

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

(last update of the contacts – July 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 (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.

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 + 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).

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

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!