Information for Applicants for Recognition of Educational Documents

For the purpose of continuing studies in the Slovak Republic

1. Legislative Framework & General Overview

Act No. 422/2015 Coll. on the Recognition of Educational Documents and Professional Qualifications and on Amendments and Supplements to Certain Acts, as amended, regulates the recognition of educational documents, professional qualifications, compensatory measures, recognition of education for the purpose of continuing studies, conditions for the free provision of services in the Slovak Republic, conditions for issuing the European Professional Card, and the competence of relevant authorities.

Pursuant to Sections 36 and 39 of the aforementioned Act, decisions on the recognition of an educational document (secondary school-leaving examination certificate / maturitná skúška or final examination certificate) issued by a recognized secondary school in another Member State or a third country **for the purpose of continuing studies** are made by the Regional Office of School Administration (hereinafter referred to as the 'Regional Office') in the seat of the region. This is done after comparing the content and scope of the completed education with the requirements of the Slovak state educational program.

If an educational document allows for the continuation of studies at a higher education institution under the laws of the issuing state, the Regional Office compares it with the Slovak secondary school-leaving certificate (maturitná skúška). The document will be recognized as equivalent unless a differential examination is imposed pursuant to Section 38. Verification of signatures and stamps (apostille/legalization) on original documents is required for third countries, unless exempt under the European Higher Education Area (EHEA) or international agreements.

2. Application Requirements & Required Attachments

Proceedings begin on the day the application is delivered to the relevant Regional Office based on the applicant's residence.

The Application Must Contain:

- First name and surname of the applicant.
- First name, surname, and date of birth of the document holder.
- Permanent or temporary residence address, and postal correspondence address in the Slovak Republic **(decisions are delivered strictly 'into own hands' within Slovakia; international mailing is not available).**
- Name and address of the recognized secondary or primary school that issued the educational document.
- Year of completion and total duration of studies.
- Signature of the applicant.

Required Attachments:

- **a)** Photocopy of identity document (passport or ID card). If the holder is a minor, the application is submitted by a legal guardian (including legal guardian's ID copy and birth certificate copy).

- **b)** Certified copy of the document on completed education.
- **c)** Certified copy of the transcript of subjects completed and examinations passed (if not part of the main document).
- **d)** Confirmation from the recognized school specifying the scope of practical training (for vocational secondary education).
- **e)** Authentication of the authenticity of signatures and school stamps (apostille/legalization) by competent origin state authorities, unless exempted by treaty.
- **f)** Official sworn translation of all educational documents into the Slovak language.
- **g)** Proof of payment of the administrative fee (e-Stamp / eKolok).

Important Note on Representation: If the document holder is a minor, the application must be submitted by theirlegal representative. If submitted by an authorized representative acting in Slovakia, an official certified Power of Attorney must be attached.

3. Automatic Recognition & Administrative Fees

Educational documents issued by recognized educational institutions in Member States, countries bound by bilateral mutual recognition treaties with Slovakia, or states within the European Higher Education Area (EHEA) are recognized automatically as equivalent for the purpose of continuing studies (Section 39 of Act No. 422/2015 Coll.).

Administrative Fee Schedule:

Fee Amount	Scope / Country Category	eKolok Service Code
€ 7.00	Countries with bilateral recognition treaties or automatic recognition agreements with the Slovak Republic.	Code 1723
€ 40.00	All other countries without a bilateral mutual recognition treaty.	Code 2218

Payment Options for eKolok (Administrative Stamp):

- Receipt of fee payment (eKolok with QR code) purchased at branches of Slovenská pošta, a.s.
- Mobile Application 'eKolok' available on Google Play / App Store.
- Web Application 'Virtual Kiosk' available at https://m.ekolky.gov.sk.

4. Submission Address & Decision Timeline

Applications can be submitted by standard post or courier to the following regional authority:

Standard Postal Delivery Address:
Regionálny úrad školskej správy v Banskej Bystrici
Sládkovičova 6014/29
974 05 Banská Bystrica
Slovakia

Courier Delivery Address:
Regionálny úrad školskej správy v Banskej Bystrici – sekretariát
Mgr. Eva Lichá
Sládkovičova 6014/29
974 05 Banská Bystrica
Slovakia

The Regional Office assesses the application within 30 days of receipt. If the application is incomplete, the office will suspend the proceedings and formally request the applicant to provide missing documents or eliminate deficiencies.