



UNIwersytet
MEDYCZNY
W ŁÓDZI

HIGH SCHOOL DOCUMENTS RECOGNITION

For countries outside international agreements on education recognition.



RECOGNITION? DO I NEED IT?

If you are a student from outside Poland, you need to meet the grade of the Polish law by proving that your high school education is eligible to study at an university.

In general, if you were admitted to MUL, you are probably half way to the recognition.

Steps to recognition:



1

Get documents confirming the completion of high school education.

2

Legalise your high school documents for use abroad.

3

Get an eligibility statement /migration certificate.

4

Translate high school documents into Polish language.

5

Apply to Department of Education in Lodz for a decision on your high school education.

What is eligibility statement?

ELIGIBILITY STATEMENT

[example]


The high school diploma entitles Mr/Ms ... to appeal for admission to every type of higher education institutions in the country of its issue.

It is a document issued by the Ministry of Education or the embassy, which confirms that your high school diploma gives you the right to study at university level in your country.



Eligibility statements - examples

क्रम सं. प्रवास
S.No.MC/2023-



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

प्रवास प्रमाण पत्र
MIGRATION CERTIFICATE

प्रमाणित किया जाता है कि XXXXX
This is to certify that

अनुक्रमांक XXXXXXXXXXXX
Roll No.

आत्मज/आत्मजा श्रीमती XXXXXXXX
Son / Daughter of Smt.

एव श्री XXXXXXXXXXXXXXXXXXXXXXXX
and Shri

छात्र (90181) - ASIAN INTL. PVT SCHOOL RUWAIS ABU DHABI U A E
Student of

जो कि बोर्ड से संबद्धता प्राप्त है व बोर्ड की
an institution affiliated with the Board has been registered in the

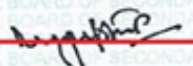
SENIOR SCHOOL CERTIFICATE EXAMINATION - 2023 परीक्षा के लिए पंजीकृत है।
of the Board

उसके द्वारा उच्च शिक्षा के लिए किसी भी मान्यता प्राप्त संस्थान में शामिल होने या विधि द्वारा मान्य किसी भी विश्वविद्यालय या बोर्ड
की परीक्षा देने में इस बोर्ड को कोई आपत्ति नहीं है।


This Board has no objection in his/her joining any recognised Institute of Higher Education or taking examination of any University or Board established by law.

दिल्ली DELHI(EAST)
Delhi

दिनांक 04/05/2023
Dated


अवर सचिव
Under Secretary


Communications should be addressed to:
Permanent Secretary, Ministry of Education
to any individual by name



REPUBLIC OF ZAMBIA

MINISTRY OF EDUCATION

phone: 250855/ 251315/ 251283
251293/ 211318/ 251291
251003/ 251319




Medical University of Lodz
Admission Office
POLAND

RE: CONFIRMATION OF RESULTS AND ELEGIBILITY FOR ADMISSION TO A HIGHER INSTITUTION IN RESPECT OF

Medical University of Lodz, requested the ministry of Education to forward a letter of eligibility for admission to a higher institution in your country.

I am to inform you that, with Certificate Number and Examination Number obtained a school Certificate of Education in 2021 on a successful completion of secondary education at Secondary School a well-recognized school in lusaka Province of Zambia.

I am to further inform you that a minimum of five subjects (5) at an ordinary level including English, Mathematics, Science, Biology and Computer Studies are required for admission into a Bachelor's Degree program in medicine. Therefore, is eligible for admission to a Bachelor of medicine Degree program in any Zambian University. The subjects offer by him whilst in school at ordinary level are as follows:



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: MINEDUCATE

Ref. No:
Date: 25th August, 2022

Head of Consular Division,
Polish Embassy,
10, River Niger Street,
Maitama - Abuja.

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

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

2. I am to inform you that with WAEC Examination No. obtained her Senior Secondary School Certificate (SSSC) in November/December, 2020 on successful completion of Secondary Education at - a recognised school in Nigeria.

3. I am to further inform you that minimum of five (5) credits including English Language and Mathematics are required for admission in a Nigeria University. Therefore, is eligible for admission into any Nigerian University. The subjects offered by her while in school, the number of hours spent on each subject and the grades obtained are as recorded below:

Steps to recognition: Where to go?



1 → First three steps may be taken in **the country of issue** of your high school documents.

2 → Or in a **diplomatic facility**:

- an embassy
- a consular office

3 → of the country of issue, either in Poland or an EU country closest to Poland.

Step 4 and 5 is possible to take only in **Poland**.

4 → Translation must be made by a sworn translator in Poland,

5 → Department of Education requires that you apply in person for a decision on high school education.

Legalisation

According to the Administrative Law if you want to use the document outside the country which issued it, the documents need to be legalised by a competent authority/ institution **before leaving the country.**

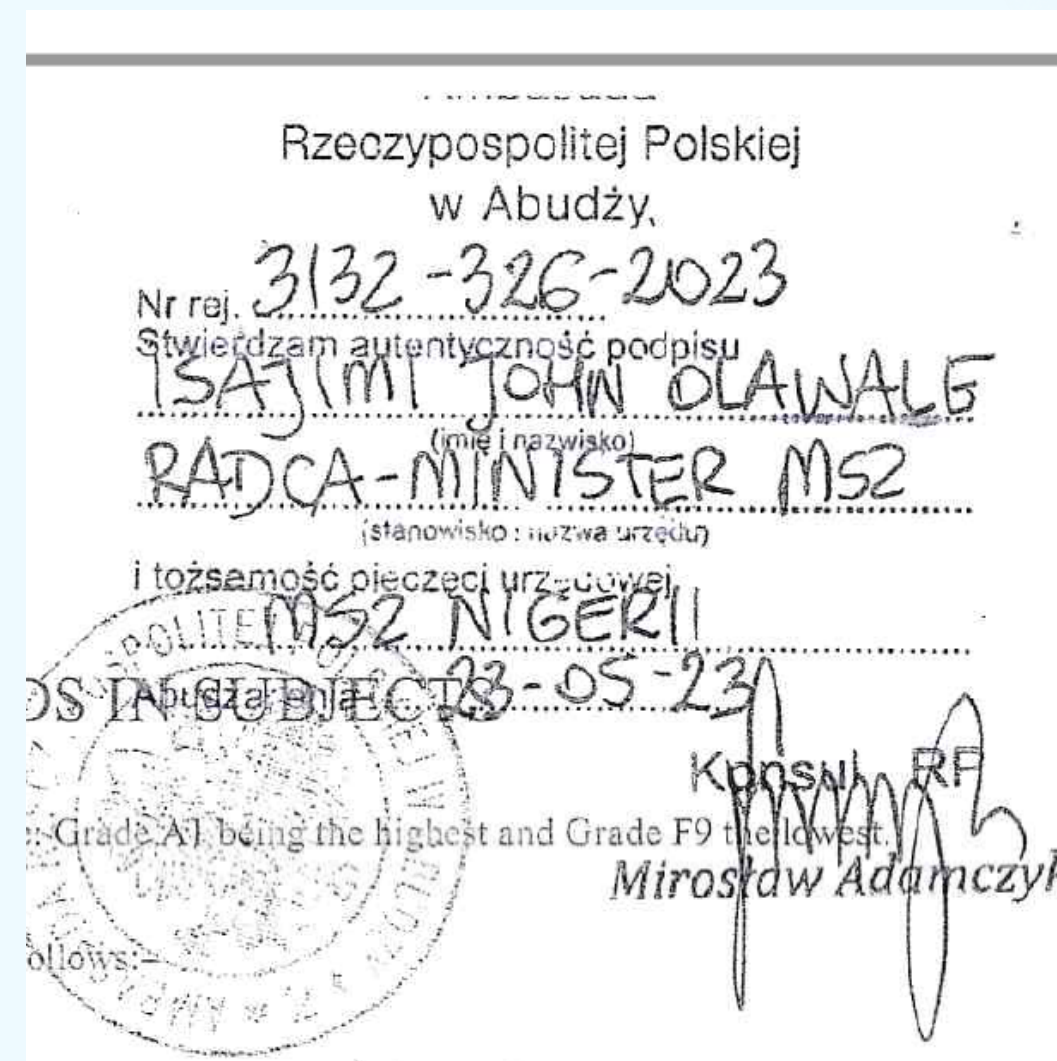
If the country which issued your high school documents is a party to The Hague Convention, the legalisation is simplified and you need to apply for **an apostille** only.

Competent authority in this case is a Ministry of Foreign Affairs or a diplomatic facility (embassy or consular office).

Example: Legalisation

If you want to use high school documents from e.g. Nigeria in Poland, you should apply to the Ministry of Foreign Affairs in Nigeria, or the Polish Embassy in Nigeria to legalise the document.

You will get a stamp on the document confirming that all signatures and stamps on your papers have been verified and deemed authentic.



Example: Apostille

If you want to use high school documents from e.g. India in Poland, you should apply for an apostille.

Useful information to be found here:

<https://www.mea.gov.in/apostille-menu.htm>

You will get a sticker on the document confirming that all signatures and stamps on your papers have been verified and deemed authentic.



A black fountain pen with a gold nib is positioned at the top right, with a black ink signature written below it. The background features a blue and white watercolor wash with gold dots and a gold geometric pattern in the bottom right corner.

Apostille: List of countries

If the country that issued your high school documents is a party to The Hague Convention, you need to apply for an apostille, which legalises the document for use abroad.

List of countries that are parties to The Hague Convention is available here:

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

Translation

Translation of your high school documents is essential for recognition. Our university operates in Poland, which means that the language for all administrative procedures is Polish.

Although we provide you with service in English during your studies, the language of the national authorities in which all procedures are carried out is Polish.

To be able to confirm beyond any doubt that you have the right to get your graduation diploma, we need your high school documents to be translated into Polish by a sworn translator who is a member of Sworn

Translators Board in Ministry of Justice in Poland: <https://archbip.ms.gov.pl/pl/rejesty-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>

Translation: What should I translate?

1

High School Diploma / Final Certificate

2

Transcript of records - final grade

3

Eligibility statement



Sometimes all of the above are on one document.

Authorities on the way

Ministry of Foreign Affairs, Ministry of
Education, Embassy, Consular Office



Legalisation
Apostille

Ministry of Justice
in Poland



Translation into
Polish

Department of Education
in Lodz



Administrative
decision
on high school
recognition

The University



Submit the decision

Timeline

Late September

During your first meeting with the Admission Officer, show documents confirming your high school education required to continue education on the higher level.

Late November

Time to meet your Legalisation Coordinator. The Coordinator assigned to you contacts you and provides useful information such as instruction on high school recognition.

November to January

This is the time to inquire if you need any clarification. Read the instruction and discuss your doubts with the Legalisation Coordinator.

January

Apply for all missing stamps and confirmations on your documents. Get eligibility statement. If you notice that you can miss the deadline, write a letter to the Rector to extend the time for collection of the required stamps on your documents.

Late February

All legalisation stamps and apostilles should be on your high school documents by now. Inform your Legalisation Coordinator about the progress by sending scans of the documents.

March

Have your high school diploma/certificate translated along with final grade transcript of records and eligibility statement if needed.

April to May

Schedule a meeting in the Department of Education to apply for a decision on your high school education. Hand in all documents you've prepared. Issuing a decision may take up to 30 days from the date of application.

Late June

Submit the decision from the Department of Education in the Legalisation Coordinator's office.

30th of September

The last day of 1st academic year at the University is the deadline for recognising your high school education. Without this confirmation you won't be enrolled to the 2nd year.



Legalisation Coordinator

The university official who is competent to assist you during the recognition process.

To contact your Legalisation Coordinator always use the dedicated email box. This assures that your email won't be left without a reply.



legalisation@umed.lodz.pl

01 Check your email box

Legalisation Coordinator sends useful information to guide you through the process.

02 Inform about obstacles

In case of any obstacles during the process of recognition inform your Legalisation Coordinator to get assistance.

03 Don't stall

Do not delay getting additional confirmations or documents. Time flies!

Tips

04 Know who helps

Get to know who is your Legalisation Coordinator. To contact the person, always use the dedicated email box, it will shorten the time of a reply.

05 Close before summer break

If possible, try to close the recognition process before the summer examination session and your summer vacation.

06 Schedule meetings

Always schedule a meeting to discuss legalisation matters. It may take a while...

The logo consists of the letters 'UM' in a bold, white, sans-serif font. The 'U' and 'M' are connected at the top. A thin vertical white line is positioned to the right of the 'M'.

UM

UNIwersytet
MEDYCZNY
W ŁODZI

THANK YOU