

Assessment of foreign secondary and tertiary education in the admissions procedure of Charles University Catholic Theological faculty

For applicants for bachelor's or long-cycle master's programmes of study

In the admissions procedure for the 2019-20 academic year the faculties will assess compliance with the requirement of obtainment of secondary education with “maturita” school-leaving examination under section 48 (4) of the Higher Education Act in the case of applicants who obtained a foreign secondary education by completing a secondary educational programme at a foreign secondary school, an international secondary school, a European School operating under the Convention defining the Statute of the European Schools, or a school licensed by the Ministry under the Education Act to offer compulsory education.

Send the documents listed below **in hard copy form by post** (the documents cannot be sent by email) **or by Student Information System** to the following address of the faculty no later than on 31st August 2019

Address of the faculty:

Catholic Theological Faculty

Thákurova 3

160 00 Prague 6

Account number for payment:

Bank account: 32034061/0100

IBAN: CZ630100000000032034061

SWIFT: KOMBCZPPXXX

You can pay online by debit card (credit card)

Contact person in case of questions:

Tereza Fatková tereza.fatkova@ktf.cuni.cz

The following documents may be used to prove compliance with the requirement of obtainment of secondary education with “maturita” school-leaving examination under section 48 (4) of the Higher Education Act:

a) a document proving general recognition of the equivalence or validity of a foreign document (so-called “nostrification”)

- The applicant must submit:
 - Completed form
 - An authenticated copy¹ of a document obtained in accordance with Act No. 561/2004 Sb., to regulate pre-school, basic, secondary, tertiary professional and other education (the Education Act), as amended, or in accordance with prior legal regulations, proving that a foreign document concerning the obtainment of secondary education is generally recognised as equivalent or valid in the Czech Republic. .

¹ See FORMS OF AUTHENTICATION



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- It is issued by Regional Authorities (“krajský úřad”), the Metropolitan Authority of the Capital City of Prague (“Magistrát hlavního města Prahy”), or by the Ministry of Education, Youth and Sports.
- For more information see: http://skoly.praha.eu/86754_Uznvani-rovnocennosti-a-nostrifikace-vysvedceni-vydanych-zahranicnimi-skolami
- Free of charge (a fee of CZK 1,000 is paid to the Regional Authority or the Metropolitan Authority within the framework of the procedure on recognition of the equivalence or validity of a foreign secondary education)

b) a document proving the awarding of a European Baccalaureate

- The applicant must submit:
 - Completed form
 - An authenticated copy² of the European Baccalaureate diploma.
- This applies only to the European Baccalaureate.
- Free of charge
- This does not apply to the International Baccalaureate, which is considered a document under section 48 (4) (d) of the Higher Education Act, and in this case the procedure described under letter (d) is applicable. If the International Baccalaureate forms an integral part of the “maturita” certificate for students who passed the “maturita” examination in Czech language and literature in the common part of the “maturita” examination, such applicants submit in the admissions procedure an authenticated copy of the “maturita” certificate.³

c) a document deemed automatically equivalent without any further administrative procedure

- A foreign document concerning a foreign secondary education completed with the “maturita” examination, if it is deemed automatically equivalent in the Czech Republic in accordance with its international agreements without any further administrative procedures – these are documents proving obtainment of the equivalent of Czech “maturita” in Slovakia, Poland (“swiadectwo dojrzalosci”), Hungary (“érettségi bizonyítvány”), and Slovenia.
- The applicant must submit:
 - Completed form (download [HERE](#));
 - An authenticated copy⁴ of the foreign certificate or a similar document proving foreign secondary education obtained by completing a secondary educational programme at a foreign secondary school operating under the legal regulations of another state.
- If needed the faculty will request the applicant to also submit the following documents:

² See FORMS OF AUTHENTICATION

³ A certificate of “maturita” examination issued by the schools that were granted approval by the Ministry of Education, Youth and Sports of a different manner of completion of education by “maturita” examination in the field of education 79-41-K/610 Upper Secondary General education (“Gymnázium”) – selected subjects taught in a foreign language (section 81 (9) of the Education Act for the period from 1 September 2014 to 31 August 2020). The IB Diploma forms an integral part of the certificate of the “maturita” examination for students who passed the “maturita” examination in Czech language and literature in the common part of the “maturita” examination. This concerns the following schools: The English College in Prague, Anglické gymnázium, o.p.s., PORG - gymnázium a základní škola, o. p. s., OPEN GATE - gymnázium a ZŠ, s. r. o., 1st International School of Ostrava - mezinárodní gymnázium, s. r. o. The graduates of these secondary schools submit in the admissions procedure an authenticated copy of the “maturita” certificate.

⁴ See FORMS OF AUTHENTICATION



- Original or an authenticated copy⁵ of a document describing the content and scope of education completed at a foreign school (an overview of subjects including the number of hours of instruction for individual years of study).
- Free of charge

d) a foreign document concerning a foreign secondary education

- The applicant must submit:
 - Completed form (download [HERE](#));
 - An authenticated copy⁶ of the foreign certificate or a similar document proving foreign secondary education obtained by completing a secondary educational programme at a foreign secondary school operating under the legal regulations of another state;
 - Original or an authenticated copy⁷ of a document describing the content and scope of education completed at a foreign school (an overview of subjects including the number of hours of instruction for individual years of study).
- If needed the faculty will request the applicant to also submit the following documents:
 - Additional information on the content and scope of foreign secondary education;
 - Additional information confirming that the programme of study was offered by an institution authorised to provide an education comparable to a secondary education under the Education Act;
 - A confirmation from the relevant foreign secondary school or other relevant foreign body (e.g., a Ministry of Education) certifying that a graduate of a secondary educational programme at the relevant foreign secondary school is entitled to apply for admission to study in a bachelor's or a long-cycle master's programme of study in the given foreign state.
- This concerns documents to which the procedure under letter (c) 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**
- **A FEE OF CZK 690 APPLIES**

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;

⁵ See FORMS OF AUTHENTICATION

⁶ See FORMS OF AUTHENTICATION

⁷ See FORMS OF AUTHENTICATION



- b. If the applicant's name changes, an authenticated copy of a document proving it (e.g., a certificate of marriage);
- 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.

For applicants for post-bachelor and doctoral programmes of study

In the admissions procedure for the 2019-20 academic year, the faculties will assess compliance with the requirement of successful completion of study in a bachelor's or 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 email) **or by Student Information System** to the following address of the faculty no later than on 31st August 2019

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**Catholic Theological Faculty
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SWIFT: KOMBCZPPXXX

You can pay online by debit card (credit card)

Contact person in case of questions:

Tereza Fatková tereza.fatkova@ktf.cuni.cz (pregradual students)

Magdaléna Nová nova@ktf.cuni.cz (postgradual students)

The following documents may be used to prove compliance with the requirement of successful completion of study in a bachelor's or 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:
 - Completed form



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- An authenticated copy⁸ 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/UK-6452.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), 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:
 - Completed form
 - An authenticated copy⁹ 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 copy¹⁰ 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:
 - Completed form (download [HERE](#));
 - An authenticated copy¹¹ 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 copy¹² of the Diploma Supplement of the transcript of examinations passed.
- If needed the faculty will request the applicant to submit also the following documents:

⁸ See FORMS OF AUTHENTICATION

⁹ See FORMS OF AUTHENTICATION

¹⁰ See FORMS OF AUTHENTICATION

¹¹ See FORMS OF AUTHENTICATION

¹² See FORMS OF AUTHENTICATION



- 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.
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- 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**
 - **A FEE OF CZK 690 APPLIES**

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;
- 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. 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.



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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;



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- 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.



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