

## Hints about diploma recognition (so-called “nostryfikacja”)

If your diploma is not Polish or it's not IB or EB, it will have to be made fully valid in Poland which means that you have to go through the procedure described below.

### **The procedure takes place in 2 steps (and both of them need to be taken)**

#### **STEP 1 – IN YOUR HOME COUNTRY**

You need to get several documents from your home country:

1. Legalization made in your home country
  - a) If your country has signed the Hague Convention of 5 October 1961 the legalization is in the form of “Apostille” which is marked eg. by a notary public on the original diploma or on its legalized copy. Here is the link to the countries of the Hague Convention and where to get the Apostille: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
  - b) If your country has **not** signed the Hague convention your diploma can be legalized by:
    - Republic of Poland Consulate in your school's country, or
    - Republic of Poland Consulate in the country of your school's education system
    - A diplomatic mission or a consulate accredited in Poland in which educational system the school operates, or in which the process of education was achieved (note: this works only in certain situations).

In this way the legalization usually has a form of a stamp on your diploma.

**ATTENTION!** If your diploma consists of a few separate papers, each paper needs to have a separate legalization.

2. A statement saying that the diploma allows you to enter university in the country where the diploma was issued. This statement can be given by:
  - Educational authorities in the country, where the diploma was achieved (eg. the Ministry of Education);
  - the diplomatic representative of the country, in which the diploma was achieved, if this representative is accredited in the Republic of Poland
  - Republic of Poland Consulate in the country, in the educational system of which the diploma was achieved.

**ATTENTION!** If this statement is already written on your diploma, you do not need to get the additional one.

3. Translation (into **POLISH**) of the following documents:
  - a) your original diploma
  - b) Apostille
  - c) statement saying that the diploma allows the bearer to enter university

**ATTENTION!** Translation needs to be made by a sworn translator approved by the Polish government! That is why you can translate everything after you have arrived in Warsaw (for some reason it's even better to do that when you come to Poland, as the Kuratorium prefers the translations made in Poland). The translation has to be made of

the original document. If the diploma has been issued in a country, where a different alphabet is used (i.e. not the Latin alphabet), a copy of the document should be attached.

## STEP 2 – IN POLAND

If you have not translated everything in your home country, you need to do it after your arrival in Poland.

Then, you need to go to the Polish office for education called Kuratorium (Al. Jerozolimskie 32, 00-024 Warszawa, room 203). The documents needed there:

1. a request/application stating that you ask for legalizing your diploma (this is something you take from Kuratorium and then fill in)
2. original high school diploma
3. apostille (if your diploma has one)
4. transcript of records (if the grades are not on your diploma)
5. the statement saying that you are allowed to enter higher education institutions in your country (if it is not written on your diploma)
6. translation of your diploma, apostille, statement into POLISH (it can be done for example in this translation bureau: <http://www.bts.info.pl/>)  
**ATTENTION!** Make a copy of the translation! The original translation will have to be left in Kuratorium, while the copy needs to be delivered to our office.
7. a copy of your passport

If the person who is submitting the documents to Kuratorium is not the owner of the diploma, a letter of authorization signed by the owner of the diploma should be attached.

IB (International Baccalaureate) and EB (European Baccalaureate) diplomas do not have to be legalized.

The Kuratorium works on the papers up to a few weeks. The final paper issued by the Kuratorium is a statement (“zaswiadczenie”) saying that your diploma is treated in Poland in the same way as Polish diplomas. What you need to bring back to the office of the studies:

1. the paper issued by the Kuratorium (“zaswiadczenie”),
2. your original diploma,
3. a copy of the translation of your diploma.

These papers stay in your file as long as you are our student. Your diploma and the Kuratorium paper will be given back to you when you stop being our student (either you finish the program or you resign). That’s all!

## FAQ AND HINTS:

**Q:** Can I completely omit Step 1 in my home country and take care of it in the embassy of my country in Poland?

**A:** No. Legalization can be made only in your home country. Some embassies/consulates in Poland issue statements about the ‘right to go to higher education institutions in your home

country', but not all of them, so please take care of that in your home country before you come to Poland. When it comes to legalization, consulates/embassies of any foreign country in Poland cannot make it for you (there are some special cases, but you would have to ask the Kuratorium about them).

**Q:** What happens if I don't go through this process?

**A:** You cannot fully be a student in Poland and the most drastic thing would be that you're going to be expelled from the University.

**Q:** Where can I find official information?

**A:** Info in both English and Polish can be found on the Kuratorium's website: <http://www.kuratorium.waw.pl/pl/news/144/nostryfikacja-%C5%9Bwiadectw-szkolnych-i-%C5%9Bwiadectw-maturalnych-uzyskanych-za-granic%C4%85.html>

**Q:** I've heard I don't have to go through this process because Poland and my country signed an agreement. Is that true?

**A:** It's possible. There are agreements between Poland and some countries and on the basis of these agreements high school diplomas don't have to be recognized (so-called "bilateral acknowledgement"). If you want to find out if your diploma needs to be recognized, please contact the Kuratorium.

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