

## Simplified nostrification process

*Nostrification* is verification that Degree from secondary school you received in your Country has the same value as Degree received in Czech Republic. This proves that your previous studies are equal to a comparable Czech education and your *diploma* is valid in the Czech Republic.). Student needs to finish High school/Secondary school and only after he/she can apply to attest this document (diploma) by Ministry of education, Ministry of foreign affairs or both of these Ministries at his/her home country.

Only now the documents can be superlegalized from the Embassy of the country where student finished his/her studies. If the superlegalisation is correct, than student can apply at Czech institution that does the nostrification by completing their application form.

If the Czech Republic is not bound by an international agreement to recognise a certain foreign school report as equal with the education certificate issued in the Czech Republic, the Regional Authority shall decide on nostrification. Nostrification process takes approximately **4-6 months**. More information about **recognition of foreign education**, including application, can be found [here](#).

1. Make an officially certified copy of your **Foreign Degree, Diploma or Certificate** (hereinafter referred to as “**Diploma**“) and also of a **document proving the content and scope of education completed** in a foreign school (A foreign school report must clearly indicate the content and scope of school subjects – names of subjects and number of hours per school year. The report of last 4 years of secondary education.).
2. Validate (legalize) **the original and the officially certified copy** of your **Diploma and also of a document proving the content and scope of education completed** in a foreign school (a foreign school report must clearly indicate the content and scope of school subjects – names of subjects and number of hours per school year) by your home **Ministry of education** and by **Ministry of foreign affairs and also by Czech embassy** in your home country. Keep the order of verification: first Ministries and only after the Embassy.
3. Get official **translation into Czech language of all documents** (or its officially certified copies) mentioned in point 1 and 2. A translator listed on the Register of Certified Forensic Experts and Translators of the Czech Republic.
4. Prepare the application. The application will contain the request, and required documents. The required documents are as follows:
  - a) *the original of a foreign school report or its officially certified copy*
  - b) *a document proving the content and scope of education completed in a foreign school*
  - c) *a document proving that the school concerned is recognized by the country according to whose legal framework the foreign school report was issued as a part of the education system if this is not clearly indicated by the foreign school report*
  - d) *proof of payment for administrative charge – 1000,- Czech crowns*
  - e) *the address in the Czech Republic (e.g. copy of the passport, rent treat, proof of accommodation etc....)*

5. If there is **an attorney** (above all for underage applicant - younger than 18 years) or **an agent** who will act in your name, you need to attach it to your application.
6. **In case you live in Prague** (you have an address in Prague), you submit an Application to the Registry (in Czech: Podatelna) of the Prague City Hall (Jungmannova 29/35, Prague 1 – groundfloor). Prague City Hall is authorized locally only for the City of Prague. If you do not live in Prague, you will apply in the city where you live. It must be in Czech Republic.
7. The authority now decides about the nostrification. In many cases applicants are required to do **nostrification exams**. Applicants will receive a suggested date /it is possible to discuss it with authorities/, list of courses (subjects) and address of place where they will do nostrification exams. Applicants have usually 2 months to prepare for nostrification. Nostrification is always in a place of applicant's residence.
8. Applicant comes to a place where he does nostrification exams. If applicant doesn't speak Czech, he needs an official certified translator during the exams.
9. You do the exam and wait for results.
10. Our university cooperates with private organization who can help you with nostrification.

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