**TO ALL STUDENTS OF ENGLISH DIVISION**

 This is to remind you that all who have successfully passed the enrolment procedure have to obtain the recognition of the secondary school certificate (so called *“nostrification”)* **before the end of the first semester of studies.** Those students who did not manage to obtain the nostrification certificate until now, are obliged to apply for it as soon as possible, because this is a condition to obtain a DIPLOMA.

In order to complete the procedure of nostrification a student has to submit the following documents to the Regional Educational Superintendents’ Office of Lower Silesia (*Dolnośląskie Kuratorium Oświaty, Pl. Powstańców Warszawy 1, 50-951 WROCŁAW, room 2007):*

1. Application for nostrification (can be filled out at ED Office).

2. Original high school diploma presenting the course of education (i.e. list of subjects, grades obtained and number of hours in each subject). The certificate must be provided with an apostille (more information on [www.hcch.net](http://www.hcch.net) ) or, in case of coutries which did not sign the Hague Convention of 5 October 1961, the certificate has to be legalized with a respective stam by the Polish consular post in this country. In exceptional cases a copy can be accepted but such copy must be legally confirmed by **a notary office** for the conformity with original document, and the **original has to be shown** when submitting the documents. Confirmations done by schools or other institutions cannot be accepted.

In case the original high school diploma has been lost or destroyed the student may request a “DUPLICATE” from his mother school. A **duplicate** is not a copy, does not have to be additionally confirmed by the school nor any other institution, and has the same validity as the original.

**IMPORTANT for students from Sweden**: if a SLUTBETYG has any attachments (Bilagor) then the apostille has to be provided to all these documents together. Without “Bilagor” a Slutbetyg is incomplete.

3. A written confirmation from an authorized institution in the country, where the school certificate has been issued, stating that this certificate entitles its owner to apply for studies at university level to all universities in this country (unless such statement is included in the certificate). Such confirmation can also be obtained from a diplomatic or consular post of the country where the certificate had been issued, accredited in Poland, or from a Polish Consulate, residing in the country where the certificate had been issued.

4. Translations of the all the above mentioned documents into Polish language confirmed or done by a sworn translator which has been acknowledged by the Polish Ministry of Justice (a list of translation offices with addresses is available on the website [www.ms.gov.pl](http://www.ms.gov.pl) ).

5. A confirmation of registration for temporary stay in the region of Lower Silesia or a declaration that a student is not registered under any address in Poland (this can also be done at ED Office).

6. A declaration that this school certificate had not been submitted for nostrification in any other Regional Educational Superintendents’ Office in Poland (can be filled in at ED Office).

7. Photocopy of the passport or other document with a photo, confirming the identity of its owner.

Students holding IB or EB high school diplomas do not have to submit them for nostrification.

In case of additional questions please contact:

**English Division Office,** Chalubinskiego 6a, 50-368 Wroclaw. Phone: +48 71 784 17 53 or

**English Division Office,** Krakowska 26, 50-425 Wroclaw. Phone +48 71 784 06 58