

## APPLICATION PROCESS – post BSc

Closing date for 2018/2019: 31<sup>st</sup> May 2018

### Step by step guide

1. You EMAIL us the following documents:
  - Official academic transcript and diploma from the university (if not yet available, please send us the confirmation of finishing your studies)
  - High school leaving certificate including the subjects you took
  - Your CV including duration of the study in individual education institutions
2. We evaluate your former education.
3. We inform you of the evaluation outcome via e-mail.
4. You POST us originals of the following documents:
  - Application form (The application form has to be completed properly in capital letters and signed by student along with the data processing consent which is included in the application form)
  - Receipt for the payment of the application fee
  - 1 passport-size photograph
  - The original of the certified secondary education certificate (see the \*Note 1 below).
  - The original of the certified bachelor diploma (see the \*Note 2 below)
5. We send you the acceptance letter.
6. You register at our university.

### **\*Note 1: Important information - Requirement for certification (apostilization/legalization/superlegalization)**

According to the requirement by the Ministry of Education in Slovakia every applicant must submit the notary authorized copy of the apostillized certificate and its notary authorized translation by a court translator to Slovak language.

Applicants need to get “Apostille” in the original or notary authorized copy of the school leaving certificate (please check with the authority giving apostille). The certificate must be in the official language of the country where it has been issued.

In case the country does not issue Apostille, the applicants must have the documents „superlegalized“. Superlegalization is done by the Ministry of Education, followed by Ministry of Foreign Affairs and finally by the Embassy of the Slovak Republic in that country or in the country which acts on its behalf.

The exceptions are applicants who have completed their secondary education in the following countries: Croatia, Hungary, Germany, Austria, Poland, Romania and Ukraine.

Applicants from the above named countries should provide the notary authorized copy of the certificate and its notary authorized translation by a court translator to Slovak language.

Applicants who have completed their secondary education in Czech Republic don't have to provide certified copy of their High school leaving certificate.

The contact details where to find competent authorities are on the following link: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)

\*Note: Prior to the commencement of the academic year the Office for foreign studies accepts the apostilled certificate in English language (a copy of the original certificate, if not in English, should be posted to us too). The translation of the apostilled certificate into Slovak language can be done in Slovakia after the student's registration. On request, the Office for foreign studies can provide you with details of the company based in Košice offering translation services. The translation should be organized by the student without undue delay and such certificate delivered to the Office for foreign studies after the commencement of the academic year but no later than before the official end of the winter semester of your first year of study at the UVMP in Košice.

**\*Note 2: Important information - Requirement for certification (apostilization/legalization/superlegalization)**

The process of certification applies also to applicant's Bachelor diploma.

Certified (notary authorized and apostilized/superlegalized) copy of document on education issued by a recognized university in the European Union member state, in a state of the European Area of Higher Education, the Swiss Confederation, or in a non-EU member country (the third country) must be submitted to the Office for foreign studies no later than before the official end of the winter semester of your first year of study at the UVMP in Košice.