Recognition of foreign education procedure

Application requirements:

1. Completed Application for recognition of foreign education:
   - application form (CZ)
   - application form (EN)

2. Enclosures:
   - a certified copy of a foreign school report (enclosures included) translated by the Czech court interpreter:
     - in case of valid international agreements without further formal verification
       (e.g. Russian federation, Ukraine)
     - in other cases:
       superlegalization = higher authentication, authenticity of signatures and stamps imprinted on originals of foreign school reports and also the fact that the school was recognized by state, where the foreign school report was issued, must be verified by a relevant embassy or a consulate of the Czech Republic and the Ministry of Foreign Affairs of the country, where there is the seat of the foreign school which issued the foreign school report, or by a notary in the country concerned (e.g. China, Angola, Canada)
       apostille = higher authentication in the country, where the document was issued (e.g. Republic of Kazakhstan, the United Kingdom of Great Britain and Northern Island, the United States of America)
   - a certified copy of a document confirming the content and scope of education completed in the foreign school – all subjects with number of hours for every particular year of study (translated by the Czech court interpreter)
   - a proof of fact that the school was recognized by state, where the foreign school report was issued, as a part of its educational system, if this fact is not obvious from the foreign school report (translated by the Czech court interpreter)
   - a copy of a passport with personal data
   - a proof of place of residence in the Central Bohemia Region (a copy of a relevant page in passport, not a rental agreement)
• a power of attorney in case of representation of the applicant, translated into Czech language (in case of representation of persons under 18 years of age, the power of attorney is signed by a legal representative of the underage applicant)
• a copy of proof of identity of a legal representative / guardian, residence included
• a copy of payment of the administrative fee in the amount of 1,000 CZK

How to proceed:

1. **Registration of the administrative fee** at the Regional Authority of the Central Bohemia Region, Zborovská 11, 150 21 Praha 5
   (4.floor, door nr. 4030 or 4036)
   
   Monday, Wednesday 9.00-11.00, 13.00-15.30  
   Tuesday, Thursday 9.00-11.00, 13.00-13.30

2. **To pay the administrative fee** in the amount of 1,000 CZK in cash at the Regional Authority of the Central Bohemia Region, Zborovská 11, 150 21 Praha 5
   (1.floor, door nr. 1083)

   **Office hours:**
   Monday, Wednesday 9.00-12.00, 13.00-16.00  
   Tuesday, Thursday 9.00-12.00, 13.00-14.00

3. **To deliver the application form** to “PODATELNA” (place for all delivered letters, documents etc.) at the Regional Authority of the Central Bohemia Region, Zborovská 11, 150 21 Praha 5 (ground floor)

   **Office hours:**
   Monday, Wednesday 7.30-17.00  
   Tuesday, Thursday 7.30-16.00

**Contacts:**

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