



Republic of Serbia
Ministry of Education, Science
and Technological Development



Republic of Serbia
QUALIFICATIONS AGENCY

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by the European Union



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RECOGNITION OF FOREIGN PRIMARY AND SECONDARY SCHOOL AND HIGHER EDUCATION DOCUMENTS FOR THE PURPOSE OF FURTHER EDUCATION OR EMPLOYMENT IN THE REPUBLIC OF SERBIA



The Government of the Republic of Serbia founded the **Qualifications Agency**, in accordance with the Law on the National Qualifications Framework of the Republic of Serbia (Law on NQFS). The key role of the Agency entails the provision of expert support in the process of developing and modernising qualifications and ensuring comparability and recognisability of national qualifications in the European context, recognising foreign qualifications, improving non-formal education, quality assurance of qualifications acquired formally and informally, and the procedure of recognition of previous learning.

The **ENIC/NARIC** Centre, being an organisational unit of the Qualifications Agency implements the following

- procedure for the recognition of foreign primary school and secondary school documents,
- and the procedure for the recognition of foreign higher education documents for the purpose of employment – professional recognition,

in accordance with the provisions of the Law on NQFS, unless otherwise provided by an international agreement.

RECOGNITION OF A FOREIGN PRIMARY SCHOOL OR SECONDARY SCHOOL DOCUMENT



The recognition of a foreign school document is the procedure whereby a qualification acquired abroad is equated to the corresponding, relevant public document of the Republic of Serbia.

Following the recognition of a foreign primary school and elementary school document, a person acquires the right to continue education or the right to employment.

Who is eligible for the recognition of a foreign school document?

The following groups are eligible to request the recognition of an obtained foreign school document

- **citizens of the Republic of Serbia** who completed primary or secondary school abroad or an individual school grade, and/or who completed a foreign primary or secondary school or an individual school grade in the Republic of Serbia, and
- **foreign citizens and persons without citizenship**, if they have a relevant legal interest.





Which school documents may be recognised?

The following are subject to the recognition procedure:

- school documents obtained abroad,
- school documents obtained in foreign institutions in the Republic of Serbia which are accredited by the ministry competent for education affairs.

The recognition procedure can apply to complete education or to specific grades completed abroad or in a foreign school in the Republic of Serbia. In case of shorter education periods (a semester or a shorter classification period), it is not possible to perform the recognition of a foreign education document through this procedure.

During the procedure of recognition of foreign school documents, the following is considered:

- 1  education system of the foreign country,
- 2  education duration,
- 3  curriculum,
- 4  rights provided to the holder by the foreign education document, and other circumstances relevant for decision making.

The expected deadline for the service of recognition of foreign primary school and secondary school documents is **60 days** from the day the duly written request was received.


HOW TO FILE A REQUEST FOR THE RECOGNITION

OF A FOREIGN PRIMARY SCHOOL OR SECONDARY SCHOOL DOCUMENT



The procedure for the recognition of a foreign school document is initiated by the submission of a completed Request for the recognition of a primary school and/or secondary school document and other necessary documents.

Together with the **Request for the recognition of a foreign primary school document**, it is necessary to also submit the following documents:

-  **Original certificate (or a certified copy)** of the final completed primary school grade abroad or in a foreign institution in the Republic of Serbia, and/or the original certificate (or a certified copy) of the completed primary school;
-  **Translation of the certificate** of the final completed grade with an authorised court interpreter in the Republic of Serbia (two copies);
-  **Evidence of all previously completed grades** in the Republic of Serbia or abroad (original evidence or a certified copy concerning the final completed grade and one copy each of all previously completed grades);

4



Evidence of paid fee.

НАЛОГ ЗА УПЛАТУ			
уплатилац	шифра плаћања	валута	износ
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сврха уплате	рачун примаоца		
<input type="text" value="Уплата накнаде за трошкове поступка стране школске исправе за основно образовање"/>	<input type="text" value="840-1096668-73"/>		
Прималац	модел и позив на број (одобрење)		
<input type="text" value="Агенција за квалификације"/>	<input type="text" value="97"/>	<input type="text" value="26-696847422000401"/>	
печат и потпис уплатиоца	место и датум пријема	датум валуте	



Together with the **Request for the recognition of a foreign secondary school document**, it is necessary to submit the following documents:



1 Original certificate (or certified copy) of the final completed secondary school grade, and/or certificate/diploma of the completed secondary school (or a certified copy);



2 Translation of the certificate of the final completed grade with an authorised court interpreter in the Republic of Serbia (two copies) for:

1. gymnasiums of certain profiles – certificate of the last completed grade or the final grade and the graduation diploma;
2. for three-year and four-year secondary vocational schools of certain education profiles, for the purpose of employment, the certificate shall be translated for each grade individually, as well as the certificate of the completed graduation or final exam at the end of a cycle of a certain education level. In case recognition is sought for the continuation of education at a higher education institution, only the certificate of the final completed grade shall be translated together with the certificate/diploma on the completed graduation or final exam;



3 Evidence on all previously completed grades in the Republic of Serbia or abroad (original or certified copy);

4



Evidence of paid fee.

НАЛОГ ЗА УПЛАТУ			
уплатилац	шифра плаћања	валута	износ
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сврха уплате	рачун примаоца		
Уплата накнаде за трошкове поступка стране школске исправе за средње образовање	840-1096668-73		
Прималац	модел и позив на број (одобрење)		
Агенција за квалификације	97	23-696847422000402	
печат и потпис уплатиоца	место и датум пријема	датум валуте	

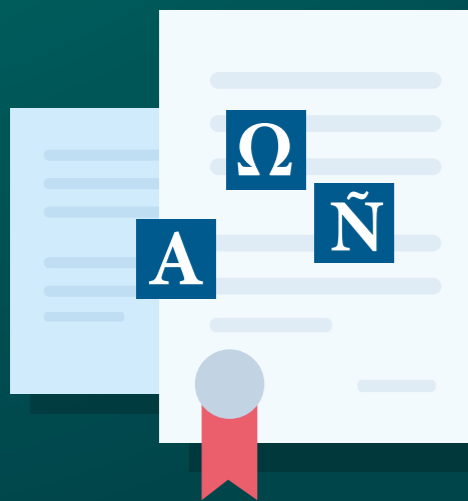


The Request for the recognition of a foreign primary school document can be downloaded from the website of the Qualifications Agency ([download](#)) as well as the Request for the recognition of a foreign secondary school document ([download](#)). The request shall be submitted to the Qualifications Agency, i.e. the ENIC/NARIC Centre (by mail or in person) together with other necessary documents.

Detailed information about the submission of the request and other necessary documents to initiate the recognition procedure is available at the website of the Qualifications Agency (www.azk.gov.rs) – *Instructions for the initiating of the procedure of recognition of foreign primary school documents* ([download](#)) and *Instructions for the initiating of the procedure of recognition of foreign secondary school documents* ([download](#)).

RECOGNITION OF A FOREIGN HIGHER EDUCATION DOCUMENT FOR THE PURPOSE OF EMPLOYMENT IN THE REPUBLIC OF SERBIA

PROFESSIONAL RECOGNITION



By recognising the foreign higher education document, through the procedure of professional recognition, a person obtains the **right to employment** in the Republic of Serbia.

Professional recognition is performed by the Qualifications Agency, i.e. the ENIC/NARIC Centre, following the evaluation of the foreign study programme, in accordance with the Law on NQFS and the law regulating higher education.

Evaluating of foreign study programmes, unless provided otherwise by an international agreement, shall be performed in accordance with the following:

" type and level of attained competences acquired by completion of a study programme, taking into account the education system, i.e. the system of qualification in the country where the higher education document was obtained; enrolment conditions; rights stemming from the foreign higher education document in the country in which it was obtained and other relevant facts, without consideration of formal characteristics and the structure of the study programme in accordance with the principles of the *Convention on the Recognition of Qualifications concerning Higher Education in the European Region.* "



Article 38, paragraph 3 of the Law on the National Qualifications Framework of the Republic of Serbia

The expected deadline for the service of recognition of a foreign higher education document for the purpose of employment (professional recognition service) is **60 days** from the day the duly written request was received.

In exceptional cases, if a higher education document was obtained at one of the **top 500 universities ranked** in one of the latest

international university ranking lists, such as the Shanghai Ranking Consultancy, US News and World Report Ranking or The Times Higher Education World University Rankings, the decision on professional recognition is made without conducting the procedure of evaluation of the foreign study programme within **8 days** from the date the due request was received.



HOW TO FILE A REQUEST VIA THE PROFESSIONAL RECOGNITION E-SERVICE

The Request for professional recognition, together with all necessary documents shall be submitted by the interested person to the Qualifications Agency, i.e. the ENIC/NARIC Centre electronically or at the Agency's portal via the e-Service:

E-PROFESSIONAL RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS

Together with the completed e-Request, the following documents shall also be attached (scanned as PDF):

- 1 Original diploma;
- 2 Original diploma supplement or academic transcript;
- 3 Translation of documents (under items 1 and 2) to the Serbian Language with an authorised court interpreter in the Republic of Serbia;
- 4 Previously obtained higher education documents (diplomas);
- 5 Copy of identity card or passport;
- 6 Decision of the competent authority or a copy of the wedding certificate (if the applicant changed their name and/or surname);
- 7 Short biography in Serbian and/or English that shows the course of education;
- 8 For the recognition of doctoral studies, it is necessary to attach

the doctoral dissertation in the electronic format in the original language. The doctoral dissertation may be submitted by providing the link to its destination or by its attachment in the electronic format. The extended abstract of the dissertation (in Serbian or in English) shall also be submitted electronically. In the recognition of doctoral studies, it is necessary to provide a list of published scientific papers and state where they were published;

- 9 Providing evidence on the payment of the fee for the procedure costs.

НАЛОГ ЗА УПЛАТУ			
улатилац	шифра плаћања	валута	износ
<input type="text"/>	253	RSD	7.500,00
сврха уплате	рачун примаоца		
Уплата накнаде за трошкове поступка признавања стране високошколске исправе у сврху запошљавања	840-1096668-73		
Прималац	модел и позив на број (одобрење)		
Агенција за квалификације	97 20-696847422000403		
печат и потпис уплатиоца	место и датум пријема	датум валуте	

More detailed information on the initiation of the **e-professional recognition procedure** – filing of electronic request, sending of necessary documentation and personal delivery when collecting the **Decision on professional recognition**, is available at the Qualification Agency's website (www.azk.gov.rs) - *Instructions for the initiating of the procedure of recognition of foreign higher education documents for the purpose of employment – professional recognition* ([download](#)).



CONTACT – ENIC/NARIC CENTRE
QUALIFICATIONS AGENCY

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jelena.radovanovic@azk.gov.rs

TELEPHONE CONSULTATIONS:

workdays
from 12 pm to 2 pm

contact telephone for the recognition procedure:

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foreign school documents for secondary education:

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foreign higher education documents for the purpose
of employment:

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