

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

(last update of the contacts – January 2025)

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 (in case of the “legalization” process).

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.

Arrange the verified copy in the Czech Republic (one of the graduate experienced that the notarized copy arranged abroad was not accepted for the legalization process).

Let legalized this document/verified copy 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.

An administrative fee of CZK 200 must be paid for each individual document that the applicant wishes to legalize. The administrative fee can be paid in three ways:

1. on the spot by credit card or
2. on the spot in cash, the administrative fee can only be paid in this way for up to 4 legalised documents (i.e. a maximum of CZK 800); or
3. in advance by bank transfer to the account of the Ministry of Education:
 - ➔ **Account No. for domestic payments:** 3711-821001, bank code 0710, variable symbol 444, in the message to the recipient please indicate the name of the person indicated on the legalized document,
 - ➔ **Account no. for payments from abroad:** IBAN: CZ77 0710 0037 1100 0082 1001, BIC/Swift: CNBA CZPP, in the message to the recipient, indicate the name of the person indicated on the legalised document. In the case of payment from abroad, please choose the payment currency CZK so that the full amount requested is credited to the account of the Ministry of Education and Science, at the same time the foreign payment fees must be debited to the account from which the fee was sent (type of bank charges OUR),
 - ➔ **Always make payments well in advance - for a domestic payment, at least 3 working days before your scheduled legalization visit for a foreign payment, at least 6 working days before your scheduled legalization visit.**

It is the number of documents that is decisive here, not the number of pages. The diploma and the supplement to the diploma are considered as two documents for the purpose of legalization and therefore an administrative fee of 400 CZK is required for their legalization.

THE ADDRESS:

Ministry of Education, Youth and Sports
Karmelitská 529/5, Praha 1
Mrs. Dana Barchánková
Higher Education Institution Department
phone + 420 234 811 349.

(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).

In connection with the entry into force of the amendment to Act No.150/2017 Coll., on Foreign Service, as of 1 January 2025, the fees for higher certification/apostille will increase from CZK 300 to CZK 600 for Czech documents and from CZK 600 to CZK 1,200 for foreign documents.

Following the abolition of stamps, from 1 January 2025 the **fees for verification in person by credit card will be paid**. In postal transactions, payment by bank account remains valid.

More information here: https://www.mzv.cz/jnp/cz/cestujeme/overovani_listin/index.html

This visit takes around 20 minutes and that is all.

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!**