

I. Legal basis.

1. Act of September 7, 1991 on the Education System (consolidated text: Journal of Laws [*Dz.U.*] of 2017, item 2198, as amended), hereinafter referred to as the Act;
2. Regulation of the Minister of National Education of March 25, 2015 on the proceedings for the recognition of a certificate or another document or confirmation of the educational qualifications or the entitlement to continue education acquired in a foreign education system (consolidated text: Journal of Laws [*Dz.U.*] of 2015, item 447, as amended), hereinafter referred to as the Regulation;
3. Convention Abolishing the Requirement of Legalization for Foreign Public Documents, drawn up in Hague on October 5, 1961 (Journal of Laws [*Dz.U.*] of 2005, no. 112, items 938 and 939).

Upper secondary education and the entitlement to apply to be admitted to a higher education institution have to be confirmed in the Republic of Poland with the following documents:

- certificates and other documents issued by the school or educational establishment operating within the system of education of a Member State of the European Union, Organisation for Economic Cooperation and Development (OECD), European Free Trade Association (EFTA) – a party to the European Economic Area agreement, whereupon a candidate is entitled to apply to be admitted to a higher education institution in those states;
- IB Diplomas (International Baccalaureate) issued by the International Baccalaureate Organization in Geneva;
- EB Diplomas (European Baccalaureate) issued by European Schools pursuant to the Convention Defining the Statute of the European Schools, drawn up in Luxembourg, on June 21, 1994 (Journal of Laws [*Dz.U.*] of 2005, no. 3, item 10).

Certificates and other documents issued abroad by schools or educational establishments recognized by the state on whose territory or within whose system of education they are operating, are recognized under the principles provided for in international agreements.

Unless international agreements provide to the contrary, certificates and other documents issued abroad by schools or educational establishments recognized by the state on whose territory or within whose system of education they are operating, may be recognized by way of an administrative decision to be documents confirming primary, lower secondary, basic

vocational, stage I sectoral vocational, stage II sectoral vocational or upper secondary education, or the entitlement to continue education in the Republic of Poland, including the entitlement to apply to be admitted to a higher education institution, taking into consideration the scope of the entitlement in the state issuing the certificate or another document.

If a given certificate or another document entitles the holder to be admitted to a certain higher education field of study in the issuing state, this certificate or document confirms the entitlement to apply to be admitted in the Republic of Poland to the same higher education field of study or a similar one in terms of the curriculum or may be recognized as a document confirming the entitlement to apply to be admitted in the Republic of Poland to the same higher education field of study or a similar one in terms of the curriculum.

The terms used in Information Card no. 3 have the following meaning:

- certificate - a certificate or another document issued by a school or an educational establishment and recognized by the state on whose territory or within whose system of education they are operating;
- Act - the Act of September 7, 1991 on the Education System (uniform text: Journal of Laws [Dz.U.] of 2017, item 2198, as amended).

II. Authority competent to handle the matter

1. In matters pertaining to the recognition of a certificate or another document, referred to in Article 93(3) of the Act, or the confirmation of education or the entitlement to continue education, referred to in Article 93a of the Act, the competent authority is the chief education officer with jurisdiction over the place of residence of the person submitting the application, hereinafter referred to as the “applicant”, and when the place of residence is in the Republic of Poland - the chief education officer with jurisdiction over the seat of the institution, where the applicant is to submit their certificate or another document issued abroad.

2. If a party to the proceedings is the applicant referred to in Article 93a(1) of the Act, the administrative decision is issued by the chief education officer with jurisdiction over the Mazowieckie Voivodship.

III. Required documents

1. **Application** for the recognition of a certificate or another document or confirmation of education or entitlement to continue education – (see: Appendix no. 1),

An application for the recognition of a certificate, or confirmation of education or the entitlement to continue education obtained abroad needs to contain the particulars of the person who was issued the certificate:

- name and surname,
- date and place of birth,
- address (for correspondence purposes),
- name and number of the certificate for which recognition is sought,
- name and address of the establishment issuing the certificate,
- name of the state within whose education system the establishment issuing the certificate operates,
- year of issuing the certificate,
- level of education for which recognition is sought.

2. When submitting the application for the recognition of the certificate or another document, it is necessary to produce **the original or copy of the certificate legalized** by:

- the consul of the Republic of Poland for the state within whose education system or on whose territory the certificate was issued or
- education authorities of the state on whose territory or within whose education system the certificate was issued or
- diplomatic representation or consular post of the state on whose territory or within whose education system the certificate was issued, accredited in the Republic of Poland or a Member State of the European Union or the European Free Trade Association (EFTA) – a party to the European Economic Area agreement or a Member State of the Organisation for Economic Co-operation and Development (OECD).

3. If a certificate was issued by a school or an educational establishment operating within the education system of a state which is a party to the Convention Abolishing the Requirement of Legalization for Foreign Public Documents, drawn up in Hague on October 5, 1961 (Journal of Laws [Dz.U.] of 2005, no. 112, items 938 and 939), the application has to be accompanied with the original certificate or its duplicate – to be produced for inspection, or a copy of the certificate certified to be a true copy by a notary, together with **apostille** placed on the document or attached thereto.

4. If the certificate contains no information on the course of the education, the application has to be accompanied with:

- 1) **list of grades awarded for the exam** taken to graduate from the school or educational establishment or to complete a given stage of education;
- 2) **list of courses and other classes** completed during a given stage of education and awarded grades;
- 3) **information on the completed curriculum** in terms of educational content, the planned time of learning and grade scale;
- 4) **information on the entitlement to continue education at a certain level in the state within whose education system the certificate was issued, including the entitlement to apply for admission to a higher education institution in the state where the document was issued, and on the scope of the entitlement.**

The documents have to be issued or confirmed by the school or educational establishment issuing the certificate, or by the education authorities of the state on whose territory or within whose education system the certificate was issued.

5. Non-Polish citizens also have to submit with the application, referred to in 3(1) of the Regulation, **a document confirming the right to reside in the Republic of Poland.**

6. The documents attached to the application have to be submitted together with their **translation into Polish** done or certified by:

- a person entered by the Minister of Justice onto the list of sworn translators or
- a person registered as a sworn translator in a Member State of the European Union or the European Free Trade Association (EFTA) – a party to the European Economic Area agreement or a Member State of the Organisation for Economic Co-operation and Development (OECD) or
- a consul of the Republic of Poland for the state on whose territory or within whose education system the certificate was issued or
- diplomatic representation or consular post of the state on whose territory or within whose education system the certificate was issued, accredited in the Republic of Poland.

IV. Fee.

1. The decision on the recognition/refusal to recognize the certificate or the confirmation of education or the entitlement to continue education is rendered free of charge.

2. In the course of the proceedings to recognize a certificate or another document issued abroad by a school or an educational establishment recognized by the state on whose territory or within whose system of education they are operating, if the certificate or another document provide no grounds for recognition, the chief education officer may hold an interview with the applicant to check their level of education.
3. The interview is conducted by a commission appointed by the chief education officer.
4. The interview is subject to a fee.
5. The fee is the sum of the costs of remunerating the commission members and the interpreter.
6. The applicant will be informed by a separate letter of the amount of the fee and the bank account to which the fee is to be transferred.
7. The chief education officer exempts from paying the fee an applicant who collects benefits referred to in Article 37 or Article 38 of the act of March 12, 2004 on social assistance or has collected such benefits within the period of two years preceding the application for the recognition of the certificate or another document, referred to in Article 93(3) of the Act, or the confirmation of education or the entitlement to continue education, referred to in Article 93a of the Act.
8. The chief education officer may allow for the fee to be paid in installments, provided that an important interest of the applicant so requires.
9. If the interview is not held due to unexpected circumstances or health problems of the applicant, the fee paid may be returned after deducting handling costs of no more than 10% of the fee.
10. If the applicant fails to appear at the interview on the scheduled date and does not inform the chief education officer at least three days in advance of their non-appearance, the fee is not returned.
11. In the event of unexpected circumstances and health problems preventing the applicant from participating in the interview on the prescribed date, the chief education officer and the participant will agree on a new date for the interview.

V. Where to submit documents.

The application for the recognition of a certificate or another document or confirmation of education or entitlement to continue education obtained abroad, and the required documents

have to be submitted to the Office of the Education Authority in Katowice, address: Powstańców 41 a (room no. 6.10), or sent by mail.

VI. Unit responsible for handling the matter or providing information on the status of submitted matters and the order in which they are handled or decided on.

Education Authority in Katowice, Organizational and Administrative Department, Management Branch [*Kuratorium Oświaty w Katowicach, Wydział Organizacyjno-Administracyjny, Oddział Zarządzania Organizacją*], address:40-024 Katowice, ul. Powstańców 41 a, room no. 8.10, phone no.: 32 606-30-58.

VII. When and how is the mater handled.

The competent employee of the Education Authority in Katowice:

1. decides on applications in the same order they are submitted to the Education Authority in Katowice, handles matters pursuant to Article 35 of the Polish Code of Administrative Procedure without unnecessary delay, within a time limit no longer than one month, and in the event of particularly complicated matters – no longer than two months,
2. thoroughly analyzes submitted documents in terms of their authenticity and fulfillment of the conditions specified in Chapter III of this “Card”,
3. requires the applicant in writing to submit missing documents within a specified deadline if the documentation is incomplete,
4. if the certificate or another document provides no grounds for the recognition, the chief education officer may hold an interview with the applicant to check their level of education,
5. the process of recognizing/refusing to recognize the certificate or confirming education or the entitlement to continue education is concluded by an administrative decision on recognizing/refusing to recognize the certificate or confirming education or the entitlement to continue education.

The decision is valid together with the original of the certificate obtained abroad or its duplicate.

VIII. How is the decision communicated.

The administrative decision and original documents are sent by mail, with acknowledgment of receipt, to the address specified in the application or they may be collected at the office of the Education Authority by the applicant or another duly authorized person. The person collecting the documents is required to confirm this fact in the case file.

IX. Appeal procedure.

Under the act of June 14, 1996 – the Code of Administrative Procedure (uniform text: Journal of Laws [*Dz.U.*] of 2017, item 1257).