Information for Applicants

Assessment of Foreign Secondary-School Education within the Admission Proceedings to Palacký University Olomouc

➢ Applicants for Bachelor Study Programs and Master Study Programs Not Following a Bachelor Study Program

Within the admission proceedings to Palacký University Olomouc (hereinafter "UP") for the academic year 2025/2026, UP Faculties will **assess the attainment of the prerequisite of achieving secondary education with a school-leaving exam** in accordance with Section 48 (4) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendment to Other Acts (the Higher Education Act), hereinafter the Higher Education Act. This prerequisite applies to applicants who have received a foreign secondary education by graduating in a secondary education program from a European school operating in accordance with the Convention defining the Statute of European Schools, or a school where the performance of compulsory school attendance has been approved by the respective Ministry in accordance with the Education Act.

The applicant shall provide documents proving the attainment of the prerequisite of achieving secondary education with a school-leaving exam, an overview of the submitted study applications, and possibly other documents within the term and to the address set by the particular Faculty.

In accordance with Section 48 (4) of the Higher Education Act, UP is authorized to request a **fee for assessment-related tasks** concerning the attainment of the prerequisite for admission to study; for the year 2025/26, the fee amounts to CZK 990. More detailed information regarding the payment of this fee is included in a call the applicant receives **in an electronic form via the Online Application Form.**

Important notice:
If **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of the achieved secondary education with a school-leaving exam, and **will request** submission of a certified copy[1] of a **document demonstrating the general acknowledgement of equality or validity of a foreign certificate of achieved secondary education in the Czech Republic**, acquired in accordance with Act No. 561/2004 Coll. on Pre-School, Primary, Secondary, Tertiary and Other Education (the Education Act), as amended, or in accordance with the preceding legislation.

Attestation of the attainment of the prerequisite of the achieved secondary education with a school-leaving exam in accordance with Section 48 (4) of the Higher Education Act may be done in the following ways:

a) A document proving general acknowledgement of equality or validity of a foreign certificate of achieved secondary education in the Czech Republic, acquired in accordance with the Education Act, or in accordance with the preceding legislation (the so-called "nostrification")

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1 See Forms of Certification.

The applicant shall submit:

- A certified copy[2] of a document demonstrating general acknowledgement of equality or validity of a foreign certificate of achieved secondary education in the Czech Republic, acquired in accordance with Act No. 561/2004 Coll. on Pre-School, Primary, Secondary, Tertiary and Other Education (the Education Act), as amended, or in accordance with the preceding legislation. This document will be issued by the competent Regional Office according to the applicant's place of residence in the Czech Republic upon submitting an application for it. The fee shall be paid to the Regional Office within the acknowledgement proceedings of equality or validity of foreign secondary education.
- For more information, see: https://www.kr-olomoucky.cz/uznavani-zahranicniho-vzdelani-cl-506.html

Note: The Ministry of Education, Youth and Sports:

- Issues certificates on acknowledgement of equality of foreign study to graduates from a European School in accordance with the Convention defining the Statute of European Schools;
- Decides on acknowledgement of validity of a foreign study certificate issued by the Dijon Lyceum, Nîmes Lyceum, or the Friedrich Schiller Gymnasium Pirna;
- Is the appellate administrative body in case of rejection of the application on acknowledgement of foreign education by a regional authority.

b) A document proving the applicant has been granted the European baccalaureate or a document proving the applicant has been granted the International Baccalaureate world school (IB diploma), authorized by the Swiss International Baccalaureate Foundation or associated in an International Baccalaureate association of world schools recognized by the Swiss International Baccalaureate Foundation.

The applicant shall submit:

- A certified copy[3] of the European Baccalaureate or a certified copy of the International Baccalaureate (IB Diploma)
- No fee applies – it is an automatically acknowledged document;

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[2] See Forms of Certification.

[3] See Forms of Certification.

Note: The European or International Baccalaureate certificate is automatically considered equivalent to the Czech school-leaving examination certificate. A graduate of a European School or International Baccalaureate does not need any special act from an administrative authority of the Czech Republic to use it in the Czech Republic.

c) **A document demonstrating the attainment of foreign secondary education that is equal to a document demonstrating the attainment of education issued in the Czech Republic without any further official proceedings in accordance with the Czech Republic's international commitments**

The applicant shall submit:

- A certified copy[5] of a foreign study certificate or a similar document demonstrating foreign secondary education acquired upon graduation in a secondary education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country:

- These are documents demonstrating the achievement of the equivalent to the Czech "maturita" exam in Slovakia, Poland, Hungary and Slovenia:
  - Slovakia - Vysvedčenie o maturitnej skúške (Secondary Grammar School, Conservatory, Secondary Technical School, and Secondary Vocational School)
  - Poland - Swiadectwo Dojrzalosci
  - Hungary - Gimnáziumi Érettségi Bizonyítvány, Szakközépiskolai Érettségi-Képesítő Bizonyítvány, Érettségi Szakiskolai Bizonyítvány
  - Slovenia - Splošna Matura, Poklicna Matura
- No fee applies.

d) **A foreign document demonstrating foreign secondary education acquired upon graduation in an education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country, authorizing its holder to access study in the respective foreign country**

The applicant shall submit:

- A certified copy[6] of a foreign study certificate or a similar document on foreign secondary study acquired upon graduation in a secondary education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country;

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schools submit a certified copy of the school-leaving examination certificate within the admission proceedings.

5 See Forms of Certification.

6 See Forms of Certification.

- If needed, the Faculty will also ask the applicant to submit originals or certified copies of the following documents:
    - Additional information regarding the content and extent of the foreign secondary study;
    - Additional information attesting that the particular study program was conducted by an institution authorized to provide education comparable to secondary education in accordance with the Education Act;
    - Confirmation from the respective foreign secondary school or other relevant foreign body (e.g. the Ministry of Education) stating that the graduate in a secondary education program from the particular foreign secondary school is entitled to apply for study in a Bachelor study program or a Master study program not following a Bachelor study program in the respective foreign country.
- **THE ASSESSMENT PROCEDURE APPLIES** – if the result is positive, the document is accepted; **in case of a negative assessment result, the document established in section a) is required (the general "nostrification").**
- A fee applies, amounting to CZK 990.

Important notice:

- In case **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of the achieved secondary education with a school-leaving exam, and **will request** submission of a certified copy[7] of a **document demonstrating general acknowledgement of equality or the validity of a foreign certificate of attained secondary education in the Czech Republic**, acquired in accordance with Act No. 561/2004 Coll. on Pre-School, Primary, Secondary, Tertiary and Other Education (the Education Act), as amended, or in accordance with the preceding legislation.

Important information:

- Documents not originally issued in Czech, Slovak or English must be officially translated into either Czech or English.
- Documents must be submitted either in paper form or as PDF files resulting from authorized conversion. Documents in other forms than those mentioned above shall not be accepted.
- Dates and other specific details regarding the submission of documents are set by the Dean.
- Applicants who fail to submit all required documents or their translations, or who fail to submit the documents within the required period, are required by the Dean to remedy the deficiencies or supply the documents.

Other documents

If necessary in the particular case, the applicant is also required to submit the following documents:

a. The letter of authorization, if a proxy acts on behalf of the applicant in order to demonstrate the attainment of the prerequisite for admission in accordance with Section 48 (4 and 5) of the Higher Education Act.

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7 See Forms of Certification.

b. In case of a name change of the applicant, a certified copy of a document proving this fact (for instance a marriage certificate).
c. A certified copy of the decision on granting international protection, if the assessment is applied for by a person listed in Section 90 (4) of the Higher Education Act, and if this person intends to use the opportunity to replace some of the documents with an affidavit.

Forms of Certification

All documents the applicant submits to the Faculty must be certified in accordance with the respective international treaties (a list as of 1 May 2018):

a. Countries that have entered into a legal assistance treaty with the Czech Republic: Original documents are valid in the territories of the contracting countries without any further certification. If an applicant submits copies of such documents, these must be certified copies made by a Czech or foreign notary, a Czech representing authority in a foreign country, or via Czech Point.

A list of countries having entered into a legal assistance treaty with the Czech Republic: Afghanistan, Albania, Algeria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Montenegro, France, Georgia, Yemen, Croatia, North Korea, Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/North Macedonia, Moldova, Mongolia, Poland, Austria, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam.

b. Countries who are signatories of the multilateral convention on simplification of foreign public document certification
The Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (Hague, 5 October 1961, published under No. 45/1999 of the International Treaty Series), hereinafter “the Hague Apostille”. For these countries, a unified form of document authentication has been established: the so-called apostille granted by an authorized body of the state where a diploma was issued (the so-called apostille office). A list of apostille offices is available at the website of the Hague conference. See http://hcch.e-vision.nl (Authorities, per Convention, convention No. 12; a direct link: http://hcch.evision.nl/index_en.php?act=conventions.authorities&cid=41).

Documents from the following countries must be verified with an apostille: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, the Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei, Burundi, Cook Islands, Chile, China – only Hong Kong and Macau (legalization is not required from other Chinese territories), Denmark, Democratic Republic of São Tomé and Príncipe (since 15 July 2008), Dominica, Dominican Republic (authorization with the apostille since 30 August 2009), Ecuador, Estonia, Fiji, Finland, territories belonging to France (i.e. French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Comoro Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (since 7 April 2002 - before this date, it was registered 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, Lichtenstein, Lithuania, Latvia, Luxembourg, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Germany, Niue, the Netherlands and their territories (i.e. the Netherlands Antilles, Aruba), Norway, New Zealand, Oman, Panama, Paraguay, Peru, Portugal, El Salvador, Samoa, San Marino, Seychelles, Suriname, Saint Lucia, Federation of Saint Christopher and Nevis, Saint Vincent and the Grenadines, Eswatini, Sweden, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, the USA and their territories (i.e. American Samoa, Guam, Northern Mariana Islands, Puerto Rico, the Virgin Islands of the United States), the United Kingdom and its territories (i.e. Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermuda, the British Antarctic Territory, the British Virgins Islands, the British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and the South Sandwich Islands, the Turks and Caicos Islands, Vanuatu and Venezuela.

Concerning documents from the countries of the European Union, Norway, the USA, Canada, Australia, and New Zealand, **the apostille (or the consular legalization in the case of Canada) may be replaced with a certified copy of documents** (similarly to option a)), if some of the following conditions are met:

- Upon a request sent by the applicant, the foreign secondary school or higher education institution confirms via e-mail to the Faculty that the applicant is a graduate of this foreign secondary school or higher education institution;
- The foreign higher education institution sends the applicant's transcript of records or diploma supplement to the Faculty in a sealed envelope, or the applicant submits the transcript of records in a sealed envelope with his/her documents; or
- The official website of the foreign secondary school or higher education institution enables verification that the applicant is its graduate (for instance the option of downloading the applicant's transcript of records from the official website of the foreign higher education institution upon entering a password).

c. Other countries – documents demonstrating study completion must undergo consular legalization: within the process, the authenticity of signatures and stamps on original documents is verified by:

- the Ministry of Foreign Affairs of the country where the secondary school or higher education institution which issued the document resides, or another relevant foreign body,
- and the relevant representative authority of the Czech Republic.

Requirements regarding the submission of appropriately certified documents will be met even if the applicant submits certified copies of documents verified by that of the above stated manners which applies to the documents submitted by him/her (for instance in the case of a diploma from Kenya, he/she submits a certified copy of documents which have undergone consular legalization).

Additional information about translations

For documents not originally issued in Czech, Slovak or English, a certified translation into either Czech or English is required.

Assessment of Foreign Secondary-School Education within the Admission Proceedings to Palacký University Olomouc

➢ Applicants for Follow-up Master Study Programs Following Bachelor Study Programs, and for Doctoral Study Programs

Within the admission proceedings to Palacký University Olomouc (hereinafter "UP") for the academic year 2025/2026, UP Faculties will assess attainment of the prerequisite of achieving Bachelor education in accordance with Section 48 (1) sentence No. 3 or the attainment of the prerequisite of achieving Master education in accordance with Section 48 (3) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendment to Other Acts (the Higher Education Act), hereinafter the Higher Education Act. This prerequisite applies to applicants who have achieved foreign higher education by graduating in a higher education program from a foreign higher education institution.

The applicant shall provide documents demonstrating the attainment of the prerequisite of achieving higher education, an overview of submitted study applications, and possibly other documents within the term and to the address set by the particular Faculty.

In accordance with Section 48 (5) of the Higher Education Act, UP is authorized to request a **fee for assessment-related tasks** concerning the attainment of the prerequisite for admission to study; for the year 2025/26, the fee amounts to CZK 990. More detailed information regarding the payment of this fee is included in a call the applicant receives in an electronic form via the Online Application Form.

Important notice:
If **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of achieved higher education, and **will request the submission of a certified copy of a document demonstrating the general acknowledgement of foreign education in the Czech Republic** , acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

Attestation of the attainment of the prerequisite of achieved higher education in accordance with Section 48 (1) sentence No. 3 or Section 48 (3) of the Higher Education Act may be done in the following ways:

a) A document demonstrating general acknowledgement of foreign education in the Czech Republic, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

The applicant shall submit:

- a certified copy[8] of a document demonstrating the acknowledgement of foreign education in the Czech Republic, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation. Upon submitting an application for this document, it is issued by a public higher education institution in the Czech Republic, or by the Ministry of Education, Youth and Sports of the Czech Republic. The fee shall be paid to the

8 See Forms of Certification.

respective public higher education institution within the acknowledgement proceedings of foreign education and qualification.

- For more information, see: https://www.upol.cz/studenti/studium/nostrifikace-a-potvrzeni-o-studiu/
- A fee for tasks related to the acknowledgement proceedings of foreign higher education and qualification, or an administrative fee, is collected by:
  - A public higher education institution, if the decision on the application is made by the public higher education institution;
  - Ministry of Education, Youth and Sports, Ministry of Defence, or Ministry of Interior, if the decision on the application is made by the respective Ministry; the fee is collected in accordance with Act No. 634/2004 Coll. on Administrative Fees.
- If the application is submitted to the Ministry of Education, Youth and Sports, Ministry of Defence, or Ministry of Interior, and the respective Ministry decides on the application on its own, the applicant will receive a call for payment of the administrative fee with detailed information regarding the manner and term of payment.
- If the particular Ministry forwards the application for a decision to the competent public higher education institution, the fee will be collected by this institution. Note: The fee does not apply to proceedings initiated before 1 September 2016.

b) A foreign document demonstrating the achievement of foreign higher education equivalent to the Czech Republic in accordance with its international commitments without any further administrative proceedings

The applicant shall submit:

- A certified copy[9] of a foreign document demonstrating the achievement of foreign higher education;
- No fee applies – it is an automatically acknowledged document;
- This only applies to countries having concluded a bilateral agreement with the Czech Republic – Slovakia, Germany, Slovenia, Hungary, and Poland.
- For more information, see: http://www.msmt.cz/vzdelavani/vysoke-skolstvi/a-postup-podle-ekvivalencnich-dohod-madarsko-polsko

c) A foreign document demonstrating the achievement of foreign higher education acquired by graduating from study in a higher education program from a foreign higher education institution operating in accordance with the legislation of the foreign country

The applicant shall submit:

- A certified copy of a Diploma, a study certificate, or a similar document issued by the foreign higher education institution;
- A certified copy of a Diploma Supplement or an overview of completed exams issued by the foreign higher education institution.
- If needed, the applicant is requested by the Dean to supply the following documents:

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9 See Forms of Certification.

a) Additional information regarding the content and extent of the foreign higher education;
b) Confirmation from a relevant foreign body that the particular foreign higher education institution is authorized to provide higher education in the particular country;
c) Confirmation stating the country in whose territory the study program completed by the applicant took place, issued by a higher education institution, in the case of a document demonstrating the achievement of higher education issued by a Slovak higher education institution after 28 March 2015;
d) other documents, if necessary (for instance a letter of authorization for an applicant's proxy, a certified copy of a document on a name change).
    - THE ASSESSMENT PROCEDURE APPLIES – if the result is positive, the document is accepted; if a negative assessment result, the document set in section a) is required (the general "nostrification").
    - A fee applies, amounting to CZK 990.

Important notice:

- In case **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of achieved higher education, and **will request submission of a certified copy of a document demonstrating the general acknowledgement of foreign education in the Czech Republic**, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

Important information:

- For documents not originally issued in Czech, Slovak or English, a certified translation into either Czech or English is required.
- Documents must be submitted either in paper form or as PDF files resulting from authorized conversion. Documents in other forms than those mentioned above shall not be accepted.
- Dates and other specific details regarding the submission of documents are set by the Dean.
- Applicants who fail to submit all the required documents or their translations, or to submit the documents within the required period, are required by the Dean to remedy the deficiencies or to supply the documents.

Other documents

If necessary in the particular case, the applicant is also required to submit the following documents:

a. The letter of authorization, if a proxy acts on behalf of the applicant in order to demonstrate the attainment of the prerequisite for admission in accordance with Section 48 (4 and 5) of the Higher Education Act.
b. In case of a name change of the applicant, a certified copy of a document proving this fact (for instance a marriage certificate).
c. A certified copy of the decision on granting international protection, if the assessment is applied for by a person listed in Section 90 (4) of the Higher Education Act, and if this person intends to use the opportunity to replace some of the documents with an affidavit.

Forms of Certification

All documents the applicant submits to the Faculty must be certified in accordance with the respective international treaties (a list as of 1 May 2018):

a. Countries that have entered into a legal assistance treaty with the Czech Republic:
Original documents are valid in the territories of the contracting states without any further certification. If an applicant submits copies of such documents, these must be certified copies made by a Czech or foreign notary, a Czech representing authority in a foreign country, or via Czech Point.

A list of countries having entered into a legal assistance treaty with the Czech Republic:
Afghanistan, Albania, Algeria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Montenegro, France, Georgia, Yemen, Croatia, North Korea, Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/North Macedonia, Moldova, Mongolia, Poland, Austria, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam.

b. Countries which are signatories of the multilateral convention on simplification of foreign public document certification
Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (Hague, 5 October 1961, published under No. 45/1999 of the International Treaty Series), hereinafter "the Hague Apostille". For these states, a unified form for document authentication is set: the so-called apostille granted by an authorized body of the state where a diploma was issued (the so-called apostille office). A list of apostille offices is available at the website of the Hague conference. See http://hcch.e-vision.nl (Authorities, per Convention, convention No. 12; a direct link: http://hcch.evision.nl/index_en.php?act=conventions.authorities&cid=41).

Documents from the following countries must be verified with an apostille: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, the Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei, Burundi, Cook Islands, Chile, China – only Hong Kong and Macau (legalization is not required from other Chinese territories), Denmark, Democratic Republic of São Tomé and Príncipe (since 15 July 2008), Dominica, Dominican Republic (authorization with the apostille since 30 August 2009), Ecuador, Estonia, Fiji, Finland, territories belonging to France (i.e. French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Comoro Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (since April 7, 2002 - before this date, it was registered 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, Lichtenstein, Lithuania, Latvia, Luxembourg, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Germany, Niue, the Netherlands and their territories (i.e. the Netherlands Antilles, Aruba), Norway, New Zealand, Oman, Panama, Paraguay, Peru, Portugal, El Salvador, Samoa, San Marino, Seychelles, Suriname, Saint Lucia, Federation of Saint Christopher and Nevis, Saint Vincent and the Grenadines, Eswatini, Sweden, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, the

USA and their territories (i.e. American Samoa, Guam, Northern Mariana Islands, Puerto Rico, the Virgin Islands of the United States), the United Kingdom and its territories (i.e. Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermuda, the British Antarctic Territory, the British Virgins Islands, the British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and the South Sandwich Islands, the Turks and Caicos Islands, Vanuatu, and Venezuela.

Concerning documents from the countries of the European Union, Norway, the USA, Canada, Australia, and New Zealand **the apostille (or the consular legalization in the case of Canada) may be replaced with a certified copy of documents** (similarly to option a)), if some of the following conditions are met:

- Upon a request sent by the applicant, the foreign secondary school or higher education institution confirms via e-mail to the Faculty that the applicant is a graduate of this foreign secondary school or higher education institution;
- The foreign higher education institution sends the applicant's transcript of records or diploma supplement to the Faculty in a sealed envelope, or the applicant submits the transcript of records in a sealed envelope with his/her documents; or
- The official website of the foreign secondary school or higher education institution enables verification that the applicant is its graduate (for instance the option of downloading the applicant's transcript of records from the official website of the foreign higher education institution after entering a password).

c. Other countries – documents demonstrating study completion must undergo consular legalization: within the process, the authenticity of signatures and stamps on original documents is verified by:

- the Ministry of Foreign Affairs of the country where the secondary school or higher education institution which issued the document resides, or another relevant foreign body,
- and the relevant representative authority of the Czech Republic.

Requirements regarding the submission of appropriately certified documents will be fulfilled even if case the applicant submits certified copies of documents verified by that of the above stated manners which applies to the documents submitted by him/her (for instance in the case of a diploma from Kenya, he/she submits a certified copy of documents which have undergone consular legalization).

Additional information about translations

For documents not originally issued in Czech, Slovak or English, a certified translation into either Czech or English is required.