

Recognition of School – Leaving Certificate / Maturity Certificate

Application for I cycle studies.

Source: [Ministry of Education 10/07/2017](#)

The body competent with respect to the proceedings for the recognition of a school certificate or other document issued abroad – **that is not recognized by operation of law** – is the education superintendent (*kurator oświaty*), having jurisdiction:

- over the place of residence of the applicant or
- over the registered office of the institution to which the applicant intends to submit the application or other document issued abroad (if the applicant does not have a place of residence within the territory of the Republic of Poland).

The education superintendent may:

- recognize a foreign school certificate or other document by way of an administrative decision as a document which confirms the completion of primary, lower secondary, basic vocational or upper secondary education and
- **confirm the entitlement to continue one's education, including the entitlement to apply for admission to a higher education program, taking into account the scope of rights granted in the state of issuance of the certificate or other document.**

Foreign school certificates or documents may be recognized in Poland only if they are recognized by the state within the territory of which or in the education system of which such a school operates.

Authority in Katowice = Kuratorium Oświaty (Kuratorium).

Please find more detailed information here: <http://kuratorium.katowice.pl/> .

Please download and read the full information and the nostrifying authority requirements: [„Karta Informacyjna nr 3”](#)

DOCUMENTS REQUIRED in the proceedings

1. Application – attached to [„Karta Informacyjna nr 3”](#)
2. Copy of Passport
3. Certificate – with apostille or legalized:

a) original of the certificate or its duplicate or notarized copy with **apostille** placed on or attached to the document, if the certificate was issued by a state which is a party to the Hague Convention or

b) **legalised** original of the certificate or its duplicate – if the certificate was issued by a state which is not a party to the Hague Convention (the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, drawn up in the Hague on October 5, 1961).

Certificates may be legalized or receive an apostille by:

- the consul of the Republic of Poland having jurisdiction with respect to the state in the territory of which, or in the education system of which, the given certificate was issued, or
- the educational authorities of the state in the territory of which, or in the education system of which, the given certificate was issued, or
- a diplomatic representation or consular office of the state in the territory of which, or in the education system of which, the given certificate was issued, accredited in the Republic of Poland or in any EU, OECD or EEA member state, where the said certificates or documents confer an entitlement to apply for admission to a higher education program in the states in question.

4. Documents to be appended if the certificate does not contain information about the course of education:

- a) a **list of grades received** in the course of examinations required for completing the school or educational institution or the given stage of the educational program;
- b) a **list of subjects and other classes completed** in the course of the given stage of education, along with the grades received;
- c) information on the completed curriculum pertaining to the contents thereof, the planned duration of tuition as well as the grade scale applied;
- d) **information on the conferred entitlements** to continue education at an appropriate level in the state in the education system of which the given certificate was issued, including the entitlements to apply for admission to a higher education program as well as on the scope of the entitlements in question.

The documents mentioned in 3 a-d should be issued or confirmed by the school or educational institution which issued the certificate or by educational authorities of the state on whose territory or in whose educational system the certificate was issued.

These documents

and

- 5. Persons who do not hold Polish citizenship shall, in addition, be obliged to attach to the application a document confirming their right to stay within the territory of the Republic of Poland.
- 6. The documents attached to the application, shall be accompanied by a translation thereof into Polish. The translation into Polish of the documents shall be done or confirmed by:
 - a) a person entered on the list of sworn translators by the Minister of Justice of the Republic of Poland, or
 - b) a person registered as a sworn translator in a EU, OECD or EEA member state, or

c) the consul of the Republic of Poland having jurisdiction with respect to the state in the territory of which, or in the education system of which, the given certificate was issued, or

d) a diplomatic representative or consular office of the state in the territory of which, or in the education system of which, the given certificate was issued, accredited in the Republic of Poland.

Proceedings is free of charge unless the interview will be required by the kuratorium.

The documents shall be submitted to:

Kancelaria – Kuratorium Oświaty w Katowicach, 40-024 Katowice, ul. Powstańców 41a

Information:

Room: 5.05

Tel. +48 32 606 39 18

Room: 5.02

Tel. +48 32 606 30 13

The proceedings for foreigners who received refugee status or supplementary protection or a permit for temporary stay in Poland: are conducted by the Masovian education superintendent in Warsaw (Mazowiecki Kurator Oświaty):

a) Jerozolimskie 42, 00-024 Warsaw, tel.+48 22 551 24 00 int. 5081

b) kuratorium@kuratorium.waw.pl

c) <http://www.kuratorium.waw.pl/en/nostrification-of-certi/8177,Recognition-ofcertificates.html>

The decision may be appealed against to the Minister of National Education through the education superintendent within 14 days from receipt.

In the proceedings the provisions of the Act of 14 June 1960 – Code of Administrative Procedure (Dz. U. [the Journal of Laws] 2014, Item 283, as amended) have to be applied.