

This is a document prepared by CERGE-EI Study Affairs Office to explain the process of verification of the documents on previous education to applicants. Under no circumstances it should be taken as an official or exhaustive list. This document describes the general procedures that may differ in particular countries. For official information, please always verify with the Czech Embassy in the country of your previous studies.

# Verification of Diplomas and Transcripts/Diploma Supplements: Guidelines

*Please read the following carefully!*

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

You must submit one notary verified copy of your Bachelor and Master diplomas and transcripts/diploma supplements, with Apostille or Superlegalization (if needed, see below), translated into English.

## What steps should I take before submitting my documents to CERGE-EI?

Follow the guidelines below. Note that exact steps may differ according to the country in which you studied (details are below).

1. Take your original Bachelor and Master diplomas and transcripts to a **notary**.
2. Request **1 notarized copy** of the original documents to be used abroad (IMPORTANT: the notarization **MUST** be made by the notary, **NOT** by his/her assistant and **NOT** by your university).
3. Notarized **copies** of your Bachelor and Master diplomas and transcripts must then be **specialy verified** depending on the country in which they were issued (there are several types of verifications according to the different agreements between the Czech Republic and different countries), **either by Apostille, or by Superlegalization**. Degrees granted in some countries do not require this verification: all details are below.
4. Take the **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. Upload through the online application form or send in paper form the **notarized copies** of your Bachelor and Master diplomas and transcripts with Apostille or Superlegalization, translated into English, **to CERGE-EI by the deadline – March 31**.

## DETAILS OF STEP 3:

### Steps for special verification of your diplomas, depending on the country in which they were issued

Special verification of your diploma (Apostille/Superlegalization, step 3) depends on the country in which your diploma was awarded. It has **nothing to do with your citizenship, but with the country where you studied**. For example, if you are from Serbia but you studied in Turkey, you need the verification that is valid for Turkey and you must contact offices in Turkey.

The table below indicates by letter A, B or L what kind of special verification your diplomas and transcripts need:

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**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 the **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](http://www.hcch.net//index_en.php?act=conventions.authorities&cid=41)
- Then follow steps 4 and 5 above.

**B (NO VERIFICATION REQUIRED)** – only notarized copies of your translated transcripts and diplomas are required.

What you need to do:

- Take **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 then you should upload/ send the documents (step 5 above)

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

What you need to do:

- Take your **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 a Superlegalization Stamp**.
- Submit these documents with the Superlegalization Stamp to the **representative body of the Czech Republic in the country where the diplomas were issued and ask for verification**. (Contacts can be found at [www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html))
- Then follow steps 4 and 5 above

PLEASE NOTE that you **will have to present verified copies of your Bachelor and Master diplomas and transcripts/diploma supplements, with Apostille or Superlegalization (if needed), translated into English** in paper form upon your arrival at CERGE-EI.

Unless your master degree was earned in the Czech Republic, Slovakia, Slovenia, Poland or Hungary, you will need to get **the certificate of recognition of your previous education** in the Czech Republic in order to be enrolled in our PhD program. CERGE-EI offers assistance with the process of recognition to applicants who follow the instructions and submit required documents verified properly as described in the guidelines above.

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

<b>Country in which the diploma was issued</b>	<b>Verification</b>
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	A
Bangladesh	L
Barbados	A
Belarus	B
Belgium	B
Belize	A
Benin	L
Bermuda (United Kingdom)	A
Bhutan	L
Bolivia	L
Bosnia and Herzegovina	B
Botswana	A
Brazil	A
Brunei Darussalam	A
Bulgaria	B
Burkina Faso	L
Burundi	A
Cambodia	L
Cameroon	L
Canada	L
Cape Verde Islands	A
Cayman Islands (United Kingdom)	A
Central African Republic	L
Ceuta	L
Chad	L
Chile	A
China	L
China (Hong Kong and Macao only)	A
Christmas Islands	L
Colombia	A
Comoro Islands	A
Congo	L
Cook Islands	A
Costa Rica	A
Crete	L

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Croatia	B
Cuba	B
Cyprus	B
Democratic People's Republic of Korea	B
Denmark	A
Djibouti	L
Dominican Republic	A
East Timor	L
Ecuador	A
Egypt	L
Equatorial Guinea	L
Eritrea	L
Estonia	A
Ethiopia	L
Falkland Islands (United Kingdom)	A
Faroe Islands	L
Fiji	A
Finland	A
France	B
French Polynesia	A
Gabon	L
Gambia	L
Georgia	B
Germany	A
Ghana	L
Gibraltar (United Kingdom)	A
Greece	B
Greenland	L
Grenada	A
Guadeloupe (France)	A
Guatemala	A
Guernsey (UK)	A
Guinea	L
Guinea-Bissau	L
Guyana (France)	A
Haiti	L
Honduras	A
Hungary	B
Iceland	A
India	A
Indonesia	L
Iran	L
Iraq	L
Ireland	A
Isle of Man (United Kingdom)	A
Israel	A
Italy	A
Ivory Coast	L
Jamaica	L
Japan	A
Jordan	L
Kazakhstan	A
Kenya	L

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

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

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Uganda	L
Ukraine	B
United Arab Emirates	L
United Kingdom	A
Uruguay	A
USA	A
Uzbekistan	B
Vanuatu	A
Vatican	L
Venezuela	A
Vietnam	B
Virgin Islands (United Kingdom)	A
Yemen	B
Zambia	L
Zimbabwe	L