



Republic of Serbia
Qualifications Agency

INSTRUCTIONS

**FOR INITIATING THE PROCEDURE FOR THE
RECOGNITION OF FOREIGN HIGHER
EDUCATION DOCUMENTS FOR EMPLOYMENT
PURPOSES – PROFESSIONAL RECOGNITION**

Belgrade, 2025.

The **Qualification Agency** (hereinafter: the Agency) was established by the Government of the Republic of Serbia on September 7, 2018, through the adoption of the **Decision on the Establishment of the Qualification Agency** ("Official Gazette of RS", No. 68/2018). The decision was made based on Article 14, paragraph 1 of the **Law on the National Qualifications Framework of the Republic of Serbia** ("Official Gazette of RS", No. 27/18), Article 9 of the **Law on Public Agencies** ("Official Gazette of RS", Nos. 18/05, 81/05 – correction, and 47/18), and Article 43, paragraph 1 of the **Law on the Government** ("Official Gazette of RS", Nos. 55/05, 71/05 – correction, 101/07, 65/08, 16/11, 68/12 – CC, 72/12, 7/14 – CC, 44/14, and 30/18 – other laws). The mentioned decision came into force on the eighth day after its publication in the **Official Gazette of the Republic of Serbia**, i.e., on September 15, 2018..

The procedure for the recognition of foreign school certificates is carried out by the **ENIC/NARIC Center**, as an organizational unit of the Agency, based on Article 34 of the **Law on the National Qualifications Framework of the Republic of Serbia**. To clarify the procedure, the following has been adopted:

INSTRUCTIONS

FOR INITIATING THE PROCEDURE FOR THE RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS FOR EMPLOYMENT PURPOSES – PROFESSIONAL RECOGNITION

This guideline pertains to the procedure for the professional recognition of foreign higher education documents. Professional recognition is carried out following the prior evaluation of the foreign study program, in accordance with the Law on the National Qualifications Framework of the Republic of Serbia and the law governing higher education.

The request for professional recognition must be submitted by the interested party to the Agency exclusively via electronic means through the Agency's portal via eUsluga:



This method allows for quicker and easier submission of the request. You only need to follow the sequence of steps that guide you through the application.

If, however, the interested party is unable to submit the request in this way, they should contact the ENIC/NARIC Center at the phone number: 011/7455-728 on weekdays from 12am to 2pm, or send an email to: agencija@azk.gov.rs in order to receive further clarification and assistance for electronic registration.

Before filling out the request, it is necessary to prepare the required documentation, which should be scanned and attached in PDF format..

Also, for easier identification, it is best to assign the names of the scanned documents according to the title of the document being attached, as indicated in the request.

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

- 1. FILLING OUT THE ELECTRONIC REQUEST;**
- 2. SUBMITTING THE REQUIRED DOCUMENTATION ALONG WITH THE FILLED ELECTRONIC REQUEST;**
- 3. SUBMITTING DOCUMENTATION WHEN COLLECTING THE DECISION ON RECOGNITION.**

EXPLANATION:

- The interested party first fills out the electronic request (as mentioned in point 1), and then attaches the scanned documentation.
- If the attached documentation is incomplete, the applicant will be notified of any necessary additions. If the applicant does not supplement the documentation within the given time frame, the application will be rejected.
- Upon completion of the process, the applicant will be contacted to collect the Decision on Recognition.
- When collecting the Decision on Recognition, the applicant comes to the Agency and submits the required documentation.
- The attached documentation is not returned but permanently stored.

1. FILLING OUT THE ELECTRONIC REQUEST

The applicant is accountable for the accuracy of the information in the request through their signature. The recognition process cannot begin if the request is not accurately and fully completed and signed.

NOTE: If you encounter difficulties while filling out the electronic request, contact the ENIC/NARIC Center via email: agencija@azk.gov.rs. It is recommended to submit the application using the Chrome browser and from a computer rather than a mobile phone. If there is any change in the applicant's residence address, first name, or last name during the recognition process, please inform the ENIC/NARIC Center in writing via email: agencija@azk.gov.rs.

2. SUBMITTING THE REQUIRED DOCUMENTATION ALONG WITH THE FILLED ELECTRONIC REQUEST

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

1. Original diploma

The original diploma or a copy of the original diploma must be certified with an APOSTILLE stamp in the country where the higher education document was obtained. The APOSTILLE certification is not required if the diploma was obtained in countries with which the Republic of Serbia has signed bilateral agreements for mutual exemption from the legalization of public documents/diplomas with an APOSTILLE stamp.

For signatory states of the Hague Convention with which the Republic of Serbia has not signed bilateral agreements for mutual exemption from the legalization of public documents, the original diploma must be certified with an APOSTILLE stamp. You can access the list of Hague Convention signatory states via the following link:

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

For all other countries that are not signatories of the Hague Convention and are not on the

list of countries with which the Republic of Serbia has signed bilateral agreements for mutual exemption from the legalization of public documents, full legalization of public documents is required (in the country where the higher education document was obtained). More about legalization can be found at this link.

<https://www.mfa.gov.rs/gradjani/usluge/overa-dokumenata>

2. The original diploma supplement or transcript of exams

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

3. Translations of documents listed in points 1 and 2 into Serbian by a certified 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 translations, scanned copies of the mentioned documents, certified by a public notary, should be attached to the electronic application. If the original diploma is issued in two languages, it does not matter which language is translated.

4. Previously obtained higher education documents (diplomas)

If applicable, submit the diploma and the diploma supplement or transcript of exams in case there is no diploma supplement. If the applicant has previously obtained a higher education document abroad, it is necessary to provide a certified translation of these documents. If the previously obtained foreign higher education document has already been recognized at Universities in the Republic of Serbia or at the Serbian ENIC/NARIC center, submit the Recognition Decision instead of the diploma and diploma supplement or transcript of exams from previous studies.

5. An ID or passport copy

6. A decision from the competent authority or a copy of the marriage certificate

If the applicant has changed their first name and/or surname and there are different surnames in the submitted documentation, it is necessary to submit a decision from the competent authority, a copy of the marriage certificate, or any other document proving that the applicant has changed their first name and/or surname.

7. A short biography in Serbian or English, which must include the educational background. A CV may also be submitted.

8. For the recognition of doctoral studies, it is necessary to submit the doctoral dissertation in its original language in electronic form.

The doctoral dissertation can be submitted by providing a link where it is located or by uploading it in electronic form. An extended abstract of the dissertation (in Serbian or English) must also be submitted in electronic form. When recognizing doctoral studies, a list of published scientific papers and the places where they were published should be provided.

9. Submission of proof of payment for the procedure costs

The proof can be a scanned payment slip or a report of payment via electronic banking.

Certification and translation of documents:

- The translation into Serbian must be performed and certified by an authorized court interpreter in the Republic of Serbia for the foreign language in which the foreign higher education document was issued. Copies of diplomas translated by a court interpreter do not need to be notarized if the court interpreter has certified the copy with their stamp.

The Ministry of Justice of the Republic of Serbia provides a [list of authorized court interpreters on its website](#).

Additionally, you can also consult the Regulation on the [List of Professional, Academic, and Scientific Titles](#).

- Copies of public documents in the Republic of Serbia must be certified by a notary public ([a list of notary offices is available](#)).

3. SUBMISSION OF DOCUMENTATION DURING THE COLLECTION OF THE RECOGNITION DECISION

During the collection of the Recognition Decision, the applicant is required to submit:

- A completed, printed and signed electronic application form,
- The original diploma and diploma supplement or transcript of record for verification (a certified copy is not the same as the original document),

And one of the following:

- 1) In the case where the diploma under the recognition process has been translated into Serbian:**
The translation of the diploma and the diploma supplement or transcript of records, along with a copy of the original document certified by a court interpreter.
- 2) In the case where the diploma under the recognition process is from countries where a translation is not required (Bosnia and Herzegovina, the Republic of Croatia, and Montenegro):**
A copy of the diploma and the diploma supplement or transcript of records, certified by a public notary.
- 3) In the case of a doctoral diploma that does not include a diploma supplement or transcript of records, no additional documents are required.**

Holders of doctoral diplomas must also provide a physical copy of their doctoral dissertation. The dissertation can be submitted in printed format, on a flash drive, or on a CD.

The Agency has a period of 60 (sixty) days from the date of receipt of the request with complete documentation to issue the Decision. If the higher education qualification was obtained from one of the top 500 universities ranked in one of the most recently published international university ranking lists by Shanghai Ranking Consultancy (Shanghai List), US News and World Report Ranking (US News and World Report List), or The Times Higher Education World University Rankings (Times Higher Education List), the Decision on Professional Recognition will be issued within 8 (eight) days from the receipt of the request with complete documentation. Once the Decision is issued, the applicant will be

notified via email. The Decision can be collected within 30 (thirty) days of receiving this notification, on Mondays, Wednesdays, and Fridays, between 10 AM and 2:00 PM.

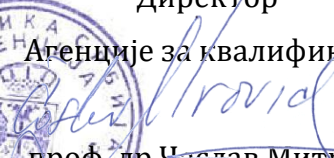
If the applicant is unable to personally collect the Decision on Recognition and submit the required documentation, they must inform the ENIC/NARIC Center via email at agencija@azk.gov.rs, specifying the individual who will collect the Decision and provide the necessary documents.

If the applicant wishes to submit requests for different levels of study, they must complete a separate application for each level, provide separate documentation, and pay a separate fee for each process. The Qualification Agency's Decision on Recognition of the Higher Education Document will specifically state each level of higher education previously completed. Therefore, it is not mandatory to submit an application for the recognition of previously completed levels of study unless the applicant insists on the individual recognition of each higher education diploma they have obtained.

Note: The Decision issued by the Qualification Agency holds the status of a public document and is final in the administrative procedure. For this reason, after obtaining the Decision, we recommend making copies of it, having those copies certified by a public notary, and submitting the certified copies to your employer while keeping the original document in your possession.

In Belgrade,

14th of January 2025

Директор
Агенције за квалификације

проф. др Часлав Митровић

