

WHAT IS THIS RECOGNITION? I ALREADY AM A STUDENT...

To be able to study at our university we require candidates to present high school documents such as a diploma/ certificate which confirm that you have finished high school and are eligible to continue learning at a higher education level.



Bear in mind, however, that we are not an authority to decide whether your documents are valid and authentic. This is why we admit you to the university on condition that you will legally confirm your high school education.

And this is what we call:



Information on the document confirming that it was issued and signed within the country of the apostille issue.

It may be a sticker or a stamp on the original or a notary confirmed copy of the document.

An apostille is issued by a competent authority of a country which is a party to the Hague Convention. In order to obtain an appostille you need to find the respective authority.

This link may be useful to check for information:

<u>https://www.hcch.net/en/instruments/conventions/specialised-sections/apostille</u>

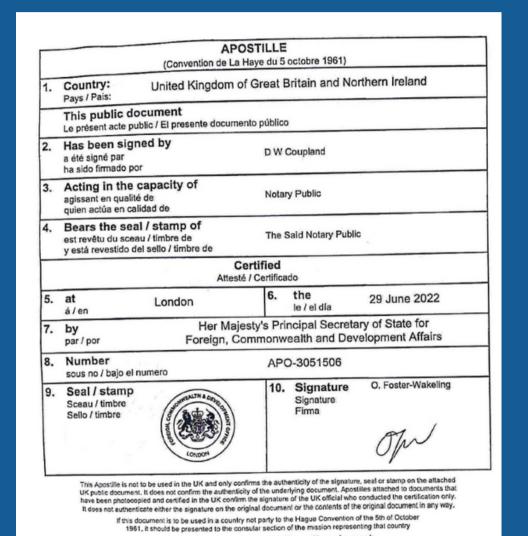
APOSTILLE: EXAMPLE

If you were admitted to a university in Poland on the basis of high school documents issued in UK you should apply for an apostille.

Useful information here:

https://www.gov.uk/get-document-legalised

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



To verify this apostille go to www.verifyapostille.service.gov.uk

WHAT IS THE DIFFERENCE?

APOSTILLE

With an apostille a country confirms the authenticity of the document.

It is a kind of legalisation but simpler and only for countries which signed an international agreement - the Hague Convention.

List of competent authorities to give the apostille in certain countries parties to the Hague Convention:

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

LEGALISATION STAMP

The legalisation stamp is also a confirmation of document autenticity used when you want to use the document outside the country where it was issued.

Competent authority to legalise the document is embassy or consular office.

TIMELINE: KEY STEPS TO RECOGNITION

Early October

Originals of high school certificate/diploma, transcript of records from last grade or provisional results statement, if diploma is not issued yet.

Early November

Time to meet your Legalisation
Coordinator.
The Coordinator assigned to you
contacts you providing useful
information such as the instruction and
the deadline for high school recognition

November to January

This is the time to inquire if you need any clarification.

Read the instruction on high school recognition and discuss any doubts with Legalisation Coordinator.

January

If you know by now that you won't be able to finish all steps leading to high school recognition, this is the time to file a request to the Rector for expanding the deadline.

But only with SOLID JUSTIFICATION

Late February

Apostille on your high school documents, translations into Polish of the diploma / final certificate along with records from last grade.

Late September

The process of high school recognition must be finished by 30th of September.

High school diploma / leaving certificate and last grade transcript of record are translated into Polish and submitted in the office of Legalisation Coordinator.

TRANSLATIONS? ALREADY DONE, INTO ENGLISH DURING THE ADMISSION PROCESS... DUH!

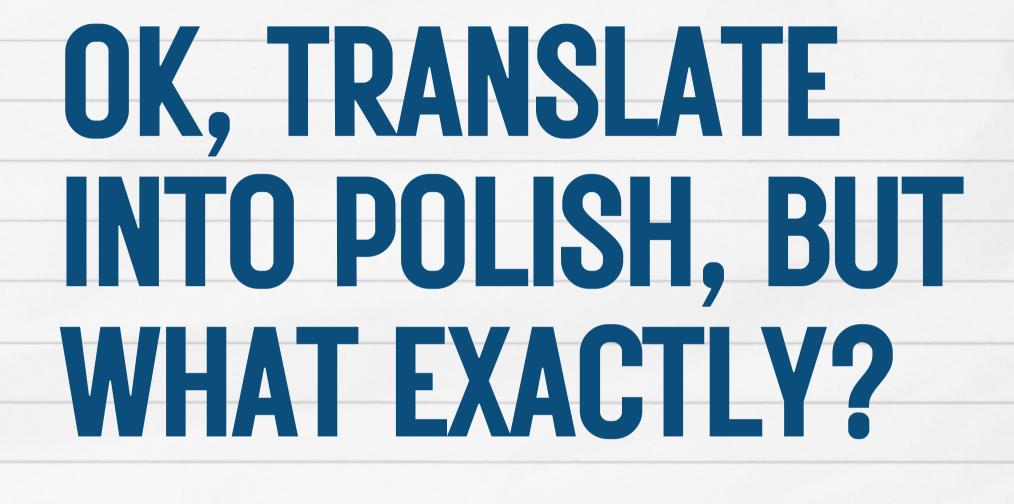
All documents have to be translated into **Polish** language, directly from the language of issue, and by a **Polish sworn translator**.

Best way to find a translator office in Lodz is to google the phrase:

"Sworn translator language of the document into Polish"

You may also use this link, but the browser goes only in Polish:

https://arch-bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysieglych/search.html





- the diploma / leaving certificate
- transcript of records and all additional stamps, stickers or hand written information on it.

You don't have to translate the detailed description printed on the back side of the certificate.



Check your email box, Legalisation
Coordinator sends useful
information to guide you through
the process.

LEGALISATION@UMED.LODZ.PL



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

Do not delay with getting additional confirmations.

ANY TIPS?

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

Try to close the recognition process before winter examination session.

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

RECOGNITION TEAM





Mrs. Karolina Durys-Szczygieł

Mr. Paweł Bulski

