

Verification of Diplomas and Diploma Supplements/ Transcripts: A Guide for MER Study Applicants

For a purpose of your enrollment to MER study, CERGE-EI must review the authenticity of your diploma* and diploma supplement/ transcript** from your Bachelor degree***. This guide explains the form of verification required based on the **country which issued the documents-not your citizenship** and based on valid international agreements. Countries are grouped into three categories.

** The document should clearly state that you completed your education, your credentials and the degree you achieved.*

*** I.e., the document describing the content and scope of your completed education including grades.*

**** If you have completed Master degree as well, it is up to your consideration whether you will proceed with Bachelor or Master degree documents. (For example, it might be more convenient for you to arrange for a verification of the documents related to your Master degree compared to the Bachelor's ones.)*

IMPORTANT - TRANSLATIONS: The documents which are not originally issued in the English, Czech, or Slovak language (or not issued in more languages where one of them is the English/ Czech/ Slovak) must be officially translated into the Czech or English language by a **sworn (court certified) translator** (Czech or foreign one). The sheets with translations must be inseparably attached to the verified copies of the documents (or to the original documents) they relate to in such a way that it makes it impossible to subsequently change or replace the sheets containing the translation. Not so attached translations or translations attached to unverified copies of the documents shall not be accepted.

PLEASE NOTE that the submitted documents have to be filed at CERGE-EI and cannot be returned to you.

FORMS OF VERIFICATION:

1. Verified Copy (not needed if you submit original document)

If your documents were issued in:

Afghanistan, Albania, Algeria, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cuba, Cyprus, Czech Republic, Democratic People's Republic of Korea, France, Georgia, Greece, Hungary, Kyrgyzstan, Macedonia (FYROM), Moldova, Mongolia, Montenegro, Poland, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Spain, Syria, Ukraine, Uzbekistan, Vietnam

Steps:

- **Obtain a verified copy of your diploma and diploma supplement/ transcript.** The verification must be made by a Czech or foreign notary (the foreign notary must be informed that the verification is done for use abroad), by means of Czech POINT, or at a Czech embassy abroad. Simple copies or the copies made by your university shall not be accepted.
- If appropriate, secure the translation according to the above-mentioned instructions.

2. Apostille**If your documents were issued in:**

American Samoa, Andorra, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia****, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Bermuda, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cabo Verde, Canada****, Cayman Islands, Chile, China, Colombia, Cook Islands, Costa Rica, Denmark****, Dominica, Dominican Republic, Ecuador, Estonia****, Falkland Islands, Fiji, Finland****, French Polynesia, Germany****, Gibraltar, Grenada, Guadeloupe, Guatemala, Guernsey, Guyana, Honduras, Iceland, India, Indonesia, Ireland****, Isle of Man, Israel, Italy****, Jamaica, Japan, Kazakhstan, Kosovo, Latvia****, Lesotho, Liberia, Liechtenstein, Lithuania****, Luxembourg****, Malawi, Malta, Marshall Islands, Martinique, Mauritius, Mexico, Monaco, Montserrat, Morocco, Namibia, Netherlands****, Netherlands Antilles, New Caledonia, New Zealand****, Nicaragua, Niue, Norway****, Oman, Palau, Panama, Paraguay, Peru, Philippines, Portugal****, Puerto Rico, Republic of Korea (South Korea), Republic of South Africa, Réunion, Rwanda, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Pierre and Miquelon, Saint Vincent and the Grenadines, Salvador, Samoa, San Marino, São Tome and Principe, Saudi Arabia, Senegal, Seychelles, Singapore, Suriname, Sweden****, Switzerland****, Tajikistan, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turks and Caicos, United Kingdom****, Uruguay, USA****, Vanuatu, Venezuela, Virgin Islands of the United States, Wallis and Futuna

Steps:

- **Obtain an Apostille for your diploma and diploma supplement/ transcript.** An Apostille is a uniform official certification confirming that a specific document is valid. It is issued by a competent authority of the country which issued the document. The list of the so-called Apostille authorities is available at <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>.
- After your documents are apostilled, obtain a verified copy of each of them. (It is not needed if you submit original document.) The verification must be made by a Czech notary, by means of Czech POINT, or at a Czech embassy abroad. Simple copies shall not be accepted.
- If appropriate, secure the translation according to the above-mentioned instructions.

****** The Apostille can be replaced by a verified copy of the documents and supplementary verification from the university, if your documents were issued in:**

Australia, Canada, Denmark, Estonia, Finland, Germany, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, New Zealand, Norway, Portugal, Sweden, Switzerland, United Kingdom, USA

Steps:

- **Follow the steps for a verified copy – see part “1. Verified Copy”.**
- **Request your university to confirm by e-mail directly to mer@cerge-ei.cz that you are a graduate of the university,**
OR
request your university to send your diploma supplement/ transcript in a sealed envelope by mail to CERGE-EI, or submit the envelope yourself together with the verified copies of the documents,
OR,
if the official website of your university enables verification as to whether you are one of its graduates (e.g., the possibility to download, after entering a password, your diploma supplement/ transcript from the official website of the university), send the e-mail to mer@cerge-ei.cz providing the link and necessary information for the on-line verification.

3. Superlegalization

If your documents were issued in:

Angola, Bangladesh, Benin, Bhutan, Bouvet Island, Burkina Faso, Cambodia, Cameroon, Central African Republic, Ceuta, Chad, Christmas Island, Comoro Islands, Congo, Democratic Republic of Congo, Djibouti, East Timor, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Faroe Islands, Gabon, Gambia, Ghana, Greenland, Guinea, Guinea-Bissau, Haiti, Iran, Iraq, Ivory Coast, Jordan, Kenya, Kiribati, Kuwait, Laos, Lebanon, Libya, Macau, Madagascar, Malaysia, Maldives, Mali, Mauritania, Mayotte, Melilla, Micronesia, Mozambique, Myanmar, Nauru, Nepal, Niger, Nigeria, Norfolk Islands, Pakistan, Papua New Guinea, Pitcairn Islands, Qatar, Sierra Leone, Somalia, Sri Lanka, Sudan, Swaziland, Taiwan, Tanzania, Thailand, Togo, Tokelau, Turkmenistan, Tuvalu, Uganda, United Arab Emirates, Yemen, Zambia, Zimbabwe

Steps:

- **Obtain a legalization stamp on your diploma and diploma supplement/ transcript,** which means that the documents must be stamped by the Ministry of Foreign Affairs of the country which issued them.
- **Get the legalization stamp verified by the [Czech Embassy/ Consulate](#) assigned for that country.**
- **After your documents are superlegalized, obtain a verified copy of each of them. (It is not needed if you submit original document.) The verification must be made by a Czech notary, by means of Czech POINT, or at a Czech embassy abroad. Simple copies shall not be accepted.**
- **If appropriate, secure the translation according to the above-mentioned instructions.**