recognition of the equivalence or validity of a foreign document (so-called "nostrification")*
  - b) *European Baccalaureate*
  - c) *document automatically equivalent without any further administrative procedure*
  - d) *foreign document concerning a foreign education (will be assessed)*

### **a) document proving general recognition of the equivalence or validity of a foreign document (so-called "nostrification")**

- This document is generally valid for all Czech Universities and it is a general proof of international education
- It is 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.
- For more information see: [https://skoly.praha.eu/87436\\_RECOGNITION-OF-FOREIGN-EDUCATION](https://skoly.praha.eu/87436_RECOGNITION-OF-FOREIGN-EDUCATION)
- The faculty does not apply any fee. A fee of CZK 1000 is paid to the regional Authority within the framework of the procedure on recognition of the equivalence or validity of a foreign secondary education



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## **b) European Baccaulaureate**

- The applicant must submit:
  - An authenticated copy<sup>1</sup> of the European Baccaulaureate diploma.
- This applies only to the European Baccaulaureate
- Free of charge
- This does not apply to the *International Baccaulaureate*, which is described under letter (d)
  - If the International Baccaulaureate forms an integral part of the “maturita” certificate for students who passed the “maturita” examination in Czech language and literature in the common part of the “maturita” examination, such applicants submit in the admissions procedure an authenticated copy of the “maturita” certificate.<sup>2</sup>

## **c) a document automatically equivalent without any further administrative procedure**

- these are documents proving obtainment of the equivalent of Czech “maturita” in Slovakia, Poland (“swiadectwo dojrzalosci”), Hungary (“érettségi bizonyítvány”), and Slovenia.
- The applicant must submit:
  - An authenticated copy<sup>3</sup> of the foreign certificate or a similar document proving foreign secondary education obtained by completing a secondary educational program at a foreign secondary school operating under the legal regulations of another state.
- If needed the faculty will request the applicant to also submit the following documents:
  - Original or an authenticated copy<sup>4</sup> 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).
- Free of charge

## **d) a foreign document concerning a foreign secondary education**

- **The assessment is valid only for the admissions procedure at one faculty**
- The applicant must submit:
  - An authenticated copy<sup>5</sup> of the foreign certificate or a similar document proving foreign secondary education obtained by completing a secondary educational program
  - Original or an authenticated copy<sup>6</sup> 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 the faculty will request the applicant to also submit the following documents:
  - Additional information on the content and scope of foreign secondary education;
  - Additional information confirming that the programme of study was offered by an institution authorised to provide an education comparable to a secondary education under the Education Act;

<sup>1</sup> See FORMS OF AUTHENTICATION (page 4)

<sup>2</sup> A certificate of “maturita” examination issued by the schools that were granted approval by the Ministry of Education, Youth and Sports of a different manner of completion of education by “maturita” examination in the field of education 79-41-K/610 Upper Secondary General education (“Gymnázium”)

<sup>3</sup> See FORMS OF AUTHENTICATION (page 4)

<sup>4</sup> See FORMS OF AUTHENTICATION (page 4)

<sup>5</sup> See FORMS OF AUTHENTICATION (page 4)

<sup>6</sup> See FORMS OF AUTHENTICATION (page 4)



- A confirmation from the relevant foreign secondary school or other relevant foreign body (e.g., a Ministry of Education) certifying that a graduate of a secondary educational programme at the relevant foreign secondary school is entitled to apply for admission to study in a bachelor's or a long-cycle master's programme of study in the given foreign state.
- **THE DOCUMENT IS ASSESSED by the faculty**
  - in the case of a positive assessment, the document is accepted;
  - in the case of a negative assessment the applicant is required to submit a document under letter (a) (a general "nostrification")
- A fee of CZK 930 applies
  - **Payment details:** 930,- CZK or equivalent amount in Euro must be made by card on-line via an application to study in the section "**Proof of education**"
    - *foreign document concerning a foreign education (will be assessed)*

### Translations

Documents which are not originally issued in the **Czech, English, or Slovak** languages must be officially translated into the Czech or English languages.

If the official translation is made by other than a Czech certified translator, the sheets with translations must be attached to the authenticated copies of the documents they relate to in such a way that makes it impossible to subsequently change or replace the sheets containing the translation. Translations attached to unauthenticated copies of documents shall not be accepted.

### Other documents

If the situation of the applicant calls for it, the applicant also submits the following documents:

- a. A power of attorney, if the applicant is represented by an attorney for the purposes of proving compliance with the requirement for admission
- b. If the applicant's name changes, an authenticated copy of a document proving it (e.g., a certificate of marriage);
- c. An authenticated copy of the decision to award international protection, if the assessment is requested by a person listed in section 90 (4) of the Higher Education Act and if this person wishes to use the possibility of substituting a document with an affirmation.

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**Contact person in case of questions:** Marie Ghasemi

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## Forms of Authentication

**B – verified copy is required** (made by a Czech or foreign notary, by means of Czech Point service or at a Czech embassy abroad); for countries that signed multilateral convention on judicial assistance.

**A – the Apostille (uniform procedure of verification )**; for countries that signed multilateral convention on simplified verification of foreign public documents (The Hague Convention).

The Apostille is issued by a relevant institution of the country which issued the document – see: [http://hcch.e-vision.nl/index\\_en.php?act=conventions.authorities&cid=41](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41)

**A/B+ confirmation, L/B+ confirmation – the Apostille/superlegalization can be replaced by a verified copy of the document and additional confirmation from the foreign school.**

### Forms of supplementary verifications:

- 1) The foreign secondary school or higher education institution, based on a request sent by the applicant, confirms by e-mail to the faculty that the applicant is a graduate of this foreign secondary school or higher education institution,
- 2) OR the foreign secondary school / higher education institution sends the faculty a certificate of completed secondary education of the applicant / a transcript or diploma supplement of the applicant in a sealed envelope, or the applicant submits one of the above documents in a sealed envelope as part of the documents,
- 3) OR the official website of the foreign secondary school or higher education institution or the verification website, which the school uses, enables verification as to whether the applicant is one of its graduates (e.g., the possibility to download, after entering a password, the transcript of the applicant from the official website of the foreign higher education institution).

### L – superlegalization: documents must be verified:

**a) by the Ministry of Foreign Affairs of the state where the secondary school which issued the document has a registered address, or by the relevant foreign body AND ALSO**

**b) by the relevant embassy of the Czech Republic**

Document issued by	Required form of document verification
Afghanistan	B
Albania	B
Algeria	B
American Samoa	A
Andorra	A
Angola	A
Anguilla – Great Britain	A
Antarctica	L
Antigua and Barbuda	A
Argentina	A
Armenia	A
Aruba – Netherlands	A
Australia	A/ B+ confirmation
Austria	B



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Azerbaijan	A
Bahamas	A
Bahrain	A
Bangladesh	L
Barbados	A
Belarus	B
Belgium	B
Belize	A
Benin	L
Bermuda – Great Britain	A
Bhutan	L
Bolivia	A
Bosnia and Herzegovina	B
Botswana	A
Bouvet Island	L
Brazil	A
British Solomon Islands – Great Britain	A
British Virgins Islands – Great Britain	A
British Antarctic Territory – Great Britain	A
Brunei Darussalam	A
Bulgaria	B
Burkina Faso	L
Burundi	A
Cabo Verde	L
Cambodia	L
Cameroon	L
Canada	A/ B+ confirmation
Cayman Islands – Great Britain	A
Central African Republic	L
Ceuta	L
Colombia	A
Comoro Islands	A
Congo	L
Congo, Democratic Republic	L
Cook Islands	A
Costa Rica	A
Crete	B
Croatia	B
Cuba	B
Cyprus	B



Democratic People's Republic of Korea	B
Denmark	A/ B+ confirmation
Djibouti	L
Dominica	A
Dominican Republic	A
East Timor	L
Ecuador	A
Egypt	L
Equatorial Guinea	L
Eritrea	L
Estonia	A/ B+ confirmation
Ethiopia	L
Falkland Islands – Great Britain	A
Faroe Islands	L
Fiji	A
Finland	A/ B+ confirmation
France	B
French Polynesia	A
French Southern and Antarctic Lands	L
French Territory of the Afars and the Issas	A
Gabon	L
Gambia	L
Georgia	B
Germany	A/ B+ confirmation
Ghana	L
Gibraltar – Great Britain	A
Great Britain	A/ B+ confirmation
Greece	B
Greenland	L
Grenada	A
Guadeloupe – France	A
Guam – USA	A
Guatemala	A
Guinea	L
Guinea-Bissau	L
Guyana – France	A
Haiti	L
Heard Island and McDonald Islands	L
Honduras	A
Hungary	B



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Chad	L
Chile	A
China	L
China – only Hong Kong and Macao	A
Christmas Island	L
Iceland	A
India	A
Indonesia	L
Iran	L
Iraq	L
Ireland	A/ B+ confirmation
Isle of Man – Great Britain	A
Israel	A
Italy	A/ B+ confirmation
Ivory Coast	L
Jamaica	L
Japan	A
Jersey – Great Britain	A
Jordan	L
Kazakhstan	A
Kenya	L
Kiribati	L
Kosovo	A
Kuwait	L
Kyrgyzstan	B
Laos	L
Latvia	A/ B+ confirmation
Lebanon	L
Lesotho	A
Liberia	A
Libya	L
Liechtenstein	A
Lithuania	A/ B+ confirmation
Luxembourg	A/ B+ confirmation
Macau	L
Macedonia (FYROM)	B
Madagascar	L
Malawi	A
Malaysia	L
Maldives	L



Mali	L
Malta	A
Morocco	A
Marshall Islands	A
Martinique – France	A
Mauritania	L
Mauritius	A
Mayotte	L
Melilla	L
Mexico	A
Micronesia	L
Minor Outlying Islands – USA	L
Moldova	B
Monaco	A
Mongolia	B
Montenegro	B
Montserrat – Great Britain	A
Mozambique	A
Myanmar	L
Namibia	A
Nauru	L
Nepal	L
Netherlands	A/ B+ confirmation
Netherlands Antilles	A
New Caledonia – France	A
New Zealand	A/ B+ confirmation
Nicaragua	A
Niger	L
Nigeria	L
Niue	A
Norfolk Islands	L
Northern Mariana Islands – USA	A
Norway	A/ B+ confirmation
Oman	A
Pakistan	L
Palau	L
Panama	A
Papua New Guinea	L
Paraguay	A
Peru	A





Philippines	A
Pitcairn Islands	L
Poland	B
Portugal	A/ B+ confirmation
Puerto Rico – USA	A
Qatar	L
Republic of South Africa	A
Réunion – France	A
Romania	B
Russian Federation	B
Rwanda	L
Saint Helena – Great Britain	A
Saint Kitts and Nevis	A
Saint Lucia	A
Saint Pierre and Miquelon – France	A
Saint Vincent and the Grenadines	A
Salvador	A
Samoa	A
San Marino	A
São Tomé and Príncipe	A
Saudi Arabia	L
Senegal	L
Serbia	B
Seychelles	A
Sierra Leone	L
Singapore	L
Slovakia	B
Slovenia	B
Somalia	L
South Georgia	L
South Georgia and the South Sandwich Islands	A
South Korea	A
Spain	B
Sri Lanka	L
Sudan	L
Suriname	A
Swaziland	A
Sweden	A/ B+ confirmation
Switzerland	B



Syria	B
Taiwan	L
Tajikistan	A
Tanzania	L
Thailand	L
The Bailiwick of Guernsey – Great Britain	A
Togo	L
Tokelau	L
Tonga	A
Trinidad and Tobago	A
Tunisia	L
Turkey	A
Turkmenistan	L
Turks and Caicos Island - Great Britain	A
Tuvalu	L
Uganda	L
Ukraine	B
United Arab Emirates	L
United States of America	A/ B+ confirmation
Uruguay	A
Uzbekistan	B
Vanuatu	A
Vatican City	L
Venezuela	A
Vietnam	B
Virgin Islands of the United States	A
Wallis and Futuna – France	A
Yemen	B
Zambia	L
Zimbabwe	L

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