

# LEGALIZATION / “APOSTILLIZATION” OF DIPLOMAS AND CERTIFICATES OF EDUCATION ACHIEVED IN THE CZECH REPUBLIC

(last update of the contacts – April 2024)

Procedure of legalization / “apostillization” of diplomas and certificates of education is the following:

- 1) Legalization by the Ministry of Education, Youth and Sport of the Czech Republic, then
- 2) Legalization / “apostillization” by the Ministry of Foreign Affairs of the Czech Republic, then, if relevant,
- 3) Super legalization by the competent embassy.

The type of legalization depends on a country you plan to work in (and where you might be asked for a recognition of your master degree)

There is recommended option to arrange a notarised copy of a document where a notary confirms by **authentication** of the true copy of the document literally confirm with the original document.

It is a good way to let legalized this document and keep the original without the legalization.

If you decide/need to legalize both documents (diploma and diploma supplement), you have to prepare the verified copies of both and the stamps/kolek for each document.

## **STEPS YOU FOLLOW IN THE LEGALIZATION / “APOSTILLIZATION” PROCESS:**

### **Step 1.**

Go to the **Ministry of Education** to legalize the diploma and diploma supplement.

It is necessary to have **100 CZK** in fee stamps/per document (tax stamp, in the Czech language “kolek” – you have to buy it at the post office in advance).

**It is possible to legalise just originals of the documents or possibly copies validated by a notary.**

### **THE ADDRESS:**

Ministry of Education, Youth and Sports  
Karmelitská 529/5, Praha 1  
Mrs. Dana Matějková  
Higher Education Institution Department  
phone 234811349.

(It takes around 15 minutes to get the stamp)

More information: <https://www.msmt.cz/vzdelavani/vysoke-skolstvi/legalizace-overeni-vysokoskolskeho-vzdelani-v-cr-pro>

### **OFFICE HOURS:**

Monday	8 – 12	13 – 16
Tuesday	-----	
Wednesday	8 – 12	13 – 16
Thursday	-----	
Friday	-----	

## **Step 2.**

With the legalized diploma by the Ministry of Education go to the **Ministry of Foreign Affairs**, to get

- ⇒ the apostille OR
- ⇒ super-legalization

You should decide which type of the legalization to choose. It depends on the country you will work in.

ADDRESS: Hradcanske nam. 5; office hours in the link below.

(There is a big sign in Czech and English at the entrance pointing to the office were you need to go).

You have to have prepared other “kolek” in the amount of **300 CZK/document** in advance at the post office. You can also pay by card on a place. This takes around 20 minutes and that is all

More information here: [https://www.mzv.cz/jnp/cz/cestujeme/overovani\\_listin/index.html](https://www.mzv.cz/jnp/cz/cestujeme/overovani_listin/index.html)

\*\*\*\*\*

### **Based on several experiences we recommend**

- ➔ Make a verified/notarized copy of your documents (at a notary office or Czech Point at the Post office)  
You'll ensure that the original diploma is still ready for you to secure a new copy
- ➔ Have your documents verified according to the requirements of the country where you are submitting them  
=> different countries require different types of verification; i.e. UAE needs legalization, The Netherland, Sweden, Norway require Apostille
- ➔ Arrange the legalization before you leave the Czech Republic, or when you have a trip to Prague (the other options is under a specific way by post, details on the given websites)
- ➔ Check the office hours of both institutions carefully before you plan to visit them.

After you arrange above mentioned your diploma is prepared for a recognition at a foreign country.

If you are asked to provide a legalised document that has been translated into another language, we recommend following these instructions:

1. Ensure that the document is legalised
2. Have the legalised document translated

\*\*\*\*\*

**Don't forget you have ONLY ONE ORIGINAL of the diploma!  
Whenever you are asked for a diploma, please, arrange & submit a verified copy!\*\***

**The same situation applies to the Diploma Supplement!**