

## **Admission Procedure at Comenius University in Bratislava (CUB) updated May, 2021**

### **(for diplomas obtained outside Slovakia)**

#### **A.1. The authenticity of signatures**

The authenticity of signatures and of the school's stamp marks on the documents on education obtained outside of Slovakia must be certified by a relevant body of a member state of the EU, a state of the European Area of Higher Education, the Swiss Confederation or the third country competent to verify relevant documents. (The requirement is not applicable to documents issued by a recognized university based in the territory of the French Republic and Ukraine).

Authentication of signatures and seals on the original educational documentation by the competent body of the state in question is done by an apostille or superlegalisation (see section D here), unless an international agreement states otherwise.

We recommend to prepare 2 notary-verified copies of the legalized documents – One for the Registrar's Office of the Faculty (Application procedure B.1.) and the other for the official (= certified) translator into Slovak language (for recognizing of study documents in B.2.).

#### **A.2. Application fee:**

An application fee of 33 EUR needs to be paid before application by a bank transfer to:

IBAN: SK 88 8180 0000 0070 0013 8327

SWIFT: SPSRSKBA

Account name: Univerzita Komenského v Bratislave

Bank address:

Všeobecná úverová banka

Mlynské Nivy 1

829 90 Bratislava

The following reference for the recipient has to be included:

*VS800 your name*

### **B. Application Procedure for Bachelor students from outside of Slovakia**

#### **B.1. Application for Admission at Faculty of Mathematics, Physics and Informatics (FMPH)**

The application form is available at:

[http://zona.fmph.uniba.sk/fileadmin/fmfi/fakulta/tlaciva/prihlaska\\_fmfi\\_mgr\\_eng.docx](http://zona.fmph.uniba.sk/fileadmin/fmfi/fakulta/tlaciva/prihlaska_fmfi_mgr_eng.docx)

The signed application form and the following documents

- Notary-verified copy of legalized bachelor's degree diploma (in English) or Confirmation of study towards university degree (in English) in case an applicant expects to receive his/her diploma within a few months, see Section E.
- Official transcript of completed courses during the bachelor studies or a certified copy of the diploma supplement if such document is issued by the university or other educational institution of the country concerned
- Internationally recognized English language certificate (copy)
- Structured CV in English
- Copy of passport (page with photograph and personal data)
- Two academic reference letters in English

- Motivation letter in English
- Confirmation of application fee payment (copy)

have to be sent by post to the following address by April 30, 2022):

Fakulta matematiky, fyziky a informatiky UK  
 Mlynská dolina  
 842 48 Bratislava  
 Slovakia

The faculty decides on admission based on the competence acquired in the preceding Bachelor study. Faculty of Mathematics, Physics and Informatics FMPH CUB will accept students with a completed bachelor program in Physics at the University of Wien (UW) or the CUB without further examination or restrictions. Applications by students without direct access will be individually evaluated jointly by CUB and UW. Based on the evaluation of the application, an admission exam at CUB may be required. Successful applicants having diploma from Slovak universities or from Czech accredited universities with the seat on the territory of Czech republic will be sent a Letter of acceptance, other applicants will be asked to start process B.2.

## **B.2. Recognizing Certificates on the 1st and 2nd Education Degree Acquired at Universities Abroad**

In addition, students are required to fulfill conditions equivalent to students from Slovakia. Accepted applicants from abroad and Slovak citizens, who completed their bachelor's degree at institutions outside of Slovakia, will be required to provide a [Certificate of degree equivalence](#) confirming that their bachelor's degree is recognized in Slovakia.

### **Where to send Application**

The applicant shall pay attention to **which University in Slovakia offers the same or similar programme than that completed abroad and send application for diploma recognition to the appropriate University:**

– **Comenius University in Bratislava (CUB)** may decide on recognition of a diploma issued by a foreign university only if the study programme in the study field is **the same or related to the study programmes** in the study fields carried out at Comenius University. In that case, the Comenius University issues the Certificate of degree equivalence. Thus, before submitting the application, pay attention to the list of accredited study programmes. List of subjects in Bachelor physics is at

[https://sluzby.fmph.uniba.sk/infolist/en/sp\\_FYZ.html](https://sluzby.fmph.uniba.sk/infolist/en/sp_FYZ.html)

– **Slovak Technical University in Bratislava (STU)** may decide on recognition of a diploma issued by a foreign university only if the study programme in the study field is **the same or related to the study programmes** in the study fields carried out at STU. (Study plans for individual study programmes can be viewed at <http://is.stuba.sk/katalog/plany.pl?lang=en> . **Applications for recognition of a document on education at STU see** [http://www.stuba.sk/english/degree-students/recognition-of-documents/recognition-of-diplomas-of-higher-education-for-academic-purposes.html?page\\_id=9619](http://www.stuba.sk/english/degree-students/recognition-of-documents/recognition-of-diplomas-of-higher-education-for-academic-purposes.html?page_id=9619)

– other higher education institution in the Slovak Republic if the study programme in the study field is **the same or related to the study programmes** in the study fields carried out at that institution

– Ministry of Education, Science, Research and Sport of the Slovak Republic, in case there is no similar study program currently offered in the Slovak Republic, see full text at <http://www.minedu.sk/academic-recognition-of-diplomas/>

The application form for recognition of documents on education at CUB is available at:

[https://uniba.sk/fileadmin/ruk/studium/Predpisy/Uznavanie\\_dokladov/EN\\_Tlacivo\\_ziadosti\\_o\\_uznanie\\_do\\_kladov - 2018.pdf](https://uniba.sk/fileadmin/ruk/studium/Predpisy/Uznavanie_dokladov/EN_Tlacivo_ziadosti_o_uznanie_do_kladov_-_2018.pdf)

When submitting the application for recognition of a document on education, applicants need to attach additional documents:

1. a notary-verified copy of a legalized (superlegalized or apostilled) (see Section D) document on education (bachelor's diploma) issued by an accredited university outside the territory of Slovakia or by other educational institution of the country concerned (incl. unaccredited Czech education institutions);
2. a certified translation of this document into the official language of the Slovak Republic;
3. a certified copy of the diploma supplement if such document is issued by the university or other educational institution of the country concerned, or a certified copy of a transcript of subjects and examinations taken;
4. a certified translation of this document into the official language of the Slovak Republic;
5. a copy of the original document on previous education acquired prior to the education which is the subject of the application (usually high school document), and its translation in English and Slovak, notary verification is not required
6. a copy of proof of identity;
7. proof of payment of **executory costs via the E-KOLOK electronic payment system (i.e. via electronic revenue stamp payment system in Slovakia) in case of recognition of education issued by the educational institution with seat in region, with which Slovak republic has concluded international agreement in case of recognition of education is the fee set to 5,00 €** or in case of documents of education that are issued by the educational institution with seat in region, with which **Slovak republic has not concluded international agreement in case of recognition of education is the fee set to 30,00 €** .

As of August 2019, the Slovak republic has international agreements on mutual recognition of documents on education with the **Croatian Republic, Hungary, the Federal Republic of Germany, the Republic of Poland, Romania and Ukraine**. (This fee can be paid at Slovak post offices, or read <https://www.posta.sk/en/services/e-revenue-stamps-payment-system> or <https://www.posta.sk/en/stranky/e-revenue-stamp-payment-system>

or you can try

#### **Administrative fee payment options:**

1. via Receipt of Payment of Administrative / Judicial Fee (e-Revenue Stamp or e-Kolok), which can be purchased at selected offices of Slovenská pošta, a.s. (Slovak Post) at the required value
2. via e-Revenue Stamp Mobile Application which is available at GooglePlay / APP Store
3. via e-Revenue Stamp Web Application, also called Virtual Kiosk, which is available at <https://m.ekolky.gov.sk>

ID codes of services (for the mobile/web app)

**2218** recognition for continuation of studies if there is no agreement signed between the Slovak Republic and the state of origin (30 EUR)

**1723** if there is a bilateral agreement signed between the Slovak Republic and the country of origin (5 EUR)

Documents on education have to be submitted for recognition (in paper form) to the Filling Office of the Rectorate of the Comenius University in Bratislava (located in the building of Comenius University in Bratislava, Šafárikovo námestie 6 on the ground floor) or sent to

Department of Education,  
Rectorate of Comenius University in Bratislava

Šafárikovo nám. 6  
P. O. BOX 440,  
814 99 Bratislava 1

All submitted documents have to be sent also in electronic version to e-mail address:  
Granatova@rec.uniba.sk

This procedure may take 2 months in general. For applications by graduates from the state recognized education institutions on the territory of European Higher Education Area member states, i.e. Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Italy, Kazakhstan, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia, Slovenia, Spain, Sweden, Switzerland, Macedonia, Turkey, Ukraine, United Kingdom and Belarus, the recognition process is automatic and needs 15 days (process can be, if it is deemed necessary, prolonged by 30 days in accordance with Slovak legislative rules).

Apart from the listed documents applicants may be requested to submit other documents and information if this is deemed necessary for comprehensive assessment of the equivalence of education acquired abroad.

Comenius University in Bratislava is obliged to file the officially recognized copies of documents on education submitted by the applicant for the purpose of issuing a decision on recognition of education. Due to this reason they are not to be given back to the applicant.

The applicant may receive a positive decision, a negative decision (refusal of recognition on education) or a decision on imposing differentiation examinations.

**The fee for the recognizing certificate of documents on education is 100 €, and it is 50 € in case the documents on education are recognized automatically. (This fee is different from the executory costs of 5 EUR (30 €) and the Department of Education of the Rectorate of Comenius University in Bratislava will send the applicant details how to pay this fee if the decision is positive.)**

The certificate must be provided to the Registrar's Office on the day of registration for the first year of studies at the latest (early September).

### **C. Letter of acceptance**

When CUB Registrar's Office obtains the decision on diploma recognition, the admission process ends, and applicants will receive an official decision letter about acceptance (official Letter of Acceptance) or rejection of their application at the address they have indicated in their application form.

### **D. Superlegalization or apostille**

Authentication of signatures and seals on the original educational documentation is done by the competent body of the state in question (apostille, superlegalisation), unless an international agreement states otherwise,

#### **D.1. Apostille**

If the document was issued in a country/State Party for which the Apostille Convention is in force, then

- the document must be given an **apostille** that can be obtained by the institution in a given country that was authorized for giving apostilles. In this case the Apostille **substitutes the superlegalization.**

The up-to-date list of „apostille states“ and the authorized institutions can be found at web page below. **Note that the list of these states may change. We recommend to start reading especially "How to get an apostille" page:**

<https://www.hcch.net/en/instruments/conventions/specialised-sections/fag1>

#### **D.2.Superlegalization**

If the document was issued in a country/State Party for which the Apostille Convention is **not** in force, then

we advise that the client should contact the consular officer of the Slovak embassy who will give the client information on the superlegalisation procedure as it may differ from country to country. In case the Slovak embassy is not situated in the given country – the document is superlegalized by the Slovak embassy in the country accredited for the given country.

Frequently the documents must be proved (1) by the appropriate institution that oversees education in the given country (usually it is Ministry of Education), then (2) by the Ministry of foreign affairs in the given country and (3) after that, it must be superlegalized by the Slovak embassy in the given country.

#### **E. Applicants in the final year of Bachelor's study.**

Students finishing their Bachelor's study can also send application to the joint study “Physics of the Earth” in April. In this case students send confirmation from the university study office that they are students together with the list of passed courses and grades.

E.1. Students who will obtain their diploma from educational institutions in **European Higher Education Area member states (EHEA)** by the **beginning of August**, have to have their documents apostilled (in most EU countries) without any delay and to send them to the Faculty Registrar's office in August. At the same time, as soon as possible they should have their documents translated by a certified translator into Slovak and send to the appropriate university address to get the "Certificate of degree equivalence, see B.2. (it lasts 2 weeks for EU diplomas). If there are no delays it is possible to meet the August 31st deadline. It is recommended to foresee these compatibility issues in B.2. and to prepare addresses of the Office of Competent Apostille Authority and translators in advance.

E.2. Students who will obtain their diplomas **outside EHEA** not later than early in June have also chance to meet the August (enrollment) deadline.