

For applicants for doctoral programmes of study

In the admissions procedure for the 2024/25 academic year, the faculties will assess compliance with the requirement of successful completion of study in a master's programme of study under section 48 (5) of the Higher Education Act in the case of applicants who obtained foreign higher education by completing a higher education programme at a foreign higher education institution.

Send the documents listed below **in hard copy form by post** (the documents cannot be sent by e-mail) to the following address of the faculty no later than on **August 30, 2024**.

Address of the faculty:

Faculty of Social Sciences
Ivana Bílá
Smetanovo nábřeží 6
110 01 Prague 1
Czech Republic

It is also possible to discuss that you will bring your documents with you when you come for the enrollment.

Contact person in case of questions: Mgr. Ivana Bílá, e-mail: ivana.bila@fsv.cuni.cz

The following documents may be used to prove compliance with the requirement of successful completion of study in a master's programme of study at a foreign higher education institution:

a) a document proving general recognition of foreign higher education in the Czech Republic (so-called general "nostrification")

- The applicant must submit:
 - An authenticated copy¹ of a document obtained in accordance with sections 89 and 90 of the Higher Education Act or in accordance with prior legal regulations proving general recognition of a foreign higher education in the Czech Republic.
- It is issued by the public higher education institutions, the Ministry of Education, Youth and Sports, the Ministry of the Interior, or the Ministry of Defence.
 - For more information on the procedure for recognising foreign higher education at Charles University see: <https://www.cuni.cz/UKEN-16.html>
- Free of charge (a fee of CZK 3,000 is paid to the public higher education institution or the Ministry of Education, Youth and Sports which performs the assessment in the procedure to recognise foreign higher education).

b) a document concerning a foreign higher education which is automatically equivalent in the Czech Republic without any further administrative procedures

- A foreign document concerning a foreign higher education which is automatically equivalent in the Czech Republic in accordance with its international agreements without any further administration procedures – these include documents certifying completion of a programme of study in **Slovakia** (with the exception of diplomas issued by foreign branches of Slovak higher education institutions after 28 March 2015 to which the procedure under letter (c) is applicable),

¹ See FORMS OF AUTHENTICATION

in **Poland, Hungary, or Slovenia** (only master's diplomas, the procedure under letter (c) is applicable to bachelor's diplomas from Slovenia).

- The applicant must submit:
 - An authenticated copy² of diploma, certificate, or similar document (for example a certificate of completion of study) issued by a foreign higher education institution;
 - An original or authenticated copy³ of the diploma supplement or a transcript of examinations passed;
 - In the case of a certificate of higher education issued by a Slovak higher education institution after 28 March 2015, also a statement issued by a foreign higher education institution in the state in which the programme of study completed by the applicant was offered.
- Free of charge.

c) **foreign document** concerning a foreign higher education

- The applicant must submit:
 - An authenticated copy⁴ of the diploma, certificate, or similar document (for example a certificate of completion of study) issued by a foreign higher education institution;
 - An original or an authenticated copy⁵ of the Diploma Supplement of the transcript of examinations passed.
- If needed the faculty will request the applicant to submit also the following documents:
 - Additional information on the content and scope of foreign higher education;
 - A statement issued by the relevant foreign body confirming that the given higher education institution is authorised to offer higher education in the given foreign state (a statement on accreditation).
 - In the case of a certificate of higher education issued by a Slovak higher education institution after 28 March 2015, also a statement issued by a foreign higher education institution in the state in which the programme of study completed by the applicant was offered.
- Applies to documents to which the procedure under letter (b) cannot be applied.
- **THE DOCUMENT IS ASSESSED – in the case of a positive assessment the document is accepted; in the case of a negative assessment the applicant is required to submit a document under letter (a) (a general “nostrification”)**
- **The assessment is valid only for the admissions procedure at one faculty**

Translations

Documents which are not originally issued in the **Czech, English, or Slovak** languages must be officially translated into the Czech or English languages.

Other documents

If the situation of the applicant calls for it, the applicant also submits the following documents:

- a. A power of attorney, if the applicant is represented by an attorney for the purposes of proving compliance with the requirement for admission under section 48 (4) and (5) of the Higher Education Act;

² See FORMS OF AUTHENTICATION

³ See FORMS OF AUTHENTICATION

⁴ See FORMS OF AUTHENTICATION

⁵ See FORMS OF AUTHENTICATION

- b. If the applicant's name changes, an authenticated copy of a document proving such change (e.g., a marriage certificate);
- c. An authenticated copy of the decision to award international protection, if the assessment is requested by a person listed in section 90 (4) of the Higher Education Act and if this person wishes to use the possibility of substituting a document with an affirmation.

Forms of Authentication

For fast identification of the form of authentication – see Guidance document on methodology 1_Forms of authentication – an alphabetical list of states

All documents submitted by the applicant to the faculty must be duly authenticated in accordance with the relevant international agreements (a list valid as of 1 May 2018):

a. States which have entered into a legal aid agreement with the Czech Republic – original documents are valid in the contracting states without any further authentication. If the applicant submits copies of such documents they must be authenticated copies made by a Czech or foreign notary, at a Czech embassy abroad or made by means of Czech Point service.

List of states which have entered into a legal aid agreement with the Czech Republic: Afghanistan, Albania, Algeria, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Montenegro, France, Georgia, Yemen, Croatia, People's Republic of Korea, Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/FYROM, Moldova, Mongolia, Poland, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam.

b. States which are signatories of a multilateral convention to simplify the authentication of foreign official documents – Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (The Hague, 5 October 1961, published under no. 45/1999 Sb.m.s. (the Collection of International Agreements)), "The Hague Convention".

For these states a uniform authentication of documents is stipulated, the so-called Apostille, issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities is available from the website of the Hague Conference at <http://hcch.e-vision.nl> (Authorities, per Convention, Convention No. 12, direct link: http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41).

Documents from the following states must be authenticated in the form of Apostille: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, the Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cook Islands, Chile, China – only Hong Kong and Macao (legalisation is required in the case of other territories of China), Denmark, Democratic Republic of São Tomé and Príncipe (from 15 July 2008), Dominica, Dominican Republic (authentication by Apostille clause from 30 August 2009), Ecuador, Estonia, Fiji, Finland, French territories (i.e., French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Komodo Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (from 7 April 2002 – up to this date it was covered under Great Britain), Guatemala, Honduras, India, Ireland, Iceland, Italy, Israel, Japan, Republic of South Africa, Kazakhstan, Colombia, Republic of Korea (South Korea), Kosovo, Costa Rica, Lesotho, Liberia, Liechtenstein, Lithuania, Latvia, Luxembourg, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia,

Germany, Niue, the Netherlands and its territories (i.e., the Netherlands Antilles, Aruba), Norway, New Zealand, Oman, Panama, Paraguay, Peru, Portugal, Salvador, Samoa, San Marino, the Seychelles, Suriname, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Sweden, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, the United States of America and its territories (i.e., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands of the United States), Great Britain and its territories (i.e., Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermudas, British Antarctic Territory, British Virgins Islands, British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and South Sandwich Islands, Turks and Caicos Islands), Vanuatu, and Venezuela.

In the case of documents from the member states of the European Union, Norway, the United States of America, Canada, Australia, and New Zealand **it is possible to replace the Apostille (in the case of Canada with superlegalisation) with an authenticated copy of the documents** (similarly to option (a)), providing that at the same time at least one of the following conditions is met:

- The foreign secondary school or higher education institution, based on a request sent by the applicant, confirms by e-mail to the faculty that the applicant is a graduate of this foreign secondary school or higher education institution;
- The foreign higher education institution sends the faculty a transcript or diploma supplement of the applicant in a sealed envelope, or the applicant submits a transcript in a sealed envelope as part of the documents; or
- The official website of the foreign secondary school or higher education institution enables verification as to whether the applicant is one of its graduates (e.g., the possibility to download, after entering a password, the transcript of the applicant from the official website of the foreign higher education institution).

c. Other states – documents on the completion of study must be superlegalised. In the case of superlegalisation, the authenticity of signatures and stamps on the original documents is verified:

- By the Ministry of Foreign Affairs of the state where the secondary school or higher education institution which issued the document has a registered address, or by the relevant foreign body;
- And also by the relevant embassy of the Czech Republic.

The requirements for the submission of duly authenticated documents are also considered fulfilled if the applicant submits authenticated copies of documents that were previously authenticated by the method listed above that applies to the documents submitted by him (e.g., in the case of a diploma from Kenya, the applicant submits an authenticated copy of the superlegalised documents).

Additional Information on Translations

Documents which are not originally issued in the **Czech, English, or Slovak** languages must be officially translated into the Czech or English languages.

If the official translation is made by other than a Czech certified translator, the sheets with translations must be attached to the authenticated copies of the documents they relate to in such a way that makes it impossible to subsequently change or replace the sheets containing the translation. Translations attached to unauthenticated copies of documents shall not be accepted.