

Recognition of certificates



The decision is issued by the Education Superintendent (Kuratorium Office)
after the recognition process of a certificate issued abroad!



The decision of the Education Superintendent (Kuratorium Office) is mandatory

for documents entitling to undertake studies issued apart **from:**

- UE/OECD/EFTA

(Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Netherlands, Spain, Ireland, Iceland, Israel, Japan, Canada, Colombia, Costa Rica, South Korea, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, Mexico, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, USA, Hungary, UK, Italy.)

- covered by an international agreement (e.g. China, Libya)
 - does not apply to diplomas IB and EB



The recognition procedure takes place at the provincial education office (Kuratorium Oświaty) competent for the place of residence of the person applying for recognition of the document, and in the absence there of - competent for the seat of the institution where the person intends to submit the certificate.

The curators' addresses are available on the website

Ministry of National Education

<https://www.gov.pl/web/edukacja/kuratoria-oswiaty>



Getting decision of the Education Superintendent (Kuratorium Oświaty)



Submission of decision to the WSB University

IMPORTANT INFORMATION

The list of documents which are obliged to submit to Education Board Office / ŚLĄSKIE Kuratorium Oświaty (campus Dąbrowa Górnicza)

1. **Application form** signed by the person applying for recognition of the certificate (please see the QR Code)
2. **Original or duplicate certificate legalized* or with an apostille**
3. **List of marks** obtained at an exam required to complete school or a given level of education
4. **List of subjects** and activities carried out within a given stage of education along with the obtained grades,
5. Information on the completed educational program; content of education, planned study time, grading scale
6. **A certificate (eligibility letter)** - Information on the applicant's right to continue education at an appropriate level in the country in which the certificate was issued, including the rights to apply for admission to higher education in the country where the document was issued, and their scope
Attention: The documents referred to in points 3 and 4 must be issued or certified by the school or educational institution which issued the certificate, or confirmed by the education authorities of the country in whose territory or education system the certificate was issued.
7. **Translation into Polish** of the certificate after its legalization / affixing the apostille and other documents drawn up in a foreign language
8. Authorization form in the event that the applicant is acting through an appointed representative (please see the QR Code)
9. **A photocopy of an identity document** confirming the personal details of the applicant

Translation into Polish of all documents presented in a foreign language done by:

- 1) a Polish sworn translator ([The list of sworn translators](#)), or
- 2) a sworn translator registered in any of EU, EFTA or OECD country, or
- 3) a Polish consul in the country where the certificate was issued, or
- 4) an embassy or consulate of the country which issued the certificate or in which educational system the school operates located on the territory of Poland;

If it is impossible to have the documents translated by any of the above-mentioned persons, the School Superintendent may accept translation done by other reliable entity.

Click on QR code below to download an Application form:



Click on QR code below to download an Authorization form:



ATTENTION!

The University does not participate in the procedure of obtaining an apostille/legalization. The process of obtaining a decision of the Education Superintendent may take a long time. It is worth starting it earlier, considering recruitment/decision deadlines.

* Please scan a QR code below to get more information about legalization and apostille

