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

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

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

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

Applicants who graduated from a foreign secondary school and filed an application at the UJEP faculty for admission to bachelor’s or master’s (non-follow-up) study programmes, will prove their completed required level of education, i.e.,

* that they graduated from a secondary school and hold a secondary school leaving certificate

in one of four ways:

1. ***they provide a document confirming the general recognition of equality or validity of the foreign certificate of acquired secondary education in the Czech Republic,*** *i.e., they should submit the so-called “recognition” of foreign secondary 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 the equality or validity of a foreign certificate of completed secondary education in the Czech Republic issued under the School Act[[1]](#footnote-1) or in accordance with former legal regulations, i.e., an officially certified copy of the so-called “recognition” of foreign secondary education (the document can be obtained at the Regional Office, Prague City Hall or Ministry of Education, Youth and Sports),

or

1. ***they present a document that they have been awarded the European Baccalaureate;***

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

* an officially certified copy of the European Baccalaureate*,*

or

1. ***they present a document that they have been awarded the International Baccalaureate***[[2]](#footnote-2)***;***

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

* an officially certified copy of the International Baccalaureate*,*

or

1. ***they provide a foreign document of completed foreign secondary education and passed a school leaving examination equal to that in the Czech Republic under its international commitments without any further official procedures,*** *i.e., they should submit a foreign document certifying completion of secondary education with passed school leaving examination (A-Levels)*
* ***in Slovakia****, or*
* ***in Poland*** *(swiadectwo dojrzalosci), or*
* ***in Hungary*** *(érettségi bizonyítvány), or*
* ***in Slovenia;***

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

* an officially certified copy of the school leaving certificate or similar document (such as a certificate of completion) issued by the foreign secondary school, including an official translation of the document into the Czech language (this does not apply to a school leaving certificate from Slovakia),

or

1. ***they present a foreign certificate of foreign secondary education acquired by graduating from a foreign secondary school which authorises its holder in the specific foreign country to be admitted to a bachelor study programme or master’s study programme which does not link to a bachelor study programme;***

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

* an officially certified copy of the school leaving certificate or similar document (such as a certificate of completion) acquired by completing a secondary education programme at a foreign secondary school operating in compliance with the legal regulations of the foreign country, including an official translation of such a document into the Czech language,
* 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 certificate, or in the original of another similar document certifying the completion of secondary education, unless an international treaty binding for the Czech Republic determines otherwise,
* additional information about the content and extent of the foreign secondary education,
* a document from the respective foreign secondary school or another respective foreign authority certifying that the graduate of the secondary education programme of the respective foreign secondary school is authorized to apply for admission to a bachelor study programme or master’s study programme which does not link to a bachelor study programme in the specified foreign country,
* or, where necessary, a document subject to (a), i.e., an officially certified copy of the so-called “recognition” of foreign secondary 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

1. Act No. 561/2004 Sb., on Pre-school, Primary, Secondary, Tertiary Professional and Other Education (the Education Act), as amended. [↑](#footnote-ref-1)
2. A document issued by an International Baccalaureate World School authorized by the Swiss foundation International Baccalaureate or affiliated with an association of International Baccalaureate World Schools recognized by the Swiss foundation International Baccalaureate. [↑](#footnote-ref-2)