



**REPUBLIC OF SERBIA**  
Qualifications Agency

**INSTRUCTIONS**  
**FOR STARTING THE PROCEDURE OF**  
**RECOGNITION OF FOREIGN HIGHER**  
**EDUCATION DOCUMENTS FOR THE PURPOSE**  
**OF EMPLOYMENT – PROFESSIONAL**  
**RECOGNITION**

**Belgrade, 2024**

The Qualifications Agency (hereinafter: the Agency) was established by the Government of the Republic of Serbia on September 7, 2018, with the adoption of the Decision on the Establishment of the Qualifications Agency ("Official Gazette of the RS" No. 68/2018). The decision was made based on article 14 paragraph 1 of the Law on the National Framework of Qualifications of the Republic of Serbia ("Official Gazette of the RS", no. 27/2018, 6/2020, 129/2021 - other laws and 76/2023), Article 9 of the Law on Public Agencies ("Official Gazette of RS", no. 18/05, 81/05 - correction and 47/18) and Article 43, paragraph 1 of the Law on Government ("Official Gazette of RS", no. 55/05, 71/05 - correction, 101/07, 65/08, 16/11, 68/12 - US, 72/12, 7/14 - US, 44/14 and 30/18 - other laws). The aforementioned decision entered into force on the eighth day from the day of its publication in the "Official Gazette of the Republic of Serbia", that is, on September 15, 2018.

The process of recognition of foreign school documents is carried out by the ENIC/NARIC center, as an organizational unit of the Agency based on Article 38 of the Law on the National Framework of Qualifications of the Republic of Serbia. In order to clarify the procedure, the following was adopted:

## **INSTRUCTIONS**

### **FOR STARTING THE PROCEDURE OF RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS FOR THE PURPOSE OF EMPLOYMENT - PROFESSIONAL RECOGNITION**

This instruction refers to the procedure for professional recognition of foreign higher education documents. Professional recognition is carried out after the previously performed evaluation of the foreign study program in accordance with the Law on the National Framework of Qualifications of the Republic of Serbia and the law governing higher education.

The interested party submits the request for professional recognition to the Agency electronically on the Agency's portal through the eService:



This method enables a faster and easier submission of requests. You just need to follow the steps that guide you through the application.

If, however, the interested party is not able to submit a request this way, it is necessary to contact the ENIC/NARIC center on the phone: 011/3345-746 on weekdays from 12:00 to 14:00 or send an email to the address: [agencija@azk.gov.rs](mailto:agencija@azk.gov.rs) in order to schedule an appointment with the ENIC/NARIC center and provide the interested party with any needed clarification and to enable the electronic registration.

Before filling out the request, it is necessary to prepare the necessary documentation, which is scanned and then attached in pdf format.

Also, for the sake of easier recognition, it is best to assign the names of the scanned documents according to the name of the attached document, which is specified in the request.

The complete procedure for the professional recognition of foreign higher education documents consists of three steps:

- 1. FILLING OUT THE ELECTRONIC REQUEST;**
- 2. SUBMISSION OF NECESSARY DOCUMENTATION WITH THE COMPLETED ELECTRONIC REQUEST;**
- 3. PERSONAL DELIVERY OF DOCUMENTS WHEN RECEIVING THE DECISION ON THE RECOGNITION.**

**EXPLANATION:**

- **The interested person first fills out the electronic request (mentioned in point 1), then attaches the scanned documentation and scanned proof of fee payment (mentioned in point 2).**
- **If the attached documentation is incomplete, the applicant will be informed of any necessary additions. The recognition process cannot be started until the documentation is complete.**
- **Upon completion of the procedure, the applicant will be contacted to receive the Decision on Recognition.**
- **When receiving the Decision on the recognition, the applicant comes to the Agency and submits:**
  - **completed, printed and signed electronic request (item 1),,**
  - **the documentation listed in the NOTE section**
- **The attached documentation is not returned to the applicant and is permanently stored within the archives.**

## **1. FILLING OUT THE ELECTRONIC REQUEST**

The request form is an official document necessary to initiate the procedure for the recognition of a foreign higher education document.

The request form must be filled in, printed, signed and attached to the other documentation specified in point 2. The applicant is responsible for the accuracy of the information in the request with his signature. The recognition procedure cannot be started if the request is not correctly and completely filled out and signed.

**Note:** Try filling out the request a **maximum of two times**. If you have difficulties filling out an electronic request, contact the ENIC/NARIC center via email: [agencija@azk.gov.rs](mailto:agencija@azk.gov.rs) We recommend that you apply via the Chrome browser and via a computer, not a mobile phone. If there is a change in the residence address, name or surname of the candidate during the duration of the recognition procedure, inform the ENIC/NARIC center about this in writing via email: [agencija@azk.gov.rs](mailto:agencija@azk.gov.rs)

## **2. SUBMISSION OF NECESSARY DOCUMENTATION WITH THE COMPLETED ELECTRONIC REQUEST**

The following documents must be submitted with the request (scanned in pdf format) :

### **1. Original diploma**

The original diploma must be certified with an APOSTIL stamp in the country where the higher education certificate was obtained.

Certification of the original diploma with an APOSTIL seal is not required if the diploma was obtained in countries with which the Republic of Serbia has concluded bilateral agreements on the mutual release of public documents, namely: the Republic of Austria, the Kingdom of Belgium, the Republic of Belarus, Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Greece, Republic of Cyprus, Hungary, Republic of North Macedonia, Mongolia, Republic of Poland, Romania, Russian Federation, Slovak Republic, Ukraine, Republic of France, Republic of Croatia, Montenegro, Czech Republic and Republic of Slovenia.

For the signatory countries of the Hague Convention with which the Republic of Serbia has not concluded bilateral agreements on the mutual release of public documents, it is necessary to certify the original diploma with an APOSTIL stamp. You can access the list of countries that have signed the Hague Convention through the following link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

For all other countries that are not signatories to the Hague Convention and that are not on the list of countries with which the Republic of Serbia has concluded bilateral agreements on the mutual exemption of public documents from legalization, full legalization of public documents is carried out. You can find out more about the process of legalization at this link: <https://www.mfa.gov.rs/gradjani/usluge/overa-dokumenata>

### **2. Original diploma supplement or exam transcript**

The original diploma supplement or exam transcript contains the following information: passed exams with grades, official title and duration of the study program. If it is a doctorate degree that does not have a supplement to the degree or a transcript of the passed exams, it will not be submitted.

### **3. Serbian translations of documents under items 1 and 2 by an authorized court interpreter .**

It is not necessary to submit translations of foreign higher education documents from the following countries: Bosnia and Herzegovina, the Republic of Croatia and Montenegro. Instead of translating the documents, the certified copies should be scanned and attached to the electronic application. If the original diploma was issued bilingually, it does not matter from which language it is translated.

#### **4. Previously obtained higher education certificates (diplomas)**

If there exist - attach the diploma and the diploma supplement or the transcript of the exam in case there is no diploma supplement. If the applicant previously obtained a higher education certificate abroad, it is necessary to attach a certified translation of the said documents. In the event that the previously acquired foreign higher education document has already been recognized at universities in the Republic of Serbia or at the Serbian ENIC/NARIC center, submit the Decision on Recognition instead of the diploma and diploma supplement or transcript of the examination of previous studies.

#### **5. ID or passport copy**

#### **6. Decision of the competent authority or a copy of the marriage certificate**

If the applicant has changed his/her name and/or surname and has different surnames in the submitted documentation, it is necessary to attach the decision of the competent authority, a copy of the marriage certificate or any other document that proves that the applicant has changed his/her name and/or surname.

#### **7. A short biography in either Serbian or English, from which the course of education must be seen. A resume is also possible.**

#### **8. For the recognition of doctoral studies it is necessary to attach the doctoral dissertation in the original language in electronic form.**

The doctoral dissertation can be submitted by specifying the link on which it is located, i.e. by submitting it in electronic form.

The extended abstract of the dissertation (in Serbian or English) is submitted in electronic form.

When recognizing doctoral studies, it is necessary to provide a list of published scientific works and where they were published.

#### **9. Submission of proof of payment of the procedure costs**

The fee for one request for the issuance of a decision on the recognition of a foreign higher education document for the purpose of employment is charged based on Article 3, paragraph 3 of the Rulebook on the amount of the fee for public services provided by the Qualifications Agency ("Official Gazette of RS", No. 93/2023).

When paying the mentioned fee, if the payer is not the applicant at the same time, i.e. the payment is being made for another person, it is mandatory to state the name and surname of the person who will be the user of the services of the Qualifications Agency, i.e. on whose behalf the payment is being made.

## **NOTE:**

**When receiving the Decision on Recognition, the applicant is obliged to submit: A completed, printed and signed electronic application, the original diploma and diploma supplement or examination transcript for inspection (a certified copy is not the same as the original document) and one of the following:**

**1) In the case when the diploma, which is in the process of recognition, has been translated in the Serbian language:**

**Translation of the diploma and the diploma supplement or the exam transcript with a copy of the original certified by a court interpreter.**

**2) In the case when the diploma, which is in the process of recognition, is from countries from which translation is not required (Bosnia and Montenegro, Republic of Croatia and Montenegro):**

**A certified copy of the diploma and diploma supplement or transcript of the same exam.**

**If it is a doctoral diploma, which has neither a supplement to the diploma nor a transcript of the exam, they will not be submitted. Holders of a doctoral degree must also bring a physical copy of the doctoral thesis. Submission of the doctoral thesis can be in printed format, on flash drive or CD.**

## **CERTIFICATION AND TRANSLATION OF DOCUMENTS:**

- The translation into Serbian is performed and certified by an authorized court interpreter in the Republic of Serbia for the foreign language in which the foreign higher education certificate was issued. Copies of diplomas translated by a court interpreter do not need to be certified by a notary, if the court interpreter has certified the copy with his seal.
- The website of the Ministry of Justice of the Republic of Serbia contains a list of authorized court interpreters.
- Also, you can take a look at the Rulebook on the List of Professional, Academic and Scientific Titles.
- Copies of public documents in the Republic of Serbia are certified by a notary public (list of notary public offices).

### 3. PERSONAL DELIVERY OF DOCUMENTS WHEN RECEIVING THE DECISION ON THE RECOGNITION

If the request is incomplete or one of the pdf files is incorrect, the applicant will receive a notification to complete it.

The deadline for drafting the Decision by the Agency is 60 (sixty) days from the date of the reception of the request with complete documentation. If the higher education certificate was obtained at one of the 500 universities ranked in one of the most recently published international rankings of universities in the world by Shanghai ranking consultancy (Shanghai List), US News and World Report Ranking (US News and World Report rating list) or The Times Higher Education World University Rankings, the decision on professional recognition is made within 8 (eight) days from the day of the reception of the request with complete documentation. When the decision is made, the applicant will be notified electronically. The decision can be picked up within 30 (thirty) days from the day of receiving this notice, on Mondays, Wednesdays and Fridays from 10:00 a.m. to 2:00 p.m..

If the applicant is not able to personally pick up the Decision on the recognition and submit the documentation, he is obliged to inform the ENIC/NARIC center, via email [agencija@azk.gov.rs](mailto:agencija@azk.gov.rs), which person will pick up the Decision and submit the necessary documents.

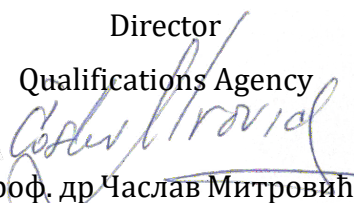
If the foreign higher education document whose recognition is requested was not issued in the Latin or the Cyrillic script (e.g. in Arabic, Chinese, Japanese and other scripts), it is necessary to ask the competent higher education institution to issue a new document in one of those two scripts.

If the applicant wishes to submit requests for different levels of study, it is necessary for the applicant to fill out a separate request for each level of study, submit separate documentation and pay a separate fee for the costs of the procedure. In the Agency's decision on diploma recognition, each level of higher education studies that was previously completed is specified, so it is not mandatory to submit a request for previously completed levels of studies. Therefore, this is done only if the applicant insists on the individual recognition of each higher education diploma he has obtained.

**NOTE:** The decision issued by the Qualifications Agency has the status of a public document and is final in the administrative procedure. For this reason, after picking up the Decision, we advise you to make a photocopy of the said Decision, have the copies certified by a public notary and hand them over to your employer, and keep the original with you.

In Belgrade,  
01.01.2024.



Director  
Qualifications Agency  
  
проф. др Часлав Митровић