



AUTHENTICATION (APOSTILLE OR LEGALIZATION) AND NOSTRIFICATION

Authentication (legalization or apostille) of documents – the affirmation of their authenticity, that gives the legal force for documents outside the country of issue. The method of legalization depends on the country of origin of candidate's High School Diploma or Bachelor's Diploma. Apostille/Legalization must be done in the candidate's country (in the country of issue of the Diploma) personally before arriving for studies to Warsaw.

Nostrification – recognition of a foreign certificate by the Warsaw Educational Superintendent (Kuratorium Oświaty). By request of the Admissions Team, students of some countries are obliged to submit all demanded document to our office upon arrival in Poland to be able to get a positive decision from the Warsaw Educational Superintendent decision by the end of the first year of studies.

APOSTILLE

The Apostille is a special sign (sticker, seal) or separate document on the official documents issued by the institutions and organizations of the countries-members of 'The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents'. It specifies that the document issued in one of the signatory countries can be certified for legal purposes in all the other member-states. Depending on the country the apostille can be done in a High Court, Ministry of Education, Ministry of Foreign Affairs, etc.

The full list of the countries-members to the Convention can be checked here:
<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

LEGALIZATION

Legalization means the authenticity of signatures on the original documents, presented as the seals of competent state authorities in case you want to submit and give the legal force to your documents in a foreign country. It has the same goal as Apostille, but used for the documents issued in the countries that are not members to the Hague Convention.

The legalization can be done by:

- Polish Consul in the country, where the certificate was issued or in the country in which educational system a school operates;
- Educational authorities in the country where a certificate was issued or in the country in which educational system a school operates;
- Embassy or consulate of the country where a certificate was issued or in the country in which educational system a school operates located in Poland or in other EU, EFTA or OECD country;
- Ministry of Foreign Affairs in the country where a certificate was issued or in the country in which educational system a school operates and Polish Consul in the country, where the certificate was issued.

NOSTRIFICATION (RECOGNITION OF THE HIGH SCHOOL CERTIFICATE/DIPLOMA)

According to Polish Educational Law some foreign students have an obligation to get a decision of Recognition of High School Diploma from **Warsaw Educational Superintendent** (Kuratorium Oświaty). Nostrification is a procedure leading to establishing an equal certificate, diploma or academic title to the one obtained by a student abroad. Check below whether you need to proceed with it on your documents.

! Please note that nostrification is related only to BA programmes applicants.

Candidates can complete Nostrification of the certificate or diploma before taking part in the admissions by themselves and enclose it to the documents submitted. However, Admission Team assists students with the whole application process. The deadline to submit the positive nostrification decision in order to be able to continue the studies is set to the end of the first academic year.

Nostrification applies to those candidates whose HSD were obtained outside of Poland, in a country with which Poland has not signed a bilateral agreement concerning the recognition of education. **International Baccalaureate** diploma and **European Baccalaureate** certificate are accepted by Polish universities **without a Nostrification**.

Our University helps students to obtain Nostrification, therefore student will be expected to bring the following documents to Admissions Office, and we will submit the application on your behalf:

- Original HS diploma with the transcript of grades for the senior years (last 3-4 years in High School, depends on the country), both apostilled or legalized.
- Original **Sworn translation** from **original language into Polish language of** HS diploma and transcript of grades including the translation of apostille or legalization stamps.
- Original Eligibility Statement from the **Ministry of Education** where a certificate was issued or in the country in which educational system a school operates.
- Original Sworn translation of Eligibility statement from original language into Polish language.
- Form of Curriculum (with period of study and grading scale information) from the School.
- Original Sworn Translation into Polish language of form of Curriculum (with period of study and grading scale information) from the School.
- Copy of passport and visa.
- Filled in and signed application form (our Admissions Team will assist you on that).

If candidate has received a High School diploma in the European Union, Organisation for Economic Co-operation and Development (OECD), European Free Trade Association (EFTA) member state, or the diploma obtained gives the right to pursue studies in the country of its issue on the level equivalent to the level in Poland, then **candidate does not have to go through the Nostrification process**.

Check below if your country is a member of one of the organisations mentioned above:

European Union(EU):

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Luxembourg, Latvia, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

Organization for Economic Co-operation and Development (OECD):

Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Luxembourg, Mexico, the Netherlands, New Zealand, Norway, Poland, Portugal, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States of America.

European Free Trade Association (EFTA):

Iceland, Liechtenstein, Norway, Switzerland.

Nostrification of a High School diploma is only necessary if it has been obtained in a country not enlisted above or with which Poland has not signed a bilateral agreement concerning the recognition of education..

More details on recognition of foreign qualifications can be found here:

<https://prk.men.gov.pl/uznawanie-zagranicznych-dyplomow-ukonczenia-studiow-wyzszych-i-stopni-naukowych/>

<https://www.gov.pl/web/edukacja-i-nauka/umowy-dwustronne-dotyczace-uznawalnosci-wykształcenia>

<https://www.kuratorium.waw.pl/en/nostrification-of-certi/8177,Recognition-of-certificates-or-the-level-of-education-or-rights-to-continue-educ.html>

List of sworn translators into Polish:

<https://arch-bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html?City=Warszawa&Reg=7&Language=1>