

Information for Applicants for the Recognition of Educational Qualifications for the Purpose of Continuing Education in the Slovak Republic

Act No. 422/2015 Coll. of 25 November 2015 on the Recognition of Educational Qualifications and Professional Qualifications and on amendments to certain acts, as amended, regulates the recognition of educational qualifications, the recognition of professional qualifications, compensatory measures, the recognition of education for the purpose of continuing education, the conditions for the free provision of services in the Slovak Republic, the conditions for issuing the European Professional Card, and the competence of the relevant authorities in the field of recognition of educational qualifications and professional qualifications.

Pursuant to Section 36 of the cited Act, the Regional Office of School Administration (hereinafter referred to as the "Regional Office") located in the regional capital decides on the recognition of an educational qualification, which is a school-leaving certificate (*vysvedčenie o maturitnej skúške*) or a final examination certificate (*vysvedčenie o záverečnej skúške*), issued by a recognized secondary school in another Member State or a third country for the purpose of continuing education, after comparing the content and scope of the completed education of the applicant with the content and scope of education required in the Slovak Republic according to the National Educational Program.

If an educational qualification that allows the applicant to continue higher education under the legislation of the Member State or third country is submitted for recognition, the Regional Office shall compare this educational qualification with the school-leaving certificate (*vysvedčenie o maturitnej skúške*) pursuant to Section 4(4) issued in the Slovak Republic. The Regional Office shall recognize the submitted educational qualification as equivalent to the school-leaving certificate issued in the Slovak Republic, provided that it does not impose a supplementary examination pursuant to Section 38.

The Regional Office located in the regional capital decides on the recognition of an educational qualification which is a certificate with an amendment (*vysvedčenie s doložkou*), issued by a primary school in another Member State or a third country for the purpose of continuing education, after comparing the content and scope of the completed education of the applicant with the content and scope of education required in the Slovak Republic according to the National Educational Program.

Proceedings for the recognition of educational qualifications commence on the day the application is received. The applicant shall submit the application to the relevant Regional Office according to their place of permanent or similar residence.

The application must include:

- Name and surname of the applicant
- Name and surname of the document holder, and their date of birth
- Address of permanent residence / temporary residence, and a correspondence address in the Slovak Republic (in case the applicant requests the issued decision to be sent by mail – shipments are sent via registered mail to be delivered into the recipient's own hands only, therefore they cannot be sent abroad)
- Name and address of the recognized secondary or primary school that issued the educational qualification
- Year of graduation

- Duration of study
- Signature of the applicant.

The following must be attached to the application:

- **a)** A photocopy of an identity document (passport, identity card); if the holder of the educational qualification is a minor, the applicant is their legal representative or an authorized person (in this case, it is necessary to attach a photocopy of the identity document of the legal representative/authorized person and a photocopy of the birth certificate)
- **b)** A certified copy of the proof of completed education
- **c)** A certified copy of the transcript of subjects completed and examinations taken (if not included in the proof of completed education)
- **d)** Confirmation from the recognized secondary school regarding the scope of practical training, if it concerns secondary vocational education or full secondary vocational education
- **e)** Verification of the authenticity of the signatures and the school stamp on the proof of completed education by the competent authority of the state of origin, unless an international treaty provides otherwise (Apostille)
- **f)** An official translation of the educational qualifications into the state language (Slovak)
- **g)** Proof of payment of the administrative fee (revenue stamp).

If the application concerns the recognition of an educational qualification of a minor, the application shall be submitted by their legal representative. In the event that the application is submitted by a person authorized to act within the territory of the Slovak Republic, a certified power of attorney must be presented.

Automatic Recognition of Educational Qualifications for the Purpose of Continuing Education (Section 39 of Act No. 422/2015 Coll.)

An educational qualification issued by a recognized educational institution of a Member State or a third country with which an international treaty on mutual recognition of equivalence of educational qualifications, by which the Slovak Republic is bound, has been concluded, or of a state within the European Higher Education Area, is automatically recognized as equivalent for the purpose of continuing education.

Administrative Fee:

- **EUR 7.00** (e-stamp) – for the recognition of documents from countries with which the Slovak Republic has concluded an agreement on automatic recognition of documents
- **EUR 40.00** – for the recognition of documents from other countries.

Payment Options for the Administrative Fee:

- Via a confirmation of payment of the administrative/judicial fee (the so-called *eKolo*k with a QR code), which can be purchased in the required amount at branches of Slovenská pošta, a.s.
- Via the *eKolo*k mobile application, which is available under the name "eKolo
- Via the *eKolo*k web application, also known as the Virtual Kiosk, available on the website: <https://m.ekolky.gov.sk>

Service ID codes for searching in the mobile and web application:

- **Code 1723** – if the Slovak Republic has concluded an international treaty on mutual recognition of equivalence of educational qualifications with the state where the document was acquired (administrative fee of EUR 7)
- **Code 2218** – if the Slovak Republic has not concluded an international treaty on mutual recognition of equivalence of educational qualifications with the state where the document was acquired (administrative fee of EUR 40)

If necessary, you can find more detailed information regarding the recognition of educational qualifications on the website of the Ministry of Education, Science, Research and Sports of the Slovak Republic:

<https://www.minedu.sk/uznavanie-dokladov-o-vzdelani-a-odbornych-kvalifikacii-zo-zahranicia/>

Please send applications for the recognition of documents to the following address:

Regionálny úrad školskej správy v Banskej Bystrici
Sládkovičova 6014/29
974 05 Banská Bystrica
Slovakia

In case the application is submitted via a courier service, the following address must be used:

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

The Regional Office shall assess the application within 30 days of its delivery. If the application does not meet all the prescribed requirements, the Regional Office shall suspend the proceedings and request the applicant to supplement the missing documents or rectify the deficiencies of the application.