



Republic of Serbia
Qualifications Agency

INSTRUCTIONS
FOR INITIATING THE PROCEDURE FOR THE
RECOGNITION OF FOREIGN PRIMARY SCHOOL
CERTIFICATES

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 PRIMARY SCHOOL CERTIFICATES

The recognition of foreign primary school certificates is carried out by the Agency.

The procedure for **initiating the recognition of foreign primary school certificates** includes the following steps:

- Parties who submit their application through **electronic submission** should enter the necessary information into the electronic form, where they will also need to upload the required scanned documentation.
- For parties submitting the application **in person at the Agency's registry office** or **via mail**, the following steps are required:
 - **Download the Application for Recognition of Foreign School Certificates** from the Agency's website;
 - **Fill out the Application:** It is necessary to complete the form legibly using printed letters and sign it. It is important to provide the correct residential address in Serbia – the current place of residence).
 - **Submitting the Application and Required Documentation:** The application and required documents can be sent by registered mail or submitted in person at the Agency's registry office (Belgrade, Majke Jevrosime 51, 4th floor) on weekdays from 10:00 AM to 2:00 PM.

REQUIRED DOCUMENTATION FOR THE RECOGNITION OF FOREIGN PRIMARY SCHOOL CERTIFICATES

Along with the Application, the following documents must be submitted:

- 1. The original certificate** (or Certified Copy) of the last completed grade of primary school abroad or in a foreign institution in the Republic of Serbia, or **Original Certificate** (or Certified Copy) of the completed primary school, which, if necessary, must be certified with an "Apostille" stamp by the competent authority in the country where the document was issued.
- 2. Translation of the Certificate of the Last Completed Grade by a certified court interpreter in the Republic of Serbia (two copies).**

Note:

- Translation of documents issued in Montenegro, Croatia and Bosnia and Hercegovina is not required.
- 3. Proof of all previously completed grades in the Republic of Serbia or abroad** (certified copy or copy with the original for verification);
 - 4. Proof of Payment of the Fee.**

Proof of payment of the Fee for the recognition procedure of the foreign school certificate for primary education, made in favor of the Agency (to the bank account specified in the payment document).

Reception of Parties for Consultations:

Qualifications Agency, Majke
Jevrosime 51, Belgrade,
Wednesday from **10am to 2pm**

In Belgrade,
14th of January, 2025



Director

Časlav Mitrović
Prof. dr Časlav Mitrović