

## **VERIFICATION of the DIPLOMA**

- you need to find out the verification requirements for a particular country where you want to practice medicine/dentistry, the verifying process may be different for each country, some of them need superlegalization, some notarization only and some countries may not even need it. Some of them need the original to be verified, some “just” the copy.
- if the original is not required, not to spoil your original Diploma, have the Latin Diploma copied and the copy officially verified!!!
- get the English translation of your Diploma or the notarized copy (dependent on the country) after having all the stamps. If you get the English translation before obtaining the stamps (that are in Czech only), you will have to get the stamps translated separately on top, therefore will pay twice, need more time, etc.

## **NOTARIZATION OF THE DIPLOMA**

- In Prague centre there are plenty of notary offices on Národní třída, Na Příkopě, U Prašné brány, Dlouhá street, etc. for the official verification of the copies - at these places, you should be also able to get the originals copied, for ex.:

**JUDr. Bohdan Hallada**

U Prašné brány 1078/1  
110 00 Praha 1

Tel: +420 224 811 619

Tel: +420 224 811 322

e-mail: [sekretariat@hallada-novotny.cz](mailto:sekretariat@hallada-novotny.cz)

**JUDr. Jaroslava Voclová**

Senovážné náměstí 978/23  
110 00 Praha 1

Tel: +420 224 142 023

e-mail: [office@voclova.cz](mailto:office@voclova.cz)

- In Hradec Králové you may contact:

**JUDr. Marcalík**

Havlíčková 404/2  
Hradec Králové 2

Tel: +420 495 514 208

e-mail: [mmarcalik.notar@nkcr.cz](mailto:mmarcalik.notar@nkcr.cz)

## **(SUPER)LEGALIZATION OF THE DIPLOMA**

**Higher verification of higher education diplomas and diploma supplements issued by universities in the Czech Republic for the purpose of their use abroad**

Procedure of legalization /apostillization of diplomas and certificates of education is the following:

**1. Legalization by the Ministry of Education, Youth and Sport of the Czech Republic**

**(Ministerstvo školství)**

Odbor vysokých škol - Department of Higher Education (no. 30)

Karmelitská 529/5

118 12 Praha 1

Oddělení zahraničních studentů - Division of the foreign students

Building C, 2nd floor, door No. 202 (legalizace diplomů)

**Contact person: Ing. Jiří Johánek**

**Tel.:** +420 234 811 532

**E-mail:** [jiri.johanek@msmt.cz](mailto:jiri.johanek@msmt.cz)

**Office hours:**

Monday 9 a.m. - 12 a.m. & 1 p.m. – 3 p.m.

Wednesday 9 a.m. - 12 a.m. & 1 p.m. – 3 p.m.

Tue, Thu and Fri CLOSED

Documents for legalization can be submitted 15 minutes before the end of the office hours at the latest.

Only the following documents can be legalized:

original diploma and diploma supplement or copies of these documents validated by a notary.

No other university documents can be legalized.

Applicants are obligated to bring 100 CZK tax stamp (kolek) for each document.

Tax stamps can be bought at every post office.

- "**legalizační razítko (legalization stamp)**" to original diploma, notarised/verified copy of the diploma or the translation of the diploma; 100,- CZK (*paid in fee stamp – in Czech language „kolek“ (one fee stamp for legalization of one signature and seal). It is necessary to bring own fee stamps (bought at any post office). No fee stamps are sold at the Ministry of Justice!*

**AND**

**2. Ministerstvo zahraničních věcí ČR (Ministry of Foreign Affairs of the Czech Republic)**

Konzulární odbor - Oddělení legalizace veřejných listin

Hradčanské náměstí 5

110 00 Praha

Česká republika

**Tel.:** +420 224 182 153, +420 224 182 188

**E-mail:** [legalizace@mzv.cz](mailto:legalizace@mzv.cz)

**Office hours:**

Mon, Wed 8 a.m. - 12 p.m. & 1.30 p.m. - 5 p.m.

Tue, Fri 8 a.m. - 12 p.m.

THURSDAY - CLOSED

- "**superlegalizační razítko (superlegalization stamp)**" / **apostille:**

Applicants are obligated to bring 100 CZK tax stamp for each document.

(Tax stamps (kolek) can be bought at every post office)

**Ministry of Justice of the Czech Republic is not competent for legalization /apostillization of these documents!**