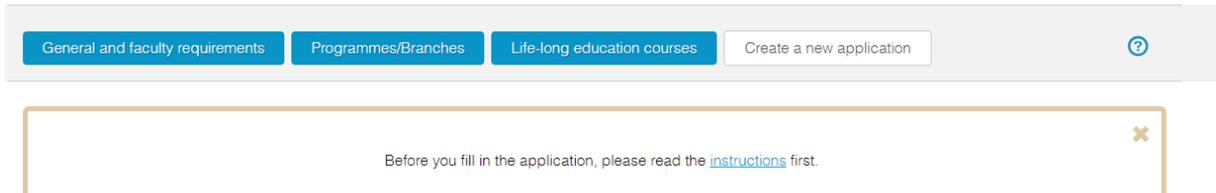


## Secondary Education Recognition (Nostrification)

- 1) After you have been sent a confirmation email to finish the registration **of your university account**, you are redirected to a new web window with the heading “Create a new application”. This is to create an **application for study (NOT yet the application for nostrification)**.

### Create a new application

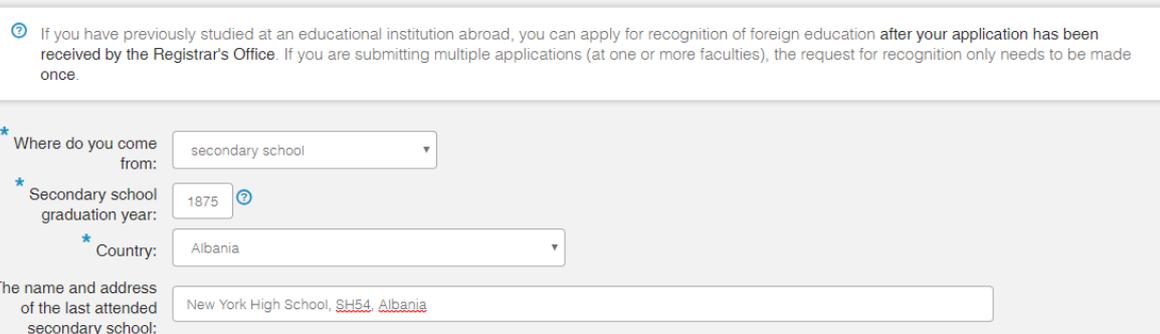


General and faculty requirements Programmes/Branches Life-long education courses Create a new application

Before you fill in the application, please read the [instructions](#) first.

- 2) Fill in all the boxes required, most importantly, your previous secondary school studies. Conveniently, the information box gives you directions as what to do next when it comes to recognition of foreign education.

### Previous secondary school studies



If you have previously studied at an educational institution abroad, you can apply for recognition of foreign education **after your application has been received by the Registrar's Office**. If you are submitting multiple applications (at one or more faculties), the request for recognition only needs to be made once.

\* Where do you come from: secondary school

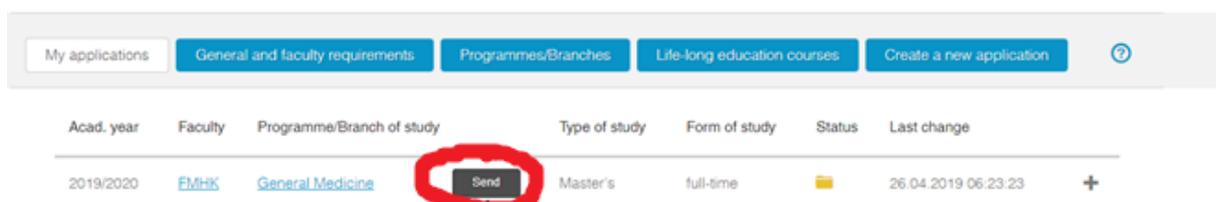
\* Secondary school graduation year: 1875

\* Country: Albania

\* The name and address of the last attended secondary school: New York High School, [SH54](#), Albania

- 3) Next, click on “SEND” by which you make your application official as it is now officially submitted to the Study Department.

### 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	<a href="#">FMHK</a>	<a href="#">General Medicine</a>	Send	Master's	full-time	Status icon	26.04.2019 06:23:23	+

- 4) Now you need to wait for the Study Department to confirm receiving your application. Once it is received, the symbol of a stamp appears in the column "Status".

## My applications

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2019/2020	<a href="#">FMHK</a>	<a href="#">General Medicine</a>	Progress	Master's	full-time	Received by the study department

- 5) **NOW COMES THE MOST IMPORTANT PART IN THE NOSTRIFICATION PROCESS:** to apply for nostrification, first click on the "cross" symbol ("Expand") on the right side of the application, which rolls out and appears in full.

Application ID: [REDACTED] File number: [REDACTED]

[Application details](#)

[Show the application as a PDF](#)

[Personal data from a filed application](#) ?

[Detailed information on admission procedure](#)

[Written requests \(0\)](#)

- 6) Click on "Application details" and at the very top of the page, click on "Written requests".

## Application details

[My applications](#) [Admission procedure](#) [Personal data](#) [Written requests](#) [Application details](#)

- 7) Then, click on the button "Submit a written request" and then, in the new window, choose as a type the line "Recognition of Foreign Education".

### Submitted requests

Type	Submission date	Status date	Outcome	Processed on
* no data found				

[Submit a written request](#)

## Submit a written request

\* Type:

\* Text of request:   
Other application concerning the admissions procedure  
Recognition of Foreign Education

Min length 50 characters, typed 0, 50 remaining.

Attachment: -  

- 8) Lastly, fill in the form. **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.
- 9) It is recommended that you attach scans of your secondary school certificates to be sent for a preliminary check. **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.
- 10) Click on “Submit request” 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.

**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 **690 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!