Annexe No. 2

**Application for Recognition of Document on Education**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **HOLDER OF THE DOCUMENT ON COMPLETED EDUCATION** | NAME OF DOCUMENT HOLDER: | | SURNAME OF DOCUMENT HOLDER: | | | | |
| Permanent residence of the applicant (street, number, postcode, country): | | | | | | |
| Contact address (street, number, postcode): | | | | | | |
| Maiden name: | | | | | Titles: | Citizenship: |
| Telephone number 🕿: | | | E-mail: | | | |
| Date of birth: | Place of birth: | | | | Country: | |
| Gender:  (cross out inappropriate) | female male | | | | | |
| **Completed Education** | | | | | | |
| **Degree of study:**  (cross out inappropriate) | **bachelor's degree** | | | **engineering (master's) degree** | | **doctoral degree** |
| **Name of the university/higher education institution** |  | | | | | |
| **Address of the university/higher education institution** |  | | | | | |
| **Year of completion of study** |  | | | | | |
| **Name of the country where the study was carried out** | 󠄃 document issued in a country with which the Slovak Republic has concluded an international agreement on mutual recognition of the equivalence of documents on education (administrative fee €7)  󠄃 document issued in a country with which the Slovak Republic has not concluded an international agreement on mutual recognition of the equivalence of documents on education (administrative fee €40) | | | | | |
| **Name of the study programme:** |  | | | | | |
| **Name of the field of study:** |  | | | | | |
| **Registration number of document:** |  | | | | | |
| **Degree awarded** |  | | | | | |
| By my signature, I give my consent to the processing of personal data in accordance with Act No. 18/2018 Coll. on personal data protection and, at the same time, I confirm the correctness of the data provided. | | | | | | |
| **Date:** | **Applicant’s signature:** | | | | | |

**The applicant shall submit the following documents with the application:**

1. a diploma or other document on education acquired abroad – original or notary-verified copy,
2. certified translation of the diploma into the Slovak language,
3. transcript of completed subjects and examinations or diploma supplement (with a transcript of completed subjects for the entire study) – original or notary verified copy,
4. translation of the transcript into the Slovak language,
5. the document of the previous highest completed education – copy,
6. in justified individual cases, UNIZA may request that the applicant submit a document with verified authenticity of signatures and stamp impressions in the form of a higher authentication (apostille or legalisation/superlegalization),
7. proof of identity (ID card, passport, identification card, etc.) – copy,
8. proof of payment of the administrative fee\* in the amount of €50 according to the directive on fees valid for the current academic year, payable by bank transfer,
9. confirmation of payment of the administrative fee in the amount of €7 or €40 via the electronic payment system eKolok (if the Slovak Republic has or has not concluded an international agreement on the mutual recognition of documents on education with the country in which the document was acquired).

\* **The administrative fee** at the University of Žilina for the recognition of documents on education can be paid by transfer to the State Treasury account in the form of IBAN: SK40 8180 0000 0070 0008 0700, SWIFT code: SPSRSKBAXXX, VS: 1907, SS: 08 190 0013; information for the recipient: document recognition, name and surname.

Submitted documents will not be returned; they must be archived with the decision.

Before submitting your application, please pay attention to the list of accredited study programmes at UNIZA. The list of study programmes can be viewed on the UNIZA website or the University Portal (portalvs.sk). UNIZA may decide on the recognition of a document only if the completed study programme/field of study is the same or related to those implemented by UNIZA.

If UNIZA does not offer study in the same or a related study programme/field of study, the list of accredited study programmes at universities in the Slovak Republic, maintained by the Ministry of Education, Research, Development and Youth of the Slovak Republic, can help you when looking for a suitable university in the Slovak Republic.