



MEDICAL
UNIVERSITY
OF LODZ

**RECOGNITION OF
HIGH SCHOOL DOCUMENTS**

WHAT IS THIS RECOGNITION? I ALREADY AM A STUDENT...

To be able to study at our university we require candidates to present high school documents such as a diploma/ certificate which confirm that you have finished high school and are eligible to continue learning at a higher education level.



Bear in mind, however, that we are not an authority to decide whether your documents are valid and authentic. This is why we admit you to the university on condition that you will legally confirm your high school education.

And this is what we call:

RECOGNITION!

APOSTILLE

Information on the document confirming that it was issued and signed within the country of the apostille issue.

It may be a sticker or a stamp on the original or a notary confirmed copy of the document.

An apostille is issued by a competent authority of a country which is a party to the Hague Convention. In order to obtain an appostille you need to find the respective authority.

This link may be useful to check for information:

<https://www.hcch.net/en/instruments/conventions/specialised-sections/apostille>

APOSTILLE: EXAMPLE

If you were admitted to a university in Poland on the basis of high school documents issued in UK you should apply for an apostille.

Useful information here:

<https://www.gov.uk/get-document-legalised>

You will get a sticker on the document confirming that all signatures and stamps on your papers have been verified and authentic.

| APOSTILLE (Convention de La Haye du 5 octobre 1961) | |
|--|---|
| 1. Country: Pays / Pais: | United Kingdom of Great Britain and Northern Ireland |
| This public document Le présent acte public / El presente documento público | |
| 2. Has been signed by a été signé par ha sido firmado por | D W Coupland |
| 3. Acting in the capacity of agissant en qualité de quien actúa en calidad de | Notary Public |
| 4. Bears the seal / stamp of est revêtu du sceau / timbre de y está revestido del sello / timbre de | The Said Notary Public |
| Certified Attesté / Certificado | |
| 5. at à / en | London |
| 6. the le / el día | 29 June 2022 |
| 7. by par / por | Her Majesty's Principal Secretary of State for Foreign, Commonwealth and Development Affairs |
| 8. Number sous no / bajo el numero | APO-3051506 |
| 9. Seal / stamp Sceau / timbre Sello / timbre |  |
| 10. Signature Signature Firma | O. Foster-Wakeling  |

This Apostille is not to be used in the UK and only confirms the authenticity of the signature, seal or stamp on the attached UK public document. It does not confirm the authenticity of the underlying document. Apostilles attached to documents that have been photocopied and certified in the UK confirm the signature of the UK official who conducted the certification only. It does not authenticate either the signature on the original document or the contents of the original document in any way.

If this document is to be used in a country not party to the Hague Convention of the 5th of October 1961, it should be presented to the consular section of the mission representing that country

To verify this apostille go to www.verifyapostille.service.gov.uk

WHAT IS THE DIFFERENCE?

APOSTILLE

With an apostille a country confirms the authenticity of the document.

It is a kind of legalisation but simpler and only for countries which signed an international agreement - the Hague Convention.

List of competent authorities to give the apostille in certain countries parties to the Hague Convention:

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

LEGALISATION STAMP

The legalisation stamp is also a confirmation of document authenticity used when you want to use the document outside the country where it was issued.

Competent authority to legalise the document is embassy or consular office.

TIMELINE: KEY STEPS TO RECOGNITION

Early October

Originals of high school certificate/diploma, transcript of records from last grade or provisional results statement, if diploma is not issued yet.

Early November

Time to meet your Legalisation Coordinator.
The Coordinator assigned to you contacts you providing useful information such as the instruction and the deadline for high school recognition

November to January

This is the time to inquire if you need any clarification.
Read the instruction on high school recognition and discuss any doubts with Legalisation Coordinator.

January

If you know by now that you won't be able to finish all steps leading to high school recognition, this is the time to file a request to the Rector for expanding the deadline.
But only with SOLID JUSTIFICATION

Late February

Apostille on your high school documents,
translations into Polish of the diploma / final certificate along with records from last grade.

Late September

The process of high school recognition must be finished by 30th of September.
High school diploma / leaving certificate and last grade transcript of record are translated into Polish and submitted in the office of Legalisation Coordinator.

TRANSLATIONS? ALREADY DONE, INTO ENGLISH DURING THE ADMISSION PROCESS... DUH!

All documents have to be translated into **Polish** language, directly from the language of issue, and by a **Polish sworn translator**.

Best way to find a translator office in Lodz is to google the phrase:

“Sworn translator *language of the document* into Polish”

You may also use this link, but the browser goes only in Polish:

<https://arch-bip.ms.gov.pl/pl/rejstry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>

IMPORTANT!

OK, TRANSLATE INTO POLISH, BUT WHAT EXACTLY?



You need to translate:

- the diploma / leaving certificate
- transcript of records and all additional stamps, stickers or hand written information on it.

You don't have to translate the detailed description printed on the back side of the certificate.

Check your email box, Legalisation Coordinator sends useful information to guide you through the process.

LEGALISATION@UMED.LODZ.PL

In case of any obstacles during the process of recognition inform your Legalisation Coordinator to get assistance.

Do not delay with getting additional confirmations.

**ANY
TIPS?**

Get to know who is your Legalisation Coordinator, to contact the person always use the dedicated email box, it will shorten the time for a reply..

Try to close the recognition process before winter examination session.

Always schedule a meeting to discuss legalisation matters as it may take a while...

RECOGNITION TEAM



Mrs. Karolina Durys-Szczygieł



Mr. Paweł Bulski

**THANK
YOU !**

