**Proof of required level of education in the admission process**

**at Jan Evangelista Purkyně University in Ústí nad Labem**

**for applicants who acquired higher education in a foreign country**

1. ***Conditions for proving completion of the required level of education***

Applicants who graduated from a foreign university and filed an application at the UJEP faculty for admission to follow-up master's or doctoral study programmes will prove their completed required level of education, i.e.,

* that they graduated from a university in a degree programme if they apply for admission to a follow-up master's study programme, or
* that they graduated from a university in a master's study programme if they apply for admission to a doctoral study programme,

in one of three ways:

1. ***they provide a document confirming the general recognition of foreign higher education in the Czech Republic,*** *i.e.,**they should submit the so-called “recognition” of foreign higher education;*

In such a case, the following attachments should be submitted along with the application

* an officially certified copy of the document confirming general recognition of foreign higher education in the Czech Republic issued pursuant to Section 89 under the Act on Higher Education Institutions or in accordance with former legal regulations, i.e., an officially certified copy of the so-called *“recognition” of foreign higher education* (the document can be obtained at authorities governing the recognition of foreign education – public higher education institutions, Ministry of Education, Youth and Sports, Ministry of the Interior of the Czech Republic, Ministry of Defence of the Czech Republic),

or

1. ***they provide a foreign document of foreign higher education equal to that in the Czech Republic under its international commitments without any further official procedure,*** *i.e., they should submit a foreign document certifying completion of a degree programme at a higher education institution*

* ***in Slovakia*** *(with the exception of a document issued after 28 March 2015 by a foreign branch of a Slovak university), or*
* ***in Poland****, or*
* ***in Hungary****, or*
* ***in Slovenia*** *(with the exception of a document certifying the completion of a bachelor study programme at a Slovenian university);*

In such a case, the following attachments should be submitted along with the application

* an officially certified copy of a diploma, final report or similar document (such as a certificate of completion) issued by the foreign university, including an official translation of the document into the Czech language (this does not apply to a diploma from Slovakia)
* and in the case of a diploma issued by a Slovak university after 28 March 2015 also a document issued by the university showing information about the name of the foreign country where the applicants completed their studies,

or

1. ***they present a foreign certificate of foreign higher education acquired by graduating from a degree programme at a university in a foreign country;***

In such a case, the following attachments should be submitted along with the application

* an officially certified copy of a diploma, final report or similar document (such as a certificate of completion) issued by a foreign university, including an official translation of the document into the Czech language (this does not apply to a diploma from Slovakia),
* an officially certified copy of a Diploma Supplement or copy of a list of completed courses (so-called Diploma Supplement or Transcript) issued by a foreign university, including an official translation of such a document into the Czech language (this does not apply to a diploma supplement from Slovakia)
* and in the case of a diploma issued by a Slovak university after 28 March 2015, also a document issued by such a university including information about the foreign country in which the applicants completed their studies,
* proof of payment confirming that the applicant has paid a fee for the assessment of foreign education,
* foreign education assessment form
* and after submitting the application, **if they are requested to do so by the Study Department of the UJEP Rectorate,** within the time period determined in the request they must also submit
* a document with authenticated signatures and imprinted stamps shown in the original of the diploma, or in the original of another similar document certifying the completion of higher education, unless an international treaty binding for the Czech Republic determines otherwise,
* additional information about the content and extent of the foreign higher education,
* a document from the respective foreign authority certifying that the particular university is authorized to provide higher education in the foreign country (certificate of accreditation),
* or, where necessary, a document as in (a), i.e. an officially certified copy of the so-called “recognition” of foreign higher education.

1. ***Other conditions for proving requested acquired level of education***
2. Should the situation of the applicant so require, the applicant must submit the following attachments along with the documents listed in part I.
   * an officially certified copy of a document proving the change of his/her name (e.g., a marriage certificate),
   * an officially certified copy of a decision on awarding international protection, should it relate to a person specified in Section 90 (4) of the Act on Higher Education Institutions and should the applicant want to use the possibility of replacing some of the documents with a statutory declaration.
3. All the foregoing documents must be sent by the applicant to the UJEP faculty he/she selected for submitting the application for study. An exception are documents requested by the Study Department of the UJEP Rectorate – the documents must be sent by the applicant following the instructions specified in the request.
4. Official certification of copies must be carried out in the Czech Republic by authorized persons (notaries) or authorities (e.g., Czech Point).
5. Official translations can only be carried out by interpreters/translators registered in the Register of experts and interpreters/translators of the Ministry of Justice of the Czech Republic.

**Contact:**  
Mgr. Jana Bejdlová  
Jan Evangelista Purkyně University in Ústí nad Labem  
Study Department, Rector's Office  
Tel .: +420 475 286 343  
E-mail: [jana.bejdlova@ujep.cz](mailto:jana.bejdlova@ujep.cz)