MEDICAL UNIVERSITY OF LODZ

UNIWERSYTET MEDYCZNY W ŁODZI

Legalization / Recognition of high school documents – instruction what needs to be done

According to the Regulation of the Minister of National Education on Recognition of School Certificates Obtained Abroad (March 25th, 2015) school documents issued in foreign education systems must be confirmed through the 'recognition process' – it is a condition that must be fulfilled by all foreign candidates who wish to study at Polish universities.
The recognition process is to be conducted in Poland (immediately upon arrival to Poland). Please follow the steps below to complete the procedure.
- Please do remember that the process has to be finished until the end of the first year of your studies (30.09).
- Failure to finish the process within the specified time will result in proceedings aimed at revocation of the decision on admitting you to the studies, which means that you will be removed from the students' list of the Medical University of Lodz, so please treat this topic as very important.

I GETTING THE FOLLOWING DOCUMENTS:

1. **DIPLOMA** - Legalised original (or duplicate) of relevant education certificate (a diploma or another document confirming graduation from a foreign school).

Holders of the **IB Diplomas (International Baccalaureate)**, issued by the International Baccalaureate Organization in Geneva and holders of the **EB Diplomas (European Baccalaureate)** issued by the European Schools, in accordance with the Convention on the Statute of the European Schools, drawn up in Luxembourg on June 21, 1994 (Journal of Laws of 2005, No. 3, item 10) - There is recognition under the law, you need to deliver the original IB or EB Diploma (or a notary confirmed copy) to the office on Hallera Square 1.

Apostille - please learn more about apostille here: HCCH Apostille Section	**Legalization**
In the case of certificates issued by a school or by an educational institution operating in the education system of a country which **is party to the Hague Convention** Abolishing the Requirement of Legalization for Foreign Public Documents concluded on 5th October 1961 (Journal of Laws of 2005 No. 112, item. 938 and 939), you should submit an **Apostille** issued by the competent authority of the state or country from which the certificate originates. The apostille can be placed on the original diploma / certificate or on its duplicate – available for inspection, or on a copy of the certificate whose faithfulness to the original has been confirmed by a notary.	In the case of certificates issued by a school or by an educational institution operating in the education system of a country which **IS NOT party to the Hague Convention** you need to submit the original or a duplicate of a foreign certificate **legalised by**: - a consul of the Republic of Poland based in the country where or in whose education system the certificate has been issued, or - the education authorities of the country where or in whose education system the certificate has been issued, or - a diplomatic representation accredited in the Republic of Poland or in another member state of the

Administrative Center for Studies in English
90-647 Lodz | 1 Hallera Square
phone: +48 42 272 50 57
e-mail: deans.office@umed.lodz.pl
www.studymed.umed.pl

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http://www.hcch.net - the valid list of countries – parties to the Hague Convention	European Union, in a member state of the European Free Trade Association (EFTA) – party to the contract of European Economic Area (EEA) or in a member state of the Organisation for Economic Co-operation and Development (OECD) - by a consular office of the country where or in whose education system the certificate has been issued.

NOTE: If you graduated from school, that follows for example the Indian Curriculum (India is a country from which an Apostille is required) and you studied at that school in Kuwait (a country from which legalization is required), then you must apply for an Apostille from India, not legalization from Kuwait. The same applies for A-level Certificates obtained at schools located in other countries than Great Britain – for these you must have an Apostille from Great Britain (the country whose national curriculum you were following at your school).

2. **TRANSCRIPT OF RECORDS** – you need a documentary evidence of learning in a foreign school containing:
   - a list of grades received from an exam determining the graduation from a school or a completion of a given educational stage,
   - a list of completed subjects and classes as well as grades.

   It should be confirmed by a school or by an educational institution which has issued the certificate, or by education authorities.

   NOTE: Grades may be included in the diploma / certificate itself. In this case there is no need of submitting any additional document.

3. **ELIGIBILTY STATEMENT** - an information on the right to continuation of learning at an appropriate level in the country where diploma or certificate has been issued (including university studies, in which domain). Unless the diploma / certificate itself contains such information.

Eligibility statement **not needed**	Eligibility statement **needed**
If your diploma was issued in one of the following countries: Austria, Australia, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, German, Great Britain, Greece, Hungary, Netherlands, Island, Italy, Ireland, Israel, Japan, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Mexico, New Zealand, Norway, Portugal, Romania, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Turkey, United States of America you do not have to submit the Eligibility statement.	Holders of diplomas / certificates issued by the countries which **ARE NOT listed in the column on the left** - you need to deliver the Eligibility statement: this is the requirement of Department of Education in Łódź (Kuratorium Oświaty). This document has to be signed by: - the educational authorities of the country where the diploma / certificate has been issued (Ministry of Education); - an accredited diplomatic representative in Poland or a

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	consular office of the country where the certificate has been issued (Embassy of the country where the diploma / certificate has been issued) - a consul of the Republic of Poland based in the country where the certificate has been issued.

4. **TRANSLATIONS** – above documents should be translated directly into Polish by:
   - a sworn translator included in the list of sworn translators held by the Minister of Justice;
   - a sworn translator registered in the member state of the EU, EFTA-EEA or OECD, or
   - the Polish consul to the country where the certificate has been issued;
   - a diplomatic post accredited in the Republic of Poland or a consular post of the country where or in whose education system the certificate has been issued.

   The Ministry of Justice database of sworn translators: https://arch-bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html

   NOTE: Translations must be done from the original language of issuing the diploma / certificate. All stamps must be translated as well. If your diploma / certificate is issued e.g. in Saudi Arabia and it is in Arabic and English language you need to make translation directly from Arabic into Polish.

II RECOGNITION OF THE DOCUMENTS AT DEPARTMENT OF EDUCATION (KURATORIUM OŚWIATY) IN ŁÓDŹ - DECISION

To be submitted at the Administrative Center for Studies in English (Dean's Office) on Hallera Square 1	Recognition at Department of Education (Kuratorium Oświaty) needed
If your diploma was issued in one of the following countries: Austria, Australia, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, German, Great Britain, Greece, Hungary, Netherlands, Island, Italy, Ireland, Israel, Japan, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Mexico, New Zealand, Norway, Portugal, Romania, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Turkey, United States of America Your documents must be submitted **directly to the Administrative Center for Studies in English (Dean's Office) on Hallera Square 1**	Holders of diplomas / certificates issued by the countries which **are not listed in the column on the left** - you must complete the recognition process **at the Department of Education** ('Kuratorium Oświaty'). All documents have to be delivered to the Department. After verification the Statement of Recognition is issued. - **Kuratorium Oświaty:** Al. Kościuszki 120a, ground floor, room no 10, 90-446 Lodz After verification the Statement of Recognition is issued.

III AFTER GETTING ALL ABOVE DOCUMENTS

All above documents must be delivered to the Administrative Center for Studies in English (Dean's Office) on Hallera Square 1. Once you have them please contact the person responsible for this process at the Administrative Center for Studies in English (Dean's Office).

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USEFUL LINKS:

https://www.gov.pl/web/dyplomacja/polskie-przedstawicielstwa-na-swiecie - Polish consular posts

https://www.gov.pl/web/dyplomacja/misje-dyplomatyczne-urzedy-konsularne-i-organizacje-miedzynarodowe-w-polsce - consular offices and diplomatic representations in Poland

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