

Board of Education in Warsaw

APPLICATION FOR RECOGNITION OF A CERTIFICATE OBTAINED ABROAD

Warsaw.....

.....
Forename(s) Surname, Surname on certificate issued

.....
date and place of birth

.....
place of residence in the Republic of Poland
(or address of the institution where person wishes to submit the certificate obtained abroad)

.....
(no. of identity document (identity card, passport, other document)

Phone number.....

I would like to ask for recognition of my certificate (diploma) obtained abroad at

.....

Enclosures (tick as appropriate)

1. **Legalized original (duplicate) of foreign diploma** (diploma or other document confirming graduation from foreign school)

Attention: *The original or duplicate of a foreign certificate should be **legalized** by:*

- *the consul of the Republic of Poland residing in the country where the school operates or*
- *the consul of the Republic of Poland residing in the country in whose education system the school operates or*
- *accredited diplomatic representation on the territory of the Republic of Poland or the consular office of the country in whose system of education the school operates, or diplomatic representation accredited in the territory of the Republic of Poland, or the consular office of the country where the course was conducted.*

*In the case of certificates issued by an institution operating within the education system of a country being party to the Convention abolishing the requirement of confirming foreign official documents, held in The Hague on 5 October 1961 (Journal of Laws of 2005 No. 112, items 938 and 939) instead of legalization an **Apostil** issued by a competent body of the country where the certificate was granted. An **Apostil** may also be placed on the certificate.*

- 2. A document** confirming that the submitted certificate entitles the bearer to apply for admission to a higher school of each and every type in the country in whose system of education the institution issuing the certificate operates (if there is no annotation on the certificate confirming the right to apply for admission to university courses in the country in whose education system the institute issuing the certificate operates).
if the candidate applies for recognizing the certificate as equivalent to a Polish secondary diploma

Attention: **The document** may be issued by:

- by the education authorities of the country in whose education system the certificate was issued,
- accredited diplomatic representation in the territory of the Republic of Poland or the consular office of the country in whose system of education the certificate was issued
- the consul of the Republic of Poland residing in the country in whose education system the certificate was issued.

- 3. Documentation of the education in a foreign school** including the list of subjects, number of hours and grades received
if the candidate applies for recognizing a foreign certificate as equivalent to a certificate issued by a Polish public secondary school:
basic vocational school,
secondary school,
specialized secondary school, secondary technical school,
post-secondary school

- 4. A translation into Polish** of the certificate (diploma) and other aforementioned documents made by a **sworn translator** entered in a register of sworn translators kept by the Minister of Justice or by the **consul of the Republic of Poland** residing in the country, where the document was issued.

Attention: The translation must be a true and exact copy of the original document

- 5. Other documents**
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- 6. Copy of identity card of certificate holder**

- 7. Authorization issued by the certificate holder**

.....
.. applicant's signature

STATEMENT

I hereby certify that the certificate obtained abroad which I submit for recognition by the School Superintendent in Warsaw, has not been subject to recognition proceedings in Poland before.

.....
applicant's signature

Legal ground:

Ordinance of the Minister of Education and Science of 6 April 2006 on recognition of school certificates and secondary education diplomas obtained abroad (Journal of Laws No. 63, item 443)