

VERIFICATION OF PRIOR EDUCATION

(For applications into Bachelor's programmes)

Dear students, in order to facilitate and speed up the verification of your prior education, we are providing you with this manual which will help you to get oriented in the verification process.

Please, read the following steps carefully and after the reading, start to act. If you do so, it can save you time and also money.

STEPS:

1. **Wait until you are admitted to studies at the Faculty of Economics and Administration.**
2. **Pay for the verification here: <https://is.muni.cz/obchod/baleni/193290?lang=en>.**
3. **Prepare the paid invoice of the fee.**
4. **Prepare the following documents:**
 - High school diploma
 - Confirmation of accreditation of your high school
5. **Find the country of your high school studies in the following [table](#) and find out what kind of authentication of the signatures and stamps you need on your diploma.**
 - Category B (No authentication required): There is a valid bilateral agreement between the country and the Czech Republic, concerning mutual legal assistance. Diplomas issued in these countries are valid in the Czech Republic without the need for any further authentication of stamps and signatures. → Go straight to step number 7.
 - Category A (Apostille): The respective country is a signatory to the multilateral treaty abolishing the requirement of legalisation for foreign public documents (The Hague Convention). The authenticity of signatures and stamps on a diploma earned in one of the signatory countries must be certified by a so-called Apostille, issued by a competent authority of the country. Here you can find the [list of relevant authorities](#) in all signatory countries.
 - Category S (Superlegalization): The authenticity of signatures and stamps on diplomas issued in them has to be certified using a so-called super legalisation (Higher Authentication of Documents), i.e. verification of the diploma by the Ministry of Foreign Affairs of the state which is the seat of the higher education institution that has issued the document (or its authorised foreign body), followed by the verification of the respective Czech representative office (embassy) based in the foreign country.
6. **Decide, where you want to get the authentication, there are two options:**
 - a. You can get the authentication on your original diploma.

- Advantage: You can use the authentication on your diploma more times in the future.
- Inconvenience: There will be a stamp on your original diploma.
- b. You can make a copy of your diploma – this copy must be notary-certified – and get the authentication on it.
 - Advantage: Your original diploma will remain without stamps.
 - Inconvenience: You will lose the authentication when you give the documents to the Masaryk University, which will save them and not give them back to you.

7. Do the authentication – either with your original diploma or a notary-certified copy – depends on your decision in step 6.

8. Check, if all the information on the documents is in English or Czech (including, e.g. notary clauses, interpreter clauses, certifications of the authenticity of signatures and stamps, etc.).

- a. Yes → go straight to step 9.
- b. No → have an official translation of your documents. All the information, stamps, signatures, notary clauses, authentications and also translator's stamp must be translated into Czech or English; we won't accept any other language!

9. Check again if you have fulfilled all the previous steps.

- a. Yes → go straight to step 10.
- c. b. No → fulfil all of them.

10. Scan all the documents and send them to verification@econ.muni.cz, there should be following documents in the email:

- a. High school diploma
- b. Confirmation of accreditation of your high school
- c. Invoice

11. After we receive your documents via verification@econ.muni.cz, we will let you know if the documents are complete.

12. On the day of your enrolment, bring us the hard copies that you have sent us via email, we will put them in your file. Please, don't forget that all the documents must be officially certified copies and once you give them to us, you will not get them back.

We hope that this document will help you with the verification of your Bachelor studies. Shall you have any further questions or problems, please contact us at verification@econ.muni.cz.