

Recognition of equivalence of documents on higher education issued by foreign institution involved in higher education for the purpose of continuing studies at J. Selye University

The recognition of documents certifying qualifications obtained in foreign educational institutions is based on Act No. 422/2015 on the Recognition of Certificates of Education and Vocational Qualifications (hereinafter „law”) and the Internal Directive No. 2/2022 of the J. Selye University.

Documents (university diploma, certificate of state examination, certificate of academic degree, certificate about obtained scientific-pedagogical or artistic-pedagogical degree) issued by an institution of any member state or third country for the purpose of further education in the Slovak Republic, **are subject to the law pursuant § 33, and can be recognized in the same study programme or in a related field of study.**

J. Selye University (hereinafter „SJE”) **can recognize the equivalence of certificate of higher education in the same study program or related field of study** for applicants who have submitted their application form for continuing their studies on **secondary (MA) or tertiary (Doctoral programme) level of studies at J. Selye University.**

The procedure of recognition of the documents certifying the qualification of the applicant begins after receiving the application submitted by the applicant on the following address:

Študijné oddelenie

**Fakulta ekonómie a informatiky / Pedagogická fakulta / Reformovaná teologická fakulta
Univerzita J. Selyeho
Bratislavská cesta 3322
945 01 Komárno**

The application includes:

- a) the name and surname of the applicant,
- b) the permanent or correspondence address of the applicant,
- c) the subject of application,
- d) the name and headquarters of the institution that issued the certificate of qualification,
- e) the year of completing the studies,
- f) the signature of the applicant.

Appendices to the application:

- a) copy of the ID card (Identification Card),
- b) notarized copy of the documents on achieved qualification,
- c) transcript of completed courses and exams,
- d) notarized copy of diploma supplement, in the case it is issued by a recognized institution of higher education,
- e) information on the highest qualification of the applicant prior to the qualification indicated in the subject of the application,
- f) certificate about the payment of 5 EUR resp. 30 EUR processing fee.

The applicant is obliged to comply with § 33 (4) of the Act to submit a notarized Slovak translation of supplements b) – e).

The list of official translators in Komárno district can be found on the website of the Ministry of Justice of the Slovak Republic: <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>

SJE may request the submission of further documents and information in addition to the listed supplements, if it is necessary for the recognition of the equivalence of the submitted documents.

Pursuant to Act No. 145/1995 on procedure fees, the amount of the **procedure fee** for the recognition of a document certifying qualification for other purposes than the regulated professional activity is

- **5 EUR**, if the affected country has an **international agreement** with the Slovak Republic on mutual recognition of documents certifying the qualification of the applicant.
- **30 EUR**, if the affected country has **no international agreement** with the Slovak Republic on mutual recognition of documents certifying the qualification of the applicant.

List of the countries Slovakia has an international agreement on the mutual recognition of documents verifying a completed qualification:

- Romania
- Croatia
- Hungary
- Germany
- Poland
- Ukraine
- Russia
- People's Republic of China

Documents and certifications issued by **the Czech Republic** are automatically recognized **without further steps of approval**.

Fee payment methods:

- certificate about the fee payment (eKolok with QR code), which can be purchased at one of the Slovak post offices,
- using the eKolok mobile application, which can be downloaded in GooglePlay/APP Store,
- eKolok website, using the Virtual Kiosk that can be found on <https://m.ekolky.gov.sk> website.

The SJE **evaluates the application within 30 days from the receipt**. In the case, the application does not include the prescribed requirements, the procedure will be suspended, and the applicant will be asked to submit the missing documents or complete the application with the missing information.

After receiving the complete documentation, the SJE will make a decision within two months

- about the recognition of the certificate of qualification,

- on the rejection of application submitted for the recognition of the certificate of qualification or
- on requiring an equivalency examination.

If all the conditions for the recognition of the certificate of qualification are met, the SJE

- will decide on the equivalence of the certificate on qualification submitted by the applicant and the certificate on qualification issued by the Slovak Republic,
- will declare in the decision on the recognition of the certificate on qualification that the issued decision does not certify the professional qualification.

In accordance with the Section 58. par 1 of Law No. 131/2002 on Higher Education and on Changes and Supplements to Some Laws, **the applicant is obliged to submit to SJE the document certifying the qualification of studies in a foreign institution**, as well as the applicant is obliged to submit the **decision about the recognition of achieved qualification** in a foreign institution in accordance with § 33 and § 39 of the Law **no later than the day of the enrolment.**