

**REQUEST
FOR THE RECOGNITION OF FOREIGN EDUCATIONAL QUALIFICATIONS *
ACQUIRED IN THE PROCEEDINGS OF FORMAL EDUCATION ****

primary and secondary levels for employment
or continuing education in the Republic of Croatia

I request from the Education and Teacher Training Agency to issue a decision for the recognition of a foreign educational qualification acquired in:

_____ *Country* _____ *City*

issued by _____
School

I. APPLICANTS DATA

Name and Surname (maiden name....) _____

Parents'/Legal representative's name and Surname of parents/:

Gender: Male _____ / Female _____

Date of birth, city and country _____

Citizenship _____

The decision is to be delivered to the following address:

Name and Surname _____

Street, city and zip code _____

Phone / cell phone _____

Completed educational periods (required fields):

Number of grades completed in primary education _____

Number of grades completed in secondary education _____

II. REASON FOR the REQUEST of the DECISION (mark the square in front of text)

- _____for employment in the Republic of Croatia

- _____for continuing education in the Republic of Croatia

III. REQUIRED DOCUMENTS (mark the square in front of text)

The recognition of completed primary school for the purposes of employment or continuing education in the Republic of Croatia

- The last certificate obtained abroad in the original (or certified copy)
- Certified translation of the certificate to the Croatian language issued by a certified court interpreter, with the exception of the documents issued in the Croatian language and Latin script
- Certificate of citizenship (copy of citizenship certificate, identity card, passport or other public document that can prove citizenship)
- Receipt for the payment of administrative fees in the amount of 140.00 Kuna in favor of the State Budget or the Certificate of exemption payment of administrative fees, issued in the regional office of the tax administration in the place where the person is registered or the evidence of the status as a displaced persons, refugees and others in accordance with Article 8th Law of Administrative Fees.
- In the case of change of name or surname - photocopy of a public document proving the change (eg. a decision, a certificate from the register)

The recognition of completed secondary school for the purposes of employment or continuing education in the Republic of Croatia

- The last certificate obtained abroad in the original (or certified copy)
- Certified translation of the certificate to the Croatian language issued by a certified court interpreter, with the exception of the documents issued in the Croatian language and Latin script
- Copies of certificates for each grade completed in high school
- Certificate of citizenship (copy of citizenship certificate, identity card, passport or other public document that can prove citizenship)
- Receipt for the payment of administrative fees in the amount of 140.00 Kuna in favor of the State Budget or the Certificate of exemption payment of administrative fees, issued in the regional office of the tax administration in the place where the person is registered or the evidence of the status as a displaced persons, refugees and others in accordance with Article 8th Law of Administrative Fees.
- In the case of change of name or surname - photocopy of a public document proving the change (eg. a decision, a certificate from the register)

IV. IMPORTANT NOTES

- Educational qualifications are recognized only if they were acquired in the programme approved by the competent educational authority and, if issued by the competent authorities or on the basis of public documents.
- In the case of change of data concerning the applicant during the process of recognition (change of address, name or surname) new data need to be forwarded to the Agency.
- legal representative applies for the recognition on behalf of the students under 15 years of age
- translations issued by certified court interpreters for the Croatian language from other states are accepted only if they are certified by the signature of the President of the competent court or another body in that state authorized for certifying court interpreters
- If the request is incomplete, the applicant will receive written information about the required documents; if the applicant cannot provide some of the documents he/she needs to provide written arguments why and when he/she will be able to supply the requested document.
- if necessary, upon the receipt of the request, the applicant may be requested to verify the documents with Apostille stamp or other appropriate form of verification
- In the case of suspecting forgery, the Agency shall, ex officio, take appropriate actions, measures and authentication of the documents, and notify relevant bodies, in accordance with the law
- if necessary, other forms of evidence may be required in the procedure
- each original document must be accompanied with its uncertified copies (original documents will be returned after the procedure)
- the recognition procedure applies to primary music and ballet schools

place and date of the request

signature of the applicant/
legal representative

* Foreign educational qualifications - the formal name for a particular level or degree of knowledge, skills and competencies that are proven by a foreign school certificates, diplomas and other public documents issued by the competent institution

** Formal Education - is carried out by educational institutions in accordance with the approved program