**APPLICATION FOR THE RECOGNITION OR VALIDATION OF FOREIGN EDUCATIONAL QUALIFICATION ACQUIRED BY COMPLETING SECONDARY VOCATIONAL EDUCATION PROGRAM / VALIDATION OF POST-SECONDARY**

**NON-TERTIARY QUALIFICATION**

In accordance with Article 6. Indent 2. and Article 16. Paragraph 1. Of Foreign Qualifications Recognition and Validation Act (OG 69/22), under the jurisdiction of the Agency for Vocational Education and Training and Adult Education (AVETAE) are:

* the process of validation of foreign vocational qualifications and post-secondary non-tertiary qualifications for the purpose of accessing the labour market in the professions not included in the Regulated Professions Database of the Republic of Croatia;
* the process of foreign qualifications recognition for the purpose of continuation of education at a secondary level.

**1. PURPOSE OF RECOGNITION/VALIDATION (select only one)**

[ ]  Access to the labour market (employment)

[ ]  Access to further education - continuation of education at a secondary level

***Note:*** *should you require your qualification to be recognized and validated for both purposes, you must submit two separate applications.*

**2. INFORMATION ABOUT APPLICANT**

**A. Personal information**

|  |  |
| --- | --- |
| First name       | Last name (and maiden name)      |
| Date of birth      | City and country of birth      |
| Personal identification number      | Gender: **[ ]**  Female **[ ]**  Male  |
| Place of residence (street and house number)       | ZIP code and city      |
| Country       | Citizenship       |
| E-mail       | Telephone/Cell phone       |

**B. I want my original documents to be returned (mark the square):**

|  |
| --- |
|  |
| **[ ]  YES** **[ ]  NO**  |

**C. Please deliver Decision and original documents to the following address:**

|  |
| --- |
| *[ ]* applicant's address (place of residence) |
| *[ ]* other addressFirst and last name:      Address (street and house number):      ZIP code, city and country:       |

**3. INFORMATION ABOUT THE FOREIGN QUALIFICATION THE RECOGNITION OF WHICH IS REQUESTED**

**A. Institution**

|  |
| --- |
| Name of the institution that issued qualification (in original language)      |
| Address (street and house number):      City:      Country:       |
| Website       | E-mail      |

**B. Educational program**

|  |
| --- |
| Name of the educational program (in original language)      |
| Form of the educational program (mark the square):**[ ]** Regular classes (e.g. regular attendance of vocational program in secondary school)**[ ]** Occupational retraining (e.g. acquiring new vocational qualification on the basis of previously acquired qualification)**[ ]** Additional education (e.g. continuation of education as an adult)**[ ]** Other (please specify)        |

**C. Qualification/occupation**

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| Name of the qualification/occupation the recognition of which is being requested, **as stated in the original document (e.g. diploma/certificate)**      |
| Official duration of the educational program (number of years)       years |
| Date of enrolment into the educational program /     /     /      |
| Issue date of the document proving the acquired qualification /     /     /       |

**4. PREVIOUSLY COMPLETED EDUCATION**

**(primary school or previously completed secondary school)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the educational institution | City and country  | Title of acquired qualification | Year of enrolment | Year of completion  |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**5. DOCUMENTATION THAT MUST BE SUBMITTED WITH THE APPLICATION FORM:**

1. Original or certified copy of the final diploma/certificate of the foreign educational qualification the recognition of which is being requested (substitute documents will not be accepted)
2. Certified translation to Croatian language of the document mentioned in Point 1
3. Original or certified copy of the diploma supplement (if such exists)
4. Certified translation to Croatian language of the document mentioned in Point 3
5. Originals or certified copies of certificates for each grade of VET school. If you do not have the aforementioned certificates, it is necessary to submit an original or certified copy of the Transcript of Records containing the information on subjects taken and grades awarded
6. Certified translation to Croatian language of the document mentioned in Point 5
7. Copy of diploma/certificate on previously completed education (e.g. copy of the primary school final diploma/certificate or copy of the previously completed secondary school final diploma/certificate)
8. Copy of government issued proof of identity (identity card or passport)
9. Copy of citizenship certificate (proof of citizenship or passport)
10. Copy of the marriage certificate or copy of the official decision of the competent authority (for those applicants who changed their first and/or last name)
11. CV (presenting acquired education and work experience)
12. Copy of all submitted documents (stated under points 1. to 11.).

**Important notes:**

* Foreign educational qualifications can formally be recognized/validated only if acquired through approved educational programs and issued by the institutions authorized by the competent authority.
* If necessary, upon receiving the application, AVETAE may request additional certification of submitted documents, as well as other evidence.
* If the application is deemed incomplete, the applicant will receive a written request to deliver missing documentation.
* Translation of documents issued in the Serbian, Montenegrin or Bosnian language is not required if issued in Latin alphabet.
* The decision on the recognition process and the opinion on the foreign qualification state the title of the foreign educational qualification in the original language as well as the Croatian translation. Therefore, when translating the final diploma/certificate that has not been issued in Latin alphabet, you should warn the translator that the translation must contain the title of the qualification in the original language written in the Latin alphabet (the so-called Latin transliteration), as well as the Croatian translation.
* **Certified translation** to Croatian language is issued by the certified court interpreter for the language in which the foreign qualification was issued.
* **Certified copies** of official documents in the Republic of Croatia are issued by the authorized public notary. Certified copies issued in foreign countries are valid if they are issued by the authorized party or institution.
* Upon your written request, if all required documents were submitted, AVETAE will issue a formal confirmation that the process of recognition is in progress.
* If you possess a legally valid document (decree, decision, conclusion, etc.) upon which your foreign educational qualification has already been recognized in the Republic of Croatia, please enclose the original or certified copy of that document.

**IN CASES OF SUSPECTED FORGERY OF SUBMITTED DOCUMENTS, AVETAE WILL UNDERTAKE ALL NECESSARY LEGAL ACTIONS IN ORDER TO VERIFY THE AUTHENTICITY OF THE RESPECTIVE DOCUMENTS, AS WELL AS INFORM THE COMPETENT AUTHORITIES IN ACCORDANCE WITH THE LAW.**

**ATTENTION!**

The recognition procedure cannot officially start until all necessary documents have been submitted! Please arrange documents according to listed numbers in order to avoid errors and to speed up the recognition procedure.

By signing the form, I certify that I understand the application form and that all the information provided is true and accurate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| In       |  |       2024. |  |  |
| (city) |  | (date) |  | (applicant's signature or signature of the legal representative) |