



Republic of Serbia
Qualifications Agency

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

Belgrade, 2025.

The Qualifications Agency (hereinafter: the Agency) was established by the Government of the Republic of Serbia on September 7, 2018, by adopting the Decision on the Establishment of the Qualifications 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", No. 18/05, 81/05 – correction, and 47/18), and Article 43, paragraph 1 of the Law on the Government ("Official Gazette of RS", No. 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 entered 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 recognizing foreign school diplomas 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 SECONDARY SCHOOL DIPLOMAS

The recognition of foreign secondary school diplomas is carried out by the Agency.

THE PROCEDURE FOR INITIATING THE RECOGNITION OF FOREIGN SECODNARY SCHOOL DIPLOMAS involves the following steps:

- Parties submitting a request via the electronic application must enter their information into the electronic form, where they will also upload the required scanned documentation.
- FOR PARTIES SUBMITTING A REQUEST IN PERSON AT THE AGENCY'S REGISTRY OR SENDING IT BY MAIL, the following steps are required:
 - **Downloading the Request for the Recognition of a Foreign School Diploma** from the Agency's website.
 - **Filling out the Request** (it must be completed legibly, in printed letters, and signed. It is important to provide the correct residential address in Serbia – the current place of residence).
 - **Submitting the Request and required documentation** (The Request and necessary documentation 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 10am to 2pm).

REQUIRED DOCUMENTATION FOR THE RECOGNITION OF FOREIGN SECONDARY SCHOOL DIPLOMAS

The following documents must be submitted with the request:

1. The original certificate (or certified copy) of the last completed grade of secondary school, or the certificate/diploma of completed secondary school (or certified copy), which, if necessary, must be authenticated with an "Apostille" stamp by the competent authority in the country where the document was issued.
2. The translation of the certificate of the last completed grade by a certified court interpreter in the Republic of Serbia:
 - For general high schools of a specific direction – the certificate of the last completed grade or the final grade and graduation diploma;
 - For secondary vocational schools with a three-year and four-year duration of a specific educational profile, for employment purposes, the certificate for each grade individually and the certificate of passing the final or graduation exam at the end of the cycle of the specified level of education must be translated. In case recognition is requested for the purpose of continuing education at a higher education institution, only the certificate of the last completed grade and the certificate/diploma of passing the final or graduation exam are translated.

Note:

- Translation of documents issued in Montenegro, the Republic of Croatia, and Bosnia and Herzegovina 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 inspection.
 4. **Proof of payment of the fee**

Proof of payment of the fee for the recognition procedure of a foreign school diploma for primary education in favor of the Agency (to the bank account specified in the document PAYMENT SLIP)

Reception of Parties for Consultations:

Qualifications Agency, Majke

Jevrosime 51, Belgrade,

Wednesday from **10am to 2pm**

In Belgrade,

14th of January, 2025



Director

Prof. dr Časlav Mitrović