## **Secondary Education Recognition (Nostrification)**

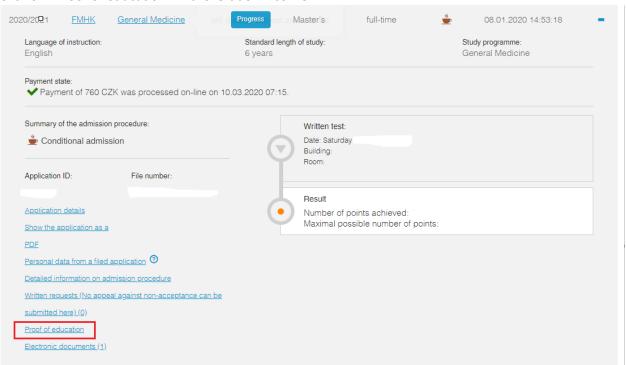
- 1) To apply for nostrification, you need to log in the system, where you applied for the study. There, you will find the list of your submitted applications for study.
- 2) First click on the "cross" symbol ("Expand") on the right side of the application, which rolls out and appears in full.



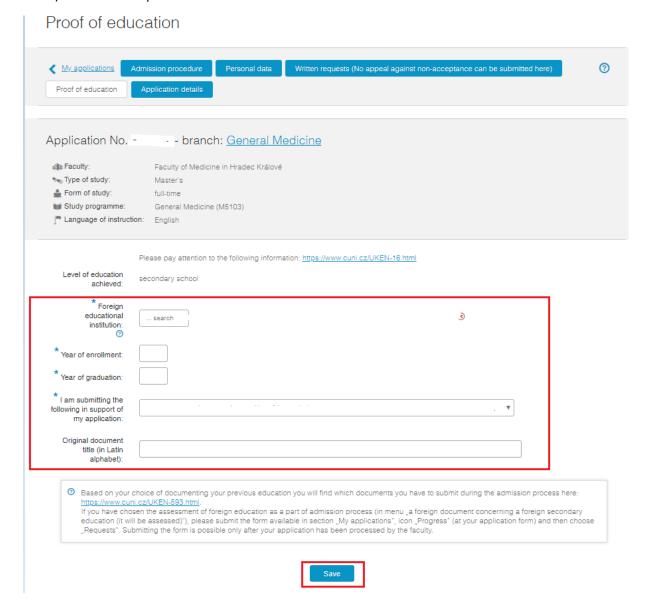
Applicant Charles University

Admission Enter the SIS 3 Admission > My applications My applications My applications 3 Programme/Branch of study Type of study Form of study Last change Acad. year Faculty Status Expand 2019/2020 **EMHK** General Medicine Master's full-time 亩 26.04.2019 06:26:21

3) Click on "Proof of education" in the left down corner.



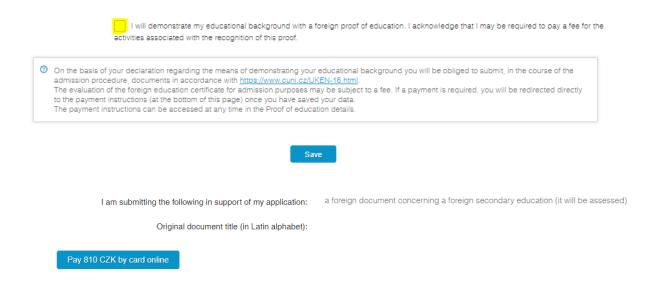
4) Fill in the required fields and then click on Save.



- 5) **PLEASE BE AWARE THAT** the box "I am submitting the following in support of my application" is crucial in this step. You are offered 4 options (as those listed from a) to d) <u>below</u>) and only those who select the option of having their documents inspected by the Faculty will pay the fee for the process.
- 6) It is recommended that you attach scans of your secondary school certificates to be sent for a **preliminary check**. If the website does not allow you to attach the documents, please send them to this email address: rozkosos@lfhk.cuni.cz

**BEAR IN MIND** that the scans sent serve the purpose of a preliminary check <u>only</u> and <u>ALL</u> <u>ADMITTED APPLICANTS</u> will be asked to send the documents by post if the preliminary check is successful.

7) Click on "Save" and the application process is done. Once again, those who are applying for having their documents recognised by the Faculty will be invited to pay the fee by card. You need to tick the below sentence to be able to submit the request completely. Once saved, you will be



## **PLEASE NOTE:**

- each applicant, regardless of what condition from a) to d) they fulfil, has to apply for secondary school education recognition during their on-line registration in the university system.
  - a. Nostrification by the education department of recognition authority at any regional authority (Krajský úřad) in the Czech Republic.
  - b. The European Baccalaureate diploma (NOT an IB diploma which requires either option a) or d)
  - c. Diploma issued by a secondary school accredited in Slovakia, Poland, Hungary or Slovenia
  - d. Nostrification in terms of the admission procedure processed by our faculty
- HOWEVER, only those who wish to have their certificates recognised by the Faculty will be charged
  810 CZK and asked to pay immediately by card. No other mode of transaction is possible. Those who fulfil one of the conditions a) to c) are not charged.
- Each student has to provide us with the following documents:
- Secondary school certificate/diploma
- Certificate of the final examination results
- Study reports from last two years of study
- Confirmation that the acquired education entitles the student to study at higher education institution (university) in the given country (country where the school is accredited) – can be included in any of the above documents

Students who will receive their final certificate after 1st October have to obtain at least an official letter from their secondary school confirming the completion of the secondary school education, results of the final examination and that the acquired level of education entitles the student to study at higher education institution (university) in the given country (country where the school is accredited).

All of the above mentioned documents have to be validated (officially verified) by a lawyer, solicitor or notary public and must contain apostille or super-legalization clause. Apostille is sufficient for countries listed here: <a href="http://www.apostille.org.uk/apostille-countries">http://www.apostille.org.uk/apostille-countries</a>. Documents issued in countries not included in the list require super-legalization (verification by locally competent Czech Embassy). The documents have to reach our Study Department the latest 3 weeks before enrolment into study.

PLEASE NOTE that all documents have to be officially translated into English or Czech language!