

LEGALISATION, TRANSLATION, RECOGNITION

Please be aware that **recognition of academic qualification process takes about 3 months**, therefore if you are sure you want to apply for the studies, you should start completing all the documents 3 months before the deadline.

Before starting the recognition process you may get an opinion on your credential (higher education diploma or academic degree and title). To do so please visit the website: <https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes>

1. Legalisation of foreign documents of education

Legalisation is the certification of a document's formal conformity with the law binding in the place of its issue or of the authenticity of the seals and signatures placed on the document. Legalisation of a document by the relevant authorities in the country in which it was issued increases its credibility.

A. Legalisation with Apostille

If a country in which a given document was issued is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded in The Hague, 5 October 1961, the document's legalisation is replaced by an Apostille certificate attached to it. The list of countries – parties to the Convention and the institutions authorised to issue the Apostille is available here:

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

B. Normal Legalisation

If a country in which a given document was issued is not a party to the aforementioned Convention, the document's legalisation remains the responsibility of a Polish consular office in that country. Depending on the type of a document, Polish consular offices will use one of the three categories of legalisation clauses: full legalisation, standard legalisation, authentication.

More information about legalization or apostille is available here:

<https://nawa.gov.pl/en/apostille-and-legalization/apostille-or-legalization-what-do-i-need>

The list of Poland's missions abroad is available at: <https://www.gov.pl/web/diplomacy>.

2. Translation by a sworn translator

All official documents issued abroad should be translated into Polish by:

- a Polish sworn translator registered on the list of translators published by the Ministry of Justice of the Republic of Poland. The list of Polish sworn translators may be found here:
- <https://arch-bip.ms.gov.pl/pl/rejstry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>
- the consul of the Republic of Poland in the country in which documents were issued
- a person registered as a sworn translator in an EU member state, an EFTA member state, an EEA member state, or an OECD member state.
- an accredited diplomatic representative to Poland, or the consular office of the country in whose territory, or within whose educational system the documents in question were issued

3. Recognition of secondary-school certificate

Enrollment for the first-cycle (BA) programmes is carried out on the basis of secondary education certificate which has been deemed to be equivalent to the Polish secondary education certificate by virtue of the law, or pursuant to a relevant international agreement, or on the basis of an approval given by a Board of Education in Poland, or NAWA's Director information.

More information about the Recognition of Academic Qualifications may be found:

- on the website of the Polish National Agency for Academic Exchange:
<https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes/>
- on the ENIC-NARIC network website: <http://www.enic-naric.net/>