

# MUNI PED

## INFORMATION LETTER - FACULTY OF EDUCATION

Dear applicant,

Thank you for choosing one of the options in your e-application regarding the documents. All documents have already been mailed to you.

Information about your documents can be found here: <https://www.17track.net/en>  
Enter the tracking number listed next to your application number:

[https://ucmuni-my.sharepoint.com/:x:/g/personal/448979\\_muni\\_cz/EQI\\_ptT4f2ZKtbFrJ1-kdhkBCINpaugR0EzkaYtSYmT8\\_g?e=i53uMo](https://ucmuni-my.sharepoint.com/:x:/g/personal/448979_muni_cz/EQI_ptT4f2ZKtbFrJ1-kdhkBCINpaugR0EzkaYtSYmT8_g?e=i53uMo)

The number is valid only for documents that have been mailed abroad. If you cannot see your application number in the list please send us an e-mail. It means that due to the pandemic restrictions it was not possible to send the documents this way.

When you have received your documents, you can apply for a visa appointment at the embassy. You make your own reservations at the embassy. This is not the responsibility of the University.

Next steps:

### 1.) Legalization of documents

As stated in the terms and conditions of the application, legalized copy of a Bachelor's / Master's degree certificate is required (notarized translation, if the document is not in English or Czech, verified by superlegalization or apostille, if required).

Please see the following address for the necessary verification:

<https://www.muni.cz/en/admissions/recognition-of-foreign-education/means-of-authentication>

*When your documents have obtained the verification (if required), proceed to step 2.*

Legalization of documents is a prerequisite for subsequent nostrification (step 2).

### 2.) Nostrification of previous education

If you want to enroll in a degree program at any university in the Czech Republic, and your prior education was acquired in a country other than the Czech Republic, you must prove that you meet the conditions for admission to study according to Section 48 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments to Other Acts (the so called Nostrification).

All information is available at this address:

<https://www.muni.cz/en/admissions/recognition-of-foreign-education>

# MUNI PED

There are 2 types of nostrification:

## *2a.) Permanent nostrification*

For the bachelor programme (verification of secondary education):

<https://www.muni.cz/en/admissions/bachelors-and-masters-studies/verification-of-the-condition-for-admission>

<https://nostrifikace.mkc.cz/en/>

For the masters degree programme (verification of bachelor degree)

<https://www.muni.cz/en/admissions/bachelors-and-masters-studies/verification-of-the-condition-for-admission-follow-up-masters>

<https://www.muni.cz/en/admissions/recognition-of-foreign-education/general>

You always need to verify previous education (for a bachelor's programme, this is a high school education, for a master's programme, it is a bachelor's

**We recommend you to choose this option.**

## *2b.) One-time verification*

Based on the new Directive No. 2/2019, the faculty verifies whether the submitted foreign educational documents entitle the applicant to enroll into degree programme he/she was admitted to. Therefore, the verification is valid only for the specific programme you were admitted to within the specific admission term.

### What documents do you need for verification?

*For the bachelor programme (verification of secondary education):*

- 1.) Certificate of foreign secondary education with a school-leaving examination verified according to the rules (step 2 or <https://www.muni.cz/en/admissions/recognition-of-foreign-education/means-of-authentication>)
- 2.) Confirmation from your secondary school that your education entitling you to study a bachelor's degree in that country (Your secondary school should be able to provide you with such a confirmation)
- 3.) Certified copy of the accreditation of the foreign secondary school

*For the masters degree programme (verification of bachelor degree)*

- 1.) Bachelor diploma verified according to the rules (step 2 or <https://www.muni.cz/en/admissions/recognition-of-foreign-education/means-of-authentication>)
- 2.) Diploma Supplement/Transcript of Records
- 3.) Confirmation from your secondary school that your education entitling you to study a masters's degree in that country (Your University should be able to provide you with such a confirmation)
- 4.) Certified copy of the accreditation of the university

When you have all the necessary documents (incl. legalization from the step 2), send them to [kosatka@ped.muni.cz](mailto:kosatka@ped.muni.cz) and note that you are requesting a one-time verification. You will be sent a link to pay the service fee CZK 750 = approx. EUR 30.

**If you are applying to a faculty other than the Faculty of Education, you must include this information when sending us the documents.**

# MUNI PED

## What is the difference between permanent and one-time verification?

The advantage of the recognition of

a foreign higher education over the verification of education by the faculty is that the document of recognition may be used for various purposes (for other universities, for job purposes etc.) and its validity is permanent.

On the other hand, the process to obtain recognition is more complex and expensive.

If you already have nostrification, continue to the step 3.

## 3.) Tuition Fee

### *3a) Installments*

If you need to pay in installments, you need to fill out the following document:

<https://is.muni.cz/go/z8axqq>

Save it to pdf and send it to [kosatka@ped.muni.cz](mailto:kosatka@ped.muni.cz)

### *3b) Payment terms*

Please read carefully the conditions for payment of tuition fee given by the dean's directive:

<https://is.muni.cz/go/uzlxq5>

## **Final payment details will be sent in the following email.**

Please, be sure that:

- 1.) You have necessary verification of your documents (step 1)
- 2.) Your previous education has been nostrified (step 2)

University teachers are aware that the visa process may take longer (depending on the specific country and current pandemic conditions). They are therefore ready to make individual arrangements with you if you happen to miss the beginning of the semester.

There is no need to reply to this email.

If you have any questions, always provide your application number. Thank you for your cooperation.

Warmly,

International office of the Faculty of Education, Masaryk University