

Mandatory documentation submitted together with an application includes:

- a) identification document (ID, passport) - copy
- b) evidence of formal or informal qualifications (diplomas, certificates, etc.)
 - o member states: copy or certified copy^{a)}
 - o non-member states: certified copy
- c) evidence of contents of the qualifications (transcripts, diploma and certificate supplements, etc.)
 - o member states: copy or certified copy^{a)}
 - o non-member states: certified copy
- d) information or a copy of evidence of previous education completed prior to the evaluated education
- e) proof of payment of the administrative fee of **100,00 EUR**^{b)}.
- f) confirmation of teaching experience, if applicable - only for the application for pursuit of teaching profession, if required by the Regulation in force

Further requirements for the recognition of qualifications from the non-member states may include:

- g) copy of a document confirming the accreditation of the educational institution and the study programme issued by a competent authority of the state of origin (not required for higher education institution listed as recognized in the state of origin) - to be included with the application,
- h) detailed description of the courses (including their syllabi) - may be required in the process, based on an individual evaluation of an application based on an individual evaluation of an application.

Translations

Translation is **not required**:

- for identification documents or documents on previous education obtained prior to the evaluated education
- for documents issued in Czech or Latin language

Translation of the **evidence of qualifications** (diplomas, transcripts etc.)

- for the professions of **medical doctor, dental practitioner, pharmacist, nurse, and midwife**
 - o evidence from member states: translation not required^{c)}
 - o evidence from non-member states: for documents issued in English, Russian, German, French, and Hungarian, unofficial or own translation is accepted, for other languages, certified translation is required
- for **any other professions**
 - o evidence from member states: unofficial or own translation accepted^{c)}
 - o evidence from non-member states: for documents issued in English, Russian, German, French, and Hungarian, unofficial or own translation is accepted, for other languages, certified translation is required

Letter of authorization

In case the applicant is not the same as the holder of the document, the application must also include a letter of authorization (a letter allowing the applicant to act as agent in the holder's stead in this proceeding). Communication regarding the application will be carried out solely with the agent (person named in the section „Applicant“).

Administrative fee payment options:

1. via Receipt of Payment of Administrative / Judicial Fee (eStamp or eKolok), which can be purchased at selected offices of Slovenská pošta, a.s. (Slovak Post) in the required value
2. via eKolok Mobile Application which is available at GooglePlay / App Store
3. via eKolok Web Application, also called Virtual Kiosk, available at <https://m.ekolky.gov.sk>
4. for applications submitted via the Central government portal (www.slovensko.sk) the payment prescription is generated by submitting the application (there is no need to buy eKolok in advance)

Address for sending the application by post:

Ministry of Education, Science, Research and Sport of the Slovak Republic, Stromová 1, 813 30 Bratislava, Slovakia

The procedural deadline of this application is 3 months from the date of the delivery of the complete application. In case of professional qualification of a healthcare professional obtained in non-member state, the procedural deadline is 2 months for the recognition of diploma and 1 month for the recognition of professional qualification after submitting the protocol of passing of the supplementary exam.

Please note: Submitted documents will not be returned.

^{a)} If you obtained your professional qualifications in a member state, the evidence documents (such as diploma, transcript), can be submitted as simple copies. If you do not submit a certified copy, the authenticity of the document may need to be confirmed by the home member state. No confirmation will be required in case you submit a certified copy

^{b)} In case of an application submitted **electronically**, the administrative fee is reduced by 50%. The reduced fee is generated by the application submission and delivered to the electronic inbox of the applicant). Electronic application can only be submitted through the Central Government Portal (<https://www.slovensko.sk>), where the electronic version of this form is available. In electronic application, all the documents normally signed by the applicant bear an electronic signature and all the attachments which require certified copies are made by certified electronic conversion (own scans or photographs of the documents are not accepted).

^{c)} If you obtained your professional qualifications in a member state, the evidence documents (such as diploma, transcript), can be submitted without certified translation. If you do not submit a certified translation, the contents of the document may need to be confirmed by the home member state. No confirmation will be required in case you submit a certified translation or a document issued in English, German, French, Russian or Hungarian.