
RECOGNITION OF CERTIFICATES OR THE LEVEL OF EDUCATION OR RIGHTS TO CONTINUE EDUCATION

Documents which must be submitted for recognition of a certificate:

1. Application for recognition of a certificate or other document
2. Original certificate or its duplicate legalised by:
 - 1) Polish consul in the country where certificate was issued or in the country in which educational system a school operates;
 - 2) educational authorities in the country where a certificate was issued or in the country in which educational system a school operates;
 - 3) an embassy or consulate of the country where certificate was issued or in the country in which educational system a school operates located in Poland or in other EU, EFTA or OECD country;
 - 4) if a certificate was issued by a country – party to the Hague Convention of 5th October 1961 Abolishing the Requirement for Legalisation for Foreign Public Documents, an original certificate, its duplicate or a notarial copy with an Apostille placed on it or attached to any of those documents must be submitted.
3. If on the certificate there is no information about the course/process of education the following documents must be attached:
 - 1) transcript of grades obtained during the final exam which enables completing school or a certain level of education;
 - 2) a list of subjects taught with grades
 - 3) information about the number of years studied, grading scale
 - 4) information concerning the right to continue education at the next level in the country in which educational system a school operates, including the right to apply to higher education institution and the scope of rights appertaining;

The aforementioned documents should be issued or certified by the school or educational institution which issued the certificate or they should be certified by educational authorities of the country which issued the certificate or in which system of education the school operates.

If the certificate or other document is not sufficient to recognise or confirm the level of education or the right to continue education, the Education Superintendent can ask for additional documents e.g. information concerning curriculum (its content) or arrange an interview in order to assess the level of

education of the applicant. The Education Superintendent determines the scope of the interview. The applicant bears the costs of the interview.

4. Translation into Polish of all documents presented in a foreign language done by:

1) a Polish sworn translator, or

2) a sworn translator registered in any of EU, EFTA or OECD country, or

3) a Polish consul in the country where the certificate was issued, or

4) an embassy or consulate of the country which issued the certificate or in which educational system the school operates located on the territory of Poland;

If it is impossible to have the documents translated by any of the above mentioned persons, the School Superintendent may accept translation done by other reliable entity.

5. A copy of an ID document (ID card, passport, residence card).

6. A letter of authorisation from the certificate holder if an applicant is not the owner of the certificate

NOTE !!!

RECOGNITION OF A CERTIFICATE OR A LEVEL OF EDUCATION OR THE RIGHT TO CONTINUE EDUCATION **IS NOT NECESSARY** IN CASE OF:

1. certificates or other documents issued by schools operating in educational systems of EU, OECD or EFTA members, which allow access to higher education institutions in those countries (at present: Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Ireland, Iceland, Israel, Japan, Canada, South Korea, Lichtenstein, Lithuania, Luxembourg, Latvia, Malta, Mexico, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, USA, Hungary, Great Britain, Italy).
2. IB diplomas (International Baccalaureate) issued by International Baccalaureate Organization in Geneva
3. EB diplomas (European Baccalaureate) issued by European Schools in accordance with the Convention drawn up in Luxembourg on 21 June 1994;
4. certificates issued in countries with which Poland has signed bilateral agreements concerning the recognition of education (certificates issued under the agreements which expired will still be recognized on the basis of those agreements).

The applications (with set of necessary documents) have to be submitted to:

Kuratorium Oświaty w Poznaniu
Kościuszki 93 street
61-716 Poznań
tel. (61) 854 17 26
fax (61) 852 31 69
e-mail: kancelaria@ko.poznan.pl