

**APPLICATION FOR THE RECOGNITION OF DIPLOMA
IN PURSUIT OF REGULATED PROFESSION IN THE SLOVAK REPUBLIC**

All fields are mandatory. The administrative fee for the processing of this application is 50,00 EUR.

REG. PROFESSION	CATEGORY OF REGULATED PROFESSION (mark only one category and specify the profession below) ⁽¹⁾ : <input type="checkbox"/> Regulated trades and crafts <input type="checkbox"/> Finance professions <input type="checkbox"/> Professions in the area of social care <input type="checkbox"/> Professions in the area of construction and geodesy <input type="checkbox"/> Professions in the administration of Ministry of Justice <input type="checkbox"/> Other (specify below) ⁽²⁾
	Act regulating the profession ⁽¹⁾ :
	Name of the regulated profession ⁽³⁾ :

- (1) List of regulated professions available at the webpage of the Ministry of Education, Science, Research and Sport of the SR: <http://www.minedu.sk>.
(2) This application **does not apply to healthcare, pedagogic and sport professions**. For those professions, please fill out the [application for recognition of diploma and professional qualification in pursuit of regulated profession in the Slovak republic](#).
(3) Fill in specific and exact name(s) of the regulated profession(s) you are applying for.

APPLICANT	FIRST AND LAST NAME OF THE APPLICANT ⁽⁴⁾ :	
	contact address of the applicant (street, number, post code, city, country) ⁽⁵⁾ :	
	telephone:	e-mail:

- (4) In case the applicant is not the same as the holder of the document, please include signed authorization letter for this proceeding.
(5) Valid postal address, on which the applicant will be contacted.

DOCUMENT HOLDER	I. PERSONAL INFORMATION OF THE DOCUMENT HOLDER		
	FIRST AND LAST NAME OF THE DOCUMENT HOLDER:		
	permanent residence of the document holder (street, number, post code, city, country):		
	surname at birth:	date of birth:	citizenship:
	sex:	<input type="checkbox"/> female	<input type="checkbox"/> male
	telephone:	e-mail:	
	II. DOCUMENT SUBMITTED FOR RECOGNITION		
	name of the awarded document:		
	name of the awarding institution:		
	document issued (city, country):		
	place of studies (city, country):		
	duration of studies (in years, months):		completion year:
	III. PREVIOUS COMPLETED EDUCATION (completed before enrolling to the education indicated in section II.)		
	name of the awarded document:		
	name of the educational institution:		
place of studies (city, country):			
duration of studies (in years, months):		completion year:	
By signing this application, the applicant confirms all the filled-out information to be true and correct.			
Date:	Signature of the Applicant:		

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 **50,00 EUR^{b)}**.

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

- f) 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,
- g) 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.)

- evidence from member states: unofficial or own translation accepted^{c)}
- evidence from non-member states: for documents issued in English, Russian, German, French, and Hungarian, unofficial or own translation is accepted as well, for other languages, certified translation is required^{c)}

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 2 months from the date of the delivery of the complete application (the decision about recognition is adopted within this deadline).

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.