

Nostrification of Diplomas and Transcripts: Guidelines

IMPORTANT: the nostrification of your Master diploma in the Czech Republic (or presenting a valid Czech Master diploma) is a legal requirement for admission to the Czech PhD program. Final decision about your admission to the MA/PhD program is conditioned by the nostrification.

Please read the following carefully!

What is a nostrification?

Nostrification is granting recognition in the Czech Republic of a degree from a foreign university. It is usually done by Czech universities offering similar programs. To nostrify the Master diploma, also the Bachelor diploma must be nostrified.

How do I get my diplomas nostrified?

CERGE-EI offers **assistance** with the nostrification process to applicants either admitted directly to the program, or invited to the summer Preparatory semester. You do not need to contact any Czech universities yourself. But you need to **submit relevant materials to CERGE-EI by February deadline (see below)**.

How long does the nostrification process take?

Nostrification process is highly sophisticated and complicated procedure and may take **up to three months**. Please note that the process stops over summer months (July and August). Therefore it is very important to meet the February deadline for submitting the relevant documents to CERGE-EI.

What happens if my diplomas are not nostrified in time?

If the nostrification of your Master diploma is **not done prior to Final Admissions Committee meeting in August, you cannot be offered admission to the Czech PhD program** (and related financial support) – you could be offered admission to the US part of MA/PhD program only, with limited financial support set on individual basis.

What materials do I need to submit to CERGE-EI?

In order to have the assistance from CERGE-EI you have to submit **TWO notary verified copies of your Bachelor and Master diplomas and transcripts, with Apostille or Superlegalization** (if needed, see below), **translated into English**.

When do I need to submit these materials to CERGE-EI?

You have to submit these materials **together with the application to the PhD program BY THE END OF FEBRUARY**. NOTE: Your application package is considered incomplete if it does not contain all required documents! So please plan the following steps (notary copies, apostille / superlegalization, and translation into English) well ahead before the end of February!

Do I need the nostrification also for the diplomas issued in the Czech or Slovak Republic?

NO. Czech and Slovak diplomas do not need the nostrification. You only need to submit notary verified and translated (into English) diplomas together with your application to CERGE-EI.

What steps should I make before submitting my application to CERGE-EI?

You should follow the following guidelines. Note that detailed steps may differ according to the country in which you studied (details are below).

1. Bring your original Bachelor and Master diplomas and transcripts to a **notary**
2. Request **2 notarized copies** of the original documents that are to be used abroad (IMPORTANT: the notarization **MUST** be made by the notary, **NOT** by his/her assistant and **NOT** by your university)
3. Both these documents (**2 notarized copies** of your Bachelor and Master diplomas and transcripts) must be then **specialy verified** depending on the country where they were issued (there are several types of verifications according to the different agreements of the Czech Republic with different countries), **either by Apostille, or by Superlegalization**. There are also countries that do not need this verification: all details are below.
4. Bring your **2 notarized copies of your Bachelor and Master diplomas and transcripts with Apostille or Superlegalization (if needed) to a certified court translator** and ask him/her to make a certified translation **into English**. He/she **MUST** inseparably attach the translations to the notarized copies of your diplomas and transcripts.
5. Send these **2 notarized copies** of your Bachelor and Master diplomas and transcripts with Apostille or Superlegalization, translated into English **to CERGE-EI with your application package (by February deadline)**.

DETAILS OF STEP 3:

Steps for special verification of your diplomas, depending on the country where they were issued

Special verification of your diploma (Apostille/Superlegalization, step 3) depends on the country in which you were awarded your diploma. The table below indicates by a letter A, B or L what kind of special verification your diplomas and transcripts need in order to be nostrified:

A (APOSTILLE) – Apostille is an official document/stamp issued in the country where you studied, which certifies that the diploma is authentic.

What you need to do:

- Take your **2 notarized copies** of your diplomas and transcripts to the **Apostille Office in the country where your diplomas were issued** - contacts can be found here: www.hcch.net//index_en.php?act=conventions.authorities&cid=41
- Then follow steps 4 and 5 above

B (NO VERIFICATION REQUIRED) – only 2 notarized copies of your translated Transcripts and Diplomas are required in order to get the nostrification

What you need to do:

- Bring **2 notarized copies** of your diplomas and transcripts to a **certified court translator** and ask him/her to make a certified translation into English. He/she should inseparably attach the translations to the notarized copies of your diplomas and transcripts (step 4 above), and send the documents to CERGE-EI (step 5 above)

L (SUPERLEGALIZATION) – diplomas and transcripts must be verified by the **Ministry of Foreign Affairs of the state in which the diplomas were issued and a representative body of the Czech Republic there (Czech Embassy or Consulate)**.

What you need to do:

- Take your **2 notarized copies** of your diplomas and transcripts to the **Ministry of Foreign Affairs of the state in which the diplomas were issued, and ask for Superlegalization Stamp**.

- Submit these documents with Superlegalization Stamp to the **representative body of the Czech Republic in the country where the diplomas were issued and ask for verification.** (Contacts to be found at www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)
- Then follow steps 4 and 5 above

Table with list of countries and SPECIFICATION OF THE TYPE OF VERIFICATION needed:

NOTE: nostrification has **nothing to do with your nationality, but with the country where you studied.** For example, if you are from Serbia but you studied in Turkey, you need the verification valid for Turkey and you must contact offices in Turkey.

Country in which the diploma was issued	Verification
Afghanistan	B
Albania	B
Algeria	B
American Samoa	A
American Virgin Islands	A
Andorra	A
Angola	A
Argentina	A
Armenia	A
Aruba (The Netherlands)	A
Australia	A
Austria	B
Azerbaijan	A
Bahamas	A
Bahrain	L
Bangladesh	L
Barbados	A
Belgium	B
Belize	A
Belarus	B
Benin	L
Bermudas (United Kingdom)	A
Bhutan	L
Bolivia	L
Bosnia and Herzegovina	B
Botswana	A
Brunei Darussalam	A
Bulgaria	B
Burkina Faso	L
Burundi	L
Ceuta	L
Cayman Islands (United Kingdom)	A
Cambodia	L
Cameroon	L
Canada	L
Cape Verde Islands	L
Cook Islands	A
Central African Republic	L
Chad	L
Chile	L
China (Hongkong and Macao only)	A

Christmas Islands	L
Colombia	A
Comor Islands	A
Congo	L
Costarica	L
Crete	L
Cuba	B
Croatia	B
Cyprus	B
Denmark	L
Dominican Republic	A
Djibouti	L
Egypt	L
Ecuador	A
Equatorial Guinea	L
Eritrea	L
Estonia	A
Ethiopia	L
Faroe Islands	L
Falkland Islands (United Kingdom)	A
Fiji	A
Philippines	L
Finland	A
France	B
Gabon	L
Gambia	L
Germany	A
Ghana	L
Gibraltar (United Kingdom)	A
Grenada	A
Greenland	L
Georgia	A
Greece	B
Guatemala	L
Guinea	L
Guinea-Bissau	L
Guadelupe (France)	A
Guyana (France)	A
Haiti	L
Honduras	A
Hungary	B
India	A
Indonesia	L
Iraq	L
Iran	L
Ireland	A
Iceland	A
Italy	A
Isle of Man (United Kingdom)	A
Israel	A
Ivory Coast	L
Jamaica	L
Japan	A
Jordan	L

Kazakhstan	A
Kenya	L
Kiribati	L
Korea (South)	L
Korea North	B
Kuwait	L
Kyrgyzstan	B
Laos	L
Latvia	A
Lesotho	A
Lebanon	L
Liberia	A
Libya	L
Liechtenstein	A
Lithuania	A
Luxembourg	A
Macau	L
Madagascar	L
Macedonia	B
Malaysia	L
Malawi	A
Maldives	L
Mali	L
Malta	A
Martinique	A
Mauritius	A
Mauritania	L
Mayotte	L
Melilla	L
Mexico	A
Micronesia	L
Moldova	B
Monaco	A
Mongolia	B
Montserrat (United Kingdom)	A
Monte Negro	B
Morocco	L
Mozambique	A
Myanmar	L
Namibia	A
Nauru	L
Nepal	L
Netherlands Antilles	A
Netherlands	A
New Caledonia (France)	A
New Zealand	A
Niger	L
Nigeria	L
Nicaragua	L
Niue	A
Norfolk	L
Norway	A
Oman	L
Pakistan	L

Palau	L
Panama	A
Papua New Guinea	L
Paraguay	L
Peru	L
Pitcaim	L
Poland	B
Portugal	B
Puerto Rico (USA)	A
Qatar	L
Réunion (France)	A
Romania	B
Russian Federation	B
Rwanda	L
Salvador	A
Samoa	A
San Marino	A
Saudi Arabia	L
Senegal	L
Seychelles	A
Sierra Leone	L
Singapore	L
Slovakia	B
Slovenia	B
Somalia	L
Serbia	B
Sri Lanka	L
South Africa	A
Sudan	L
Suriname	A
Saint Helena (United Kingdom)	A
Saint Lucia	A
St. Kitts and Nevis	A
Saint Pierre and Miguelon (France)	A
Saint Thomas	L
Saint Vincenc and Grenadines	A
Swaziland	A
Syria	B
Solomon Islands	L
Spain	B
Sweden	A
Switzerland	B
Tajikistan	L
Tanzania	L
Thailand	L
Taiwan	L
Togo	L
Tokelau	L
Tonga	A
Trinidad and Tobago	A
Tunisia	A
Turkey	A
Turkmenistan	L
United Arab Emirates	L

United Kingdom	A
Uganda	L
Ukraine	B
USA	A
Uruguay	L
Uzbekistan	B
Vanutu	L
Vatican	L
Venezuela	A
Vietnam	B
Virgin Islands (United Kingdom)	A
Yemen	B
Zambie - Zambia	L
Zimbabwe	L