**Application Form for Recognition of Records on Education**

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***Applicant´s address*** */* ***telephone, e-mail****/*

**Trnava University in Trnava**

**Department of Education and Student Care**

**Hornopotočná 23**

**918 43 Trnava**

Name and surname.............................................................................................................................

Date, place and state of birth ................................................................................................................

Citizenship.............................................................................................................................

Document title.........................................................................................................................................

Institution issuing the document ................................................................................................................

State where the study was carried out..........................................................................................

Degree of achieved university education (1st, 2nd or 3rd) ...........................................................

*Interest in study at Trnava University in Trnava[[1]](#footnote-1)\*:*

*❑  2nd degree (Mgr.) ❑  3rd degree (PhD.) ❑ examina rigorosa*

***Faculty:***

***Study programme: Field of study:***

In………………….., date ………………..

.......................................................

 *signature*

**Applicant shall submit the following with the application:**

1. A certified copy of records on education issued by a foreign university with their certified translations into the Slovak language.
2. A certified copy of the list of completed subjects and exams, and a certified copy of appendix to diploma, if the foreign university issues them, and their certified translations into the Slovak language.
3. Authenticity of signatures and school seal on original documents has to be certified by a respective state authority or notary´s office in the respective state and a seal of representative body of the SR in this state, unless the international agreement stipulates otherwise.
4. A statement on records on education from the Ministry of Education, Science, Research and Sport of the SR – Centre for Recognition of Records on Education.
5. A copy of the proof of payment of a fee for recognition of records in the amount defined in “Rector´s Regulation on the Amount of Tuition Fees and Charges Related to Study at Trnava University in Trnava for Respective Academic Year”.

Note

Certified copies of records on education issued abroad submitted by applicant for the purpose of issuance of decision on education recognition pursuant to Act No. 131/2002 Coll. on Higher Education and on change and amendment of some laws as amended and Section 2 of the Regulation of the Ministry of Education of the Slovak Republic No. 238/2005 Coll. on Procedure of recognition of records on education are kept by Trnava University in Trnava.

Time for issuance of the decision on recognition of records on education is two months after submission of necessary documents pursuant to Act No. 71/1967 Coll. on Administrative proceedings.

The amount of fee for recognition of records on education issued by a foreign university and issuance of decision on such recognition is defined in „Rector´s Regulation on the Amount of Tuition Fees and Charges Related to Study at Trnava University in Trnava for Respective Academic Year”. Decision on recognition / non-recognition can be received at the Department of Education and Student Care in the office hours, phone: +421-33-59 39 340

a/ in case of payment from SR:

amount: € 50 (academic year 2012 / 2013)

account No.: 7000065500/8180

specific symbol: 99905

variable symbol: name and surname

b/ in case of payment outside the territory of SR:

amount: € 50 (academic year 2012 / 2013)

account No.: IBAN - SK33 8180 0000  0070 0006 5500

bank identification code SUBA SKBX

specific symbol: 99905,
additional data – surname and name.

1. \* 🗵 - way of marking [↑](#footnote-ref-1)