

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.



CHARLES UNIVERSITY

Applicant
Charles University

Admission

Enter the SIS 3

[Admission](#) > My applications

My applications

My applications

General and faculty requirements

Programmes/Branches

Life-long education courses

Create a new application



Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change	
2019/2020	FMHK	General Medicine	Master's	full-time		26.04.2019 06:26:21	Expand

- 3) Click on “Proof of education” in the left down corner.

2020/2021 [FMHK](#) [General Medicine](#) will do **Progress** not a Master's full-time 08.01.2020 14:53:18

Language of instruction: English Standard length of study: 6 years Study programme: General Medicine

Payment state:
✔ Payment of 760 CZK was processed on-line on 10.03.2020 07:15.

Summary of the admission procedure:
 Conditional admission

Application ID: File number:

[Application details](#)
[Show the application as a PDF](#)
[Personal data from a filed application](#)
[Detailed information on admission procedure](#)
[Written requests \(No appeal against non-acceptance can be submitted here\)](#) (0)
[Proof of education](#)
[Electronic documents](#) (1)

Written test:
Date: Saturday
Building:
Room:

Result
Number of points achieved:
Maximal possible number of points:

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

Proof of education

[My applications](#) | [Admission procedure](#) | [Personal data](#) | [Written requests \(No appeal against non-acceptance can be submitted here\)](#) | [?](#)

[Proof of education](#) | [Application details](#)

Application No. - - - - - branch: [General Medicine](#)

Faculty: Faculty of Medicine in Hradec Králové
Type of study: Master's
Form of study: full-time
Study programme: General Medicine (M5103)
Language of instruction: English

Please pay attention to the following information: <https://www.cuni.cz/UKEN-16.html>

Level of education achieved: secondary school

* Foreign educational institution: [?](#)

* Year of enrollment:

* Year of graduation:

* I am submitting the following in support of my application:

Original document title (in Latin alphabet):

[?](#) Based on your choice of documenting your previous education you will find which documents you have to submit during the admission process here: <https://www.cuni.cz/UKEN-593.html>.
If you have chosen the assessment of foreign education as a part of admission process (in menu „a foreign document concerning a foreign secondary education (it will be assessed)“), please submit the form available in section „My applications“, icon „Progress“ (at your application form) and then choose „Requests“. Submitting the form is possible only after your application has been processed by the faculty.

[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) below) 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 **only** and **ALL ADMITTED APPLICANTS** 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

I will demonstrate my educational background with a foreign proof of education. I acknowledge that I may be required to pay a fee for the activities associated with the recognition of this proof.

On the basis of your declaration regarding the means of demonstrating your educational background you will be obliged to submit, in the course of the admission procedure, documents in accordance with <https://www.cuni.cz/UKEN-16.html>. The evaluation of the foreign education certificate for admission purposes may be subject to a fee. If a payment is required, you will be redirected directly to the payment instructions (at the bottom of this page) once you have saved your data. The payment instructions can be accessed at any time in the Proof of education details.

Save

I am submitting the following in support of my application: a foreign document concerning a foreign secondary education (it will be assessed)

Original document title (in Latin alphabet):

Pay 810 CZK by card online

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: <http://www.apostille.org.uk/apostille-countries>. 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!