

CONFIRMATION OF THE DEGREE IN THE CZECH REPUBLIC ACCORDING TO THE HAGUE CONFERENCE = APOSTILLE

(last update of the contacts – June 2019)

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 5, Praha 1

Ing. Jiří Johánek

Higher Education Institution Department (no. 30)/Odbor vysokých škol - 30

Office 202 Building C, 2nd floor

phone 234811532.

(It takes around 15 minutes to get the stamp)

OFFICE HOURS:

Monday	9 – 12	13 – 16
Tuesday	-----	
Wednesday	9 – 12	13 – 15
Thursday	-----	
Friday	-----	

Step 2.

With the legalized diploma go to the **Ministry of Foreign Affairs**, to get the apostille
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 where you need to go).

You have to have prepared other “kolek” in the amount of **100 CZK/document** for the apostille (buy it at the post office in advance!)

This takes around 20 minutes and that is all

http://www.mzv.cz/jnp/cz/zahranicni_vztahy/vyrocní_zpravy_a_dokumenty/poskytnuté_informace/jak_akdy_lze_na_mzv_overit_listiny.html

We recommend to arrange an apostille before you leave the Czech Republic or when you have a trip to Prague – 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 foreign country.

Don't forget you have only one original of the diploma! Whenever you are asked for a diploma, please, arrange a notarized copy!
The same situation is with the Diploma Supplement!**

****)** Make the legalized (verified) copy of the diploma in a notary office.

Legalization at the Ministry of Education

Higher verification of higher education diplomas and diploma supplements issued by universities in the Czech Republic for the purpose of their use abroad

Ministry of Education, Youth and Sports
Karmelitská 529/5
118 12 Prague 1

Ing. Jiří Johánek (jiri.johanek@msmt.cz)
tel. 234 811 532
Strategy Unit (300)
Department of Higher Education (30)
Building C, 2nd floor, office number 202

OFFICE HOURS:

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Friday	-----	

Documents for legalization can be submitted 15 minutes before the end of
the office hours at the latest.

Only the following documents can be legalized: original diploma and
diploma supplement or copies of these documents validated by a notary.

No other university documents can be legalized.

Applicants are obligated to bring 100 CZK tax stamp for each document.

Tax stamps can be bought at every post office.

Legalization of the documents at the Ministry of Foreign Affairs

Office hours

Monday	8.00 hod. – 12.00 hod.	13.30 hod. – 17.00 hod.
Tuesday	8.00 hod. – 12.00 hod.	
Wednesday	8.00 hod. – 12.00 hod.	13.30 hod. – 17.00 hod.
Friday	8.00 hod. – 12.00 hod.	

A phone contact is possible only out of the official office hours, i.e. Tuesday 14.00-16.00, Thursday 8.00-12.00 and 14.00-16.00 and Friday 14.00-15.00.

Contact:

Office for Verification of the documents/Pracoviště ověřování dokladů:

Hradčanské nám. 5, Praha 1

Phone: 224 18 2188, 224 18 2153, fax: 224 18 2527

e- mail: legalizace@mzv.cz

Address:

Ministerstvo zahraničních věcí ČR

Odbor konzulárních činností– referát legalizace

Hradčanské nám. 5

110 00 Praha

Česká republika

Fee for the legalization of the documents is possible only with using the stamp (kolková známka) in the amount of 100 CZK (for Czech documents) and 600 CZK (for documents from abroad).

You have to buy the stamps (kolek) at the post office in advance.

Legalization is done on a place. The legalization office can reduce the number of accepted documents according to the actual workload of the department. Thank you for understanding. .

Applicant can delegate another person for the legalization process under a power of attorney.