

Legalization or Apostille?

Legalization

Legalization is a confirmation that the document that comes from the specific office or Ministry is authentic. Thanks to this, you can use it abroad. Legalization is carried out if a document is to be intended for legal circulation in a country that is not a party to the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents.

Apostille

The Apostille is a legal regime of recognition of the legal validity of documents to be used abroad. The Apostille came as an alternative and universal certification procedure for documents, issued in one country, but beyond its borders. In contrast to the consular legalization, the Apostille certification requires less time and an apostilized document may be used in more than one country. A certified document with apostille may be submitted to the competent authorities, offices, and institutions of another country without additional legalization. Here is the list of countries that are participants of the Hague Apostille Convention: <https://www.gsccca.org/notary-and-apostilles/apostilles/hague-apostille-country-list>.

Why is this required?

In order to be admitted to the University in a foreign country, the admission committee has to make sure your Diploma or Certificate is authentic. Additionally, every Bachelor's student in Poland has to recognize their Certificate. In order to do so, you need to possess either an apostille or legalization. You can find more information on recognition in the "Recognition in Poland" file.

Do you need legalization or apostille?

Is your country on the Hague Apostille Convention list?

YES

Apostille

Apostille is usually issued in the Ministry of Education of the country where the Diploma or Certificate was issued.

Apostille should be done both for your diploma/certificate and transcript of grades.

NO

Legalization

Legalization of your educational document can be done by:

1. The consul of the Republic of Poland, competent for the country on whose territory or in whose education system the certificate was issued, or
2. Accredited in the Republic of Poland or another member state of the European Union, a member state of the European Free Trade Association (EFTA), or a member state of the Organization for Economic Co-operation and Development (OECD) diplomatic post or consular post of the state where the territory or system of which the certificate was issued.



Eligibility letter

What is eligibility letter?

An eligibility letter is proof that your current education allows you to continue higher education at any university in the country where it was issued.

Why do we require it?

According to Polish law, if the high school certificate or diploma allows you to continue your education in the country where it was issued, it also allows you to continue your education in Poland. In addition, you will have to recognize your high school certificate after arriving in Poland. In order to do that, an eligibility letter is required. That's why we require you to have an eligibility letter at the stage of reviewing your documents.

What are the formal requirements?

The eligibility letter should clearly state that the holder of the high school certificate is entitled to continue his/her education at the tertiary level (university) in the country where he graduated from high school.

It should be clearly stated that your certificate allows you to apply to any University in your country, not Poland!

Who can issue the eligibility letter?

1. Ministry of education of your country.
2. Your high school (it should have stamps and does not have any editing).
3. Sometimes also by the Polish Embassy in the country of your high school the Embassy of the country of high school in Poland.



Examples of the eligibility letter

Ethiopia

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Ministry of Science and Higher Education - Ethiopia

ቀን /Date: 30 AUG 2021
ቁጥር / Ref: 041243/161113

To Whom It May Concern

Subject- Letter of Eligibility Statement

We are writing this letter in reference to Mr. [REDACTED] who has requested the Ministry of Science and Higher Education of the Federal Democratic Republic of Ethiopia in his application letter dated on August 30 /2021 for a supporting letter for eligibility in Ethiopian Higher Education Institutions.

In connection to this, we would like to inform you that Mr. [REDACTED] has scored 437 in 2018 G.C. This is eligible for a first degree program admission in Ethiopian Higher Education Institutions and the medium of instruction in Ethiopian Higher education institution is also English Language.

The Ministry will not take any financial liability his education.

With regards
Terefe Belay Lakew
Teachers and Students Development Directorate Director

CC.
• Teachers and Students Development Directorate
Ministry of Science and Higher Education

Egypt

Egypt
Sohag Governorate
Directorate of Education
Elmonshah Educational Administration
Agjal Elmostakbal private High School

Registration Statement

This is to certify that the candidate [REDACTED]

[REDACTED] had completed high school studying at **Agjal Elmostakbal private secondary school** in 2019 and he can complete university studying.

Date of issue : 8 July 2020

Official

School Director

T. Reviser

Approved Translation (A&T)
Hosham Abo Usail (Translator)
0118911770

India

GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATIONS

MIGRATION CERTIFICATE

No. HSE/03/2019/140834 Thiruvananthapuram
Date: 08.05.2019

The Board of Higher Secondary Examinations places no restriction on Sri/Smt. [REDACTED] candidate with Register Number [REDACTED] in the Higher Secondary Examination, MARCH-2019 from seeking admission to any University / Board for the purpose of his/her higher studies.

He/She is Eligible for Higher Studies.

Secretary
Board of Higher Secondary Examinations

Nigeria

FEDERAL MINISTRY OF EDUCATION
EDUCATION SUPPORT SERVICES DEPARTMENT
EVALUATION AND ACCREDITATION DIVISION
8th Floor, Federal Secretariat Complex, Phase III Abuja, Nigeria.

P.M.B. No: 146
Telegrams: MINEEDUCATE
Ref. No: FME/AUT/08/1/101
Date: 2nd August, 2021

CONFIRMATION OF RESULT AND ELIGIBILITY FOR ADMISSION TO A HIGHER INSTITUTION IN RESPECT OF JOSIAH JOSHUA OVOI

[REDACTED] requested the Ministry to forward a letter of eligibility for admission to Higher Institution in your Country.

2. I am directed to inform you that the Bachelor of Mass Communication awarded to [REDACTED] in December 2017, National Open University Of Nigeria, in Nigeria qualifies him for admission into Postgraduate Studies in any Nigerian University in a similar field of study.

3. Please, accept the warm regards of the Honourable Minister.

Kali Salihu Mongodiya (M.C.)
A.D. (Evaluation & Accreditation)
For: Honourable Minister



Recognition of secondary education documents in Poland

Recognition - what is it?

It is a procedure conducted in order to recognize a certificate or other document and to confirm that your document entitles you to continue your education in Poland.

Why is it important?

We need to ensure you can finish your studies safely and without any complications. According to Polish law, a candidate who has completed his/her secondary education outside Poland must get their educational documents recognized as equal to the Polish one and thus entitled to commence studies in the Polish educational system.

Without recognition, you wouldn't be able to continue your studies or graduate from WSB or at any other Polish University. Since recognition is done in Poland, the admissions office firstly provides you with conditional acceptance to studies and gives you a deadline for delivering your recognition statement. If you do not provide us with the recognition statement within the deadline, the decision about admitting you to studies must be canceled.

Who has to do the recognition?

If you have your high school certificate issued in another country than the EU, EFTA, OECD, Ukraine, or Belarus, you have to do the recognition of your document in Poland.

*International Baccalaureate, European Baccalaureate, and Cambridge International General Certificate of Secondary Education are exempt from the recognition.

When should you do the recognition?

The recognition should be done after you arrive in Poland, by 31th of December for the October intake, and by 31th of May for March intake.

What institution in Poland is recognizing the documents?

Polish Superintendent Office for Education conducts the procedure of recognizing the educational documents from abroad. Here is the [link](#) for Warsaw branch.

List of documents required for recognition

1. Application for recognition of a certificate or other document;
2. Passport copy (first page only);
3. High School Certificate + Apostille OR Legalization + Stamp from Polish Embassy + Translation to Polish;
4. Last year's marks or final exam certificates + Apostille OR Legalization + Stamp from Polish Embassy + Translation to Polish;
5. Eligibility Statement (a document that confirms, you have the right to study the next level of education in your country). The eligibility letter should clearly state that it allows you to apply to any University in your country, not Poland! The eligibility letter can be issued by:
Embassy of your country;
Ministry of Education;
High School.
The eligibility statement should be translated into Polish.
6. Copies of all your documents.