

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 Diploma Supplements/Transcripts: 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 diploma supplements/transcripts, 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 diploma supplements/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 diploma supplements/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 diploma supplements/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 verified copies of your diplomas and diploma supplements/transcripts.
5. Upload through the online application form or send in paper form the **notarized copies** of your Bachelor and Master diplomas and diploma supplements/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 and diploma supplements/transcripts 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.

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

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

What you need to do:

- Take **notarized copies** of your diplomas and diploma supplements/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 diploma supplements/transcripts (step 4 above), and then you should upload/ send the documents (step 5 above).

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

What you need to do:

- Take the **notarized copies** of your diplomas and diploma supplements/transcripts to the **Apostille Office in the country where they 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.

**L (SUPERLEGALIZATION)** – diplomas and diploma supplements/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 diploma supplements/transcripts to the **Ministry of Foreign Affairs of the state in which they 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 they 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

**A/B+, L/B+ (APOSTILLE OR SUPERLEGALIZATION CAN BE REPLACED BY ADDITIONAL VERIFICATION FROM UNIVERSITY)** – only notarized copies of your translated diplomas and diploma supplements/transcripts are required, if

- for a diploma: the university will send an e-mail confirming that you successfully completed your study there. The e-mail must be sent by the university directly to [phd@cerge-ei.cz](mailto:phd@cerge-ei.cz) by the application deadline.
- for a diploma and diploma supplement/transcript: the university will issue a diploma supplement/transcript in a sealed envelope, which will be sent by post or delivered in person to CERGE-EI by the application deadline.

What you need to do:

- Take **notarized copy** of your diploma/ **notarized copies** of your diploma and diploma supplement/transcript to a **certified court translator** and ask him/her to make a certified translation into English. He/she should inseparably attach the translation(s) to the notarized copy/copies of your document(s) (step 4 above), and then you should upload/ send the documents (step 5 above).
- Request the university, which has issued original document(s), to provide us with the verification as described above.

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PLEASE NOTE that you **will have to** present **verified copies of your Bachelor/Master diploma\* and the diploma supplement/transcript(s), with Apostille or Superlegalization** (if needed), **translated into English** in paper form (either via post or in person) in case you are invited to the Preparatory semester or offered direct admission.

*\*For PhD in Economics: Master degree documents will be required*

*\*For MA in Economic Research: Bachelor (or Master) degree documents will be required*

Unless your bachelor/master degree was earned in the Czech Republic, Slovakia, Slovenia, Poland or Hungary, you will need to get **your previous education recognized** in order to be enrolled in our PhD program: CERGE will assess your documents and inform you about the assessment result.

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

Country in which the diploma was issued	Verification
Afghanistan	B
Albania	B
Algeria	B
American Samoa	A
American Virgin Islands	A
Andorra	A
Angola (Portugal)	A
Argentina	A
Armenia	A
Aruba (The Netherlands)	A
Australia	A/B+
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	A
Bosnia and Herzegovina	B
Botswana	A
Brazil	A
Brunei Darussalam	A
Bulgaria	B
Burkina Faso	L
Burundi	A
Cambodia	L
Cameroon	L

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Canada	L/B+
Cape Verde Islands	L
Cayman Islands (United Kingdom)	A
Central African Republic	L
Ceuta	L
Chad	L
Chile	A
China	A
China (Hong Kong and Macao only)	A
Christmas Islands	L
Colombia	A
Comoro Islands	A
Congo	L
Cook Islands	A
Costa Rica	A
Crete	B
Croatia	B
Cuba	B
Cyprus	B
Democratic People's Republic of Korea	B
Denmark	A/B+
Djibouti	L
Dominican Republic	A
East Timor	L
Ecuador	A
Egypt	L
Equatorial Guinea	L
Eritrea	L
Estonia	A/B+
Ethiopia	L
Falkland Islands (United Kingdom)	A
Faroe Islands	L
Fiji	A
Finland	A/B+
France	B
French Polynesia	A
Gabon	L
Gambia	L
Georgia	B
Germany	A/B+
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

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Hungary	B
Iceland	A
India	A
Indonesia	L
Iran	L
Iraq	L
Ireland	A/B+
Isle of Man (United Kingdom)	A
Israel	A
Italy	A/B+
Ivory Coast	L
Jamaica	L
Japan	A
Jordan	L
Kazakhstan	A
Kenya	L
Kiribati	L
Korea (South)	A
Kuwait	L
Kyrgyzstan	B
Laos	L
Latvia	A/B+
Lebanon	L
Lesotho	A
Liberia	A
Libya	L
Liechtenstein	A
Lithuania	A/B+
Luxembourg	A/B+
Macau	L
Macedonia	B
Madagascar	L
Malawi	A
Malaysia	L
Maldives	L
Mali	L
Malta	A
Martinique (France)	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

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Nauru	L
Nepal	L
Netherlands	A/B+
Netherlands Antilles	A
New Caledonia (France)	A
New Zealand	A/B+
Nicaragua	A
Niger	L
Nigeria	L
Niue	A
Norfolk	L
Norway	A/B+
Oman	A
Pakistan	L
Palau	L
Panama	A
Papua New Guinea	L
Paraguay	A
Peru	A
Philippines	A
Pitcairn	L
Poland	B
Portugal	A/B+
Puerto Rico (USA)	A
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 Miquelon (France)	A
Saint Thomas	A
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

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Suriname	A
Swaziland	A
Sweden	A/B+
Switzerland	A
Syria	B
Taiwan	L
Tajikistan	A
Tanzania	L
Thailand	L
Togo	L
Tokelau	L
Tonga	A
Trinidad and Tobago	A
Tunisia	L
Turkey	A
Turkmenistan	L
Uganda	L
Ukraine	B
United Arab Emirates	L
United Kingdom	A/B+
Uruguay	A
USA	A/B+
Uzbekistan	B
Vanuatu	A
Vatican	L
Venezuela	A
Vietnam	B
Virgin Islands (United Kingdom)	A
Yemen	B
Zambia	L
Zimbabwe	L