Recognition of education and qualification gained by studies on foreign universities is governed by the following legal provisions:

1. Agreement on the recognition of qualifications related to university education in the European region, signed on April 11, 1997, in Lisbon; the text was published in the Collection of International Agreements No. 60/2000 Coll. (hereinafter “The Agreement”)
2. International agreements and contracts on mutual recognition of proofs of education
3. International agreements and contracts on verification of public documents
4. Act No. 111/1998 Coll., on colleges, as amended (College Act), § 89, § 90, § 105, § 106
5. Act No. 500/2004 Coll., on administration procedures (Administration Code)

Institutions that decide upon the recognition

The decisions upon the recognition of foreign college education are solely in the hands of public colleges/universities, offering a similar study program in terms of content. This right is not extended to private colleges. As for holders of college-level qualifications provided by military colleges and universities, the decision is made by the Ministry of Defence; in the field of security services, it’s made by the Ministry of Interior (pursuant to § 95 par. 9 of the College Act).

According to the administration code, the applicant can’t require the recognition of the same college/university education from multiple public colleges at the same time. Once the request is rejected by a public college/university, the applicant can submit it to another college/university providing a similar study program only after the rejection has become legally effective (i.e. after 15 days since the delivery).

Prior to submitting the request for the recognition of their foreign education, the applicants are advised to inquire which public college/university in the Czech Republic provides a study program similar to their foreign study.

The list of accredited study programs on the colleges in the Czech Republic is available here.

THE REQUESTS FOR RECOGNITION ARE SUBJECT TO PAYMENT AS OF SEPTEMBER 1, 2016

If a request for the recognition of foreign college/university education and qualification (pursuant to § 89 of Act on College Education) is submitted to a public college/university, the latter collects the fee of CZK 3,000 for the proceedings related to the request. The fee is to be paid to the college/university’s bank account, and is an income of the school.

How to pay the recognition fee:

1. Bank transfer to Charles University account No. 190-907907399/0800, IBAN CZ66 0800 0001 9009 0790 7399, BIC-Swift GIBACZPX in Česká spořitelna. As a variable symbol, please use your date of birth (DD-MM-YY), and add your name and surname (as written in your passport or ID) to the Note field. You can either pay in CZK or in a foreign currency. Please make sure that the full payment of Czk 3,000 arrived on the bank account of the university (any bank fees are due by the applicant).

2. Payment in cash in the box office of Charles University Rectorate (Ovocný trh 560/5, 116 36 Praha 1, room 50, 5th floor, Ms. Sikorová) – CZK only.

Working hours:
Mo 10:00 - 12:00, 13:00 - 16:00
Tu 10:00 - 12:00
We 10:00 - 12:00, 13:00 - 16:00
Th 10:00 - 12:00

If it shows during the proceedings that the rector isn’t able to make a decision on the request for recognition of foreign college/university education, e.g. because Charles University doesn’t provide similar study program, the payment of Czk 3,000 isn’t due, and will be reimbursed if already paid.
Once the proceedings are discontinued due to the faulty application, and the applicant doesn’t remove the deficiencies upon request (most likely these concern the absence of necessary documents), there’s no compensation for the fee. If the application is rejected due to major differences between the compared study programs, there’s no compensation for the fee.

Effective from January 1, 2017, all requests for recognition of foreign university education addressed to Charles University shall be submitted to the following address only:
Rectorate of Charles University
Ovocný trh 5/560
116 36 Praha

The recognition of the foreign college/university education in the countries that signed a bilateral equivalence agreement with the Czech Republic

SLOVAKIA
The validity of college diplomas issued in Slovakia is governed by the Agreement of the Czech Republic and Slovak Republic on the mutual recognition of proofs of education issued in the Czech Republic and Slovakia, published with the reference No. 23/2015 Coll., effective as of March 28, 2015 (hereinafter “the Agreement”). The agreement implies that all diplomas issued by colleges/universities in the Slovak Republic are recognized without further ado in the Czech Republic as equivalent. For additional study on Charles University in Prague, the certificate of equivalence isn’t required. The holders of the certificate can, however, apply for the recognition of foreign college education (e.g. if their employers require so) at a public college in the Czech Republic (in case of Charles University in Prague, at the relevant faculty). The application must be attached by certified copies of the proofs of study; no translation to the Czech language is necessary.

Pursuant to section 11, par. 3 b) of the agreement, the agreement doesn’t concern Slovak proofs of college/university education obtained from colleges/universities in Slovakia by graduating from the bachelor’s, master’s, engineer’s, doctoral or postgraduate study program, realized outside the territory of Slovakia.

For this reason, the rector asks the graduates from the colleges/universities based in Slovakia, providing the education in their affiliates in the Czech Republic, to present certificates issued by the relevant Slovak college/university, stating the country where the study was realized.

This request is especially relevant to the graduates from Paneurópska vysoká škola, Vysoká škola Danubius and Vysoká škola zdravotníctva a sociálnej práce sv. Alžbety.

If the application complies with all requirements, Charles University rector will approve to the request, and issue the recognition certificate.

POLAND, HUNGARY, SLOVENIA
Holders of Hungarian, Polish and Slovenian certificates, which are covered by equivalence agreements, can use the certificates in the Czech Republic directly, without having to present the certificate of recognition of the foreign college/university education, issued by a public college/university in the Czech Republic. For additional study at other colleges/universities in the Czech Republic, the certificate of equivalence isn’t required. If, however, a holder of a foreign certificate still deems it suitable and necessary, he/she can apply for the recognition at the public college/university offering similar study program in terms of contents. If the application complies with all requirements, Charles University rector will approve to the request, and issue the recognition certificate.

GERMANY
Holders of university qualifications issued in Germany apply, in accordance with the Agreement signed by the governments of the Czech Republic and Federal Republic of Germany on the mutual recognition of proofs of college/university education (Prague, March 23, 2007) – No. 60/2008 Coll., for the recognition at the public college/university offering similar study program in terms of contents. If the application requires the recognition of German college/university education certificates (i.e. diplomas) proving the completion of an accredited study program in order to enable further study, and provided the application complies with all requirements, the rector will approve to the request, and issue the recognition certificate.

In case the purpose of the recognition isn’t further study, the equality of the education will be assessed in accordance with the Agreement – if major differences between the compared study programs will be found, the rector may reject the application.

Important contacts
Rectorate, Charles University
Ovocný trh č. 5, 116 36 Prague 1, Czech Republic
Consultations in opening hours only (Monday 10:00-12:00 and 13:00-16:00, Wednesday 10:00-12:00 and 13:00-16:00) other days by appointment only.

Mgr. Anna Hájková, phone +420 224 491 368
e-mail: anna.hajkova@ruk.cuni.cz

Mgr. Veronika Rutová, phone: +420 224 491 442
e-mail: veronika.rutova@ruk.cuni.cz
Mgr. Helena Fuxová, phone: +420 224 491 627
e-mail:  helena.fuxova@ruk.cuni.cz

Ing. Iva Stehlíková, phone: +420 224 491 262
e-mail:  iva.stehlikova@ruk.cuni.cz

Ministry of Education, Youth and Sports
Higher Education Department, Karmelitská 7, 118 12 Prague 1, Czech Republic