

## APPLICATION FORM FOR ACADEMIC RECOGNITION

1. Original or the certified copy of the foreign qualification (we do not accept confirmations or substitute documents of foreign qualification);
2. Certified translation of the foreign qualification;
3. *Official grade transcript, issued by the higher education institution;*
4. *Certified translation of the official grade transcript;*
5. *Official curricula with course of study and short content of each subject (issued from higher institution or printed form official web site of institution) in original and translated (no certified translation required);*
6. *List of admission requirements (if the official version does not exist, write yourself);*
7. *Diploma supplement in original if any;*
8. *CV in English language pointing out course of education and work experience (when applying for recognition of Ph.D. study, list of scientific papers and where they are published);*
9. *Certified copies of previously acquired higher qualification(s), if any;*
10. *Certificate of citizenship (original or certified copy of "domovnica" for Croatain citizens or certified copy of passport for foreigners)*
11. *Copy of the marriage certificate of official decision of the competent authority (for those applicants who changed their first and/or last name);*
12. *One copy of all enclosed documents including the application form, except official curricula.*
13. Those candidates applying for recognition of Master/Postgraduate study must enclose one (1) copy of their master thesis (paper, on floppy dist or CD);
14. Candidates applying for recognition of doctoral degrees must enclose one (1) copy of their doctoral thesis (paper, on floppy disk of CD) and certified copy of previously acquired higher qualification(s), if any.
15. Document acknowledging the receipt of application for postgraduate programme of study or for continuation of education by a faculty or academy of the Josip Juraj Strossmayer University of Osijek.

### **Napomene / Note:**

- *Process of recognition for the purpose of continuation of education in Republic of Croatia will not start unless all information under paragraph 5 of the application form are provided!*
- *Should any document be missing the Office will send you a written request to enclose it.*
- *If you fail to submit any of the requested documents, a written explanation should be enclosed stating the reason and time to expect it.*
- *If qualification is not issued in Latin or Cyrillic alphabet, applicant needs to request, from competent higher education institution, new qualification issued in one of mentioned alphabets.*
- *It is not required to translate documents issued in English, Bosnian and Serbian language (in Latin alphabet)*
- *We accept certified copies made by authorized public notary;*
- *We accept certified translations only made by court interpreters certified for the language in which the qualification is issued.*
- *Applicants that completed their higher education in former SSSR, Romania, Albania and Bulgaria are required to enclose the original qualification;*
- *Official grade transcripts form USA, Canada and Australia must be submitted in a sealed envelope.*
- *For official curricula printed from official web site of institution it's obligatory to indicate URL address from which the document is taken.*
- *On your formal request, if the application is complete, Academic Recognition Office will issue a formal confirmation that the process of recognition is in progress.*