

APPLICATION FORM FOR ACADEMIC RECOGNITION OF PERIODS OF STUDY 2023

1. *Official grade transcript, issued by the higher education institution;*
2. *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);*
3. *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);*
4. *Certificate of citizenship (copy of the "domovnica" or passport for foreigners);*
5. *Proof of payment of administrative fees;*
6. *Copy of the marriage certificate of official decision of the competent authority (for those applicants who changed their first and/or last name);*
7. *One copy of all enclosed documents including the application form, except official curricula.*
8. *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 translations only made by court interpreters certified for the language in which the qualification is issued.*
- *Official grade transcripts from 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.*