Recognition Policy
Anglo-American University (AAU)

This Policy supersedes AAU Policy No. 27/2025

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This policy summarizes the process for recognizing of diplomas, transcripts, and diploma supplements at Anglo-American University (AAU) for admission purposes.

A. General Rules

i. AAU recognizes only documents that have been verified for authenticity and relevance.
   (a) **Authenticity** – AAU verifies that the document is genuine.
   (b) **Relevance** – AAU verifies that the document is relevant for admission.

ii. AAU recognizes documents only as part of the admissions process for a particular applicant and only for the purpose of admission to study at Anglo-American University. This recognition cannot be interpreted as recognition or certification of general equivalence of education (known as nostrification) or used for admission purposes to other universities.

iii. AAU welcomes applications with documents that meet the requirements for authenticity and relevance.

B. Authenticity of Documents

i. Only physical documents are subject to authenticity verification; scanned copies cannot be used for this purpose.

ii. AAU accepts documents issued in the Czech, Slovak, English, or Spanish language. Documents issued in other languages must be officially translated into Czech language by a **certified Czech court interpreter located in the Czech Republic**. List of court interpreters in the Czech Republic can be found here. AAU can assist students with completing the translations upon arrival. The sheets of paper with the translation must be attached with verified copies of the documents they relate to in such a way that makes it impossible to swap or replace the sheets with the translation. Translations attached to non-authenticated copies of documents will not be accepted.

iii. The student may choose from the following submission options:
   (a) submitting notarized hard copies of the verified documents (depending on the requirements on authenticity of documents set below); or
   (b) submitting originals or verified documents (depending on the requirements on authenticity of documents set below). The designated AAU Admissions/Registrar Counselor or Assistant will

make a physical copy, stamp it, date it, and sign it before returning the originals or verified documents to the applicant or student.

1. Requirements on Authenticity of Documents

The verification of the diploma depends on the country where the documents were issued. The verification of the diploma is not related to the applicant's/student's citizenship, but to the country where they completed their studies. Below is a table providing all details for respective countries.

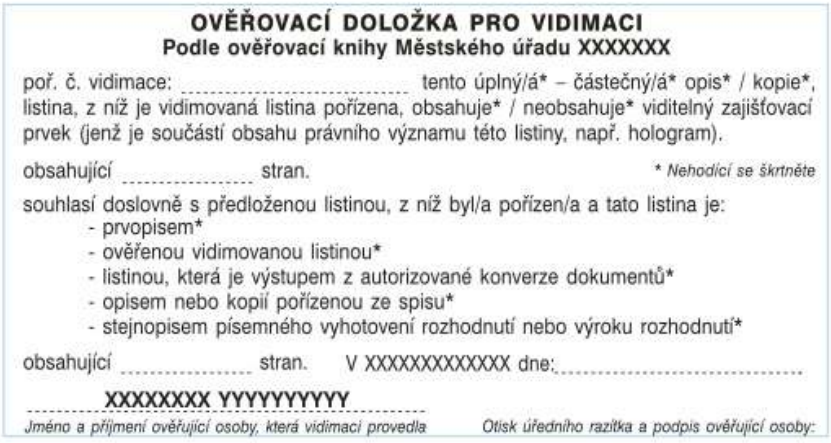
Education completed in	**Documents required**
Afghanistan, Albania, Algeria, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Crete, Croatia, Cuba, Cyprus, Czech Republic, France, Georgia, Greece, Hungary, Kyrgyzstan, Macedonia/FYROM, Moldova, Mongolia, Montenegro, People's Republic of Korea (North Korea), Poland, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Spain, Syria, Ukraine, Uzbekistan, Vietnam.	Original or an officially certified copy of the document issued by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service; applies to countries that have signed a legal assistance agreement with the Czech Republic.
Australia, Canada, Denmark, Estonia, Finland, Germany, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, New Zealand, Norway, Portugal, Sweden, Switzerland, United Kingdom, United States of America.	Original or an officially certified copy of the document issued by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service; applies to countries that have signed a legal assistance agreement with the Czech Republic, **AND** Confirmation that the applicant is a graduate of a foreign secondary school/university sent electronically by a relevant representative of the school to AAU, or confirmation that the applicant is a graduate of a foreign secondary school/university accessible through an official electronic portal of the school/university, **OR** The document is sent to AAU in a sealed envelope by the relevant school/university or submitted by the applicant in an envelope sealed by the foreign secondary school/university. **OR** The official website of the foreign secondary school/university, or a designated "verification page" used by them, must allow AAU to receive confirmation that the applicant is a graduate. (e.g. the applicant may provide AAU with a password, enabling us to access and download the documents directly from the foreign secondary school/university website. (If the applicant is not able to get a confirmation from the secondary school, the scenario in the next row below applies.)

Andorra, American Samoa, American Virgin Islands, Anguilla, Antigua and Barbuda, Argentina, Armenia, Aruba, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Bermuda, Bolivia, Botswana, Brazil, British Antarctic Territory, British Virgin Islands, British Solomon Islands, Brunei Darussalam, Burundi, Cape Verde, Cayman Islands, Chile, China – Hong Kong and Macau, China, Colombia, Comoros, Cook Islands, Costa Rica, Dominica, Dominican Republic, Ecuador, Falkland Islands, Fiji, French Territory of the Afars and Issas, French Polynesia, Gibraltar, Grenada, Guadeloupe, Guam, Guatemala, Guernsey, Guyana, Honduras, Iceland, India, Indonesia, Isle of Man, Israel, Jamaica, Japan, Jersey, Kazakhstan, Kosovo, Lesotho, Liberia, Liechtenstein, Malawi, Malta, Marshall Islands, Martinique, Mauritius, Mexico, Monaco, Montserrat, Morocco, Mozambique, Namibia, New Caledonia, Nicaragua, Niue, Netherlands Antilles, North Marian Islands, Oman, Palau, Panama, Paraguay, Peru, Philippines, Puerto Rico, Réunion, Rwanda, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Pierre and Miquelon, Saint Thomas and Prince Islands, Saint Vincent and the Grenadines, Salvador, Samoa, San Marino, Saudi Arabia, Senegal, Seychelles, Singapore, South Africa, South Georgia and the South Sandwich Islands, South Korea, Suriname, Swaziland, Tajikistan, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turks and Caicos, Uruguay, Vanuatu, Venezuela, Wallis and Futuna.	The authenticity of the document must be verified with an Apostille; applies to countries that have signed a Hague Convention. An apostille is issued by a competent authority of the state in which the diploma was issued. A list of Apostille authorities in each country can be found here.
Other	The authenticity of the document must be verified through superlegalization. Superlegalization means that the authenticity of signatures and stamps on the original documents is verified by the Ministry of Foreign Affairs (or by the relevant body) of the state where the document has a registered address, and by the relevant embassy of the Czech Republic. Czech Embassy/Consular contacts can be found here.

2. Authentication by a Czech or Foreign Notary

i. Notary authentication can be issued by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service; applies to countries that have signed a legal assistance agreement with the Czech Republic.

ii. Authenticated copies must include a verification clause in the form of a stamp or sticker shown below:



OVĚŘOVACÍ DOLOŽKA PRO VIDIMACI
Podle ověřovací knihy Městského úřadu XXXXXXX

poř. č. vidimace: ..... tento úplný/á* – částečný/á* opis* / kopie*, listina, z níž je vidimovaná listina pořízena, obsahuje* / neobsahuje* viditelný zajišťovací prvek (jenž je součástí obsahu právního významu této listiny, např. hologram).

obsahující ..... stran. * Nehodící se škrtněte

souhlasí doslovně s předloženou listinou, z níž byl/a pořízen/a a tato listina je:
- prvopisem*
- ověřenou vidimovanou listinou*
- listinou, která je výstupem z autorizované konverze dokumentů*
- opisem nebo kopií pořízenou ze spisu*
- stejnopisem písemného vyhotovení rozhodnutí nebo výroku rozhodnutí*

obsahující ..... stran. V XXXXXXXXXXXX dne:.....

XXXXXXXX YYYYYYYYYY

Jméno a příjmení ověřující osoby, která vidimaci provedla *Otisk úředního razítka a podpis ověřující osoby:*

iii. Multi-page documents must be bound and sealed with a stamp from the verifying notary office.
iv. Verification clauses for *vidimus* may vary slightly between different Czech government units, such as municipal authorities and embassies. These clauses are also accompanied by a round stamp featuring the national emblem.
v. The verification performed by foreign notaries can take different forms. Notarial clauses are translated along with the document's text if they are not issued in Czech, Slovak, English, or Spanish. Before translation, the document must first be officially certified.
vi. A foreign notary always uses a specific stamp, often round and featuring the national emblem of the respective country. Multi-page documents must be bound, with the sheets tied together and secured by a notary string covered with a sticker, which is then stamped by the notary.

3. Authentication by an Apostille

i. Apostille authentication applies to countries that have signed the Hague Convention. An apostille is issued by a competent authority of the state in which the diploma was issued and **cannot be issued elsewhere.** A list of Apostille authorities in each country can be found here.
ii. An Apostille is typically issued as an attached sheet or a square sticker shown below. It must include the word "Apostille," with the accompanying text generally presented in the local language.
iii. An Apostille that is issued on a separate, unattached sheet is not considered valid, as it may not clearly indicate the document it certifies.
iv. The text of an Apostille does not require translation.



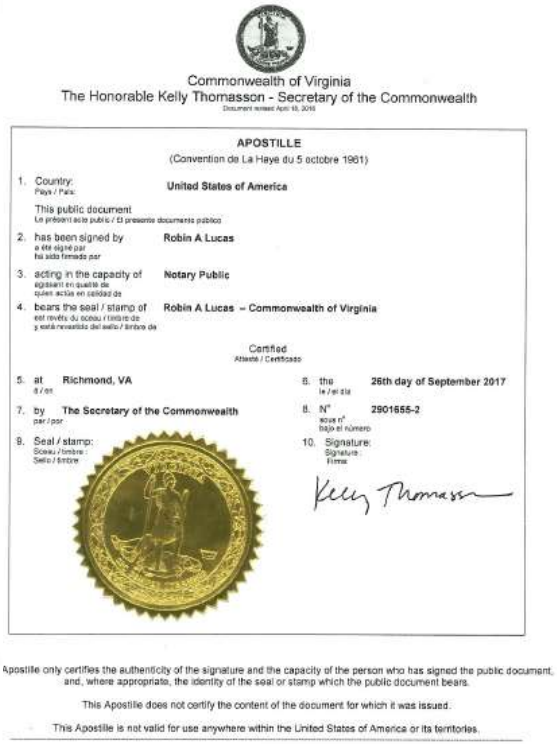
APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. Country: Pays/Pais — United Kingdom of Great Britain and Northern Ireland
This public document
Le présent acte public / El presente documento público
2. Has been signed by — Clare Day
a été signé par / ha sido firmado por
3. Acting in the capacity of — Registrar of Births, Deaths and Marriages, (Surrey)
agissant en qualité de / quien actúa en calidad de
4. Bears the seal/stamp of — Not Applicable
est revêtu du sceau / timbre de / y está revestido del sello / timbre de

Certified
Attesté / Certificado

5. at / à / en — London
6. the / le / el día — 15 March 2016
7. by / par / por — Her Majesty's Principal Secretary of State for Foreign and Commonwealth Affairs
8. Number / sous no / bajo el número — K902879
9. Seal / stamp: Sceau / timbre: Sello / timbre:
10. Signature: D Hodges
Signature: Firma:

This Apostille is not to be used in the UK and only confirms the authenticity of the signature, seal or stamp on the attached UK public document. It does not confirm the authenticity of the underlying document. Apostilles attached to documents that have been photocopied and certified in the UK confirm the signature of the UK public official who conducted the certification only. It does not authenticate either the signature on the original document or the contents of the original document in any way.



Commonwealth of Virginia
The Honorable Kelly Thomasson - Secretary of the Commonwealth

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. Country: Pays / País: **United States of America**
This public document
Le présent acte public / El presente documento público
2. has been signed by: **Robin A Lucas**
a été signé par / ha sido firmado por
3. acting in the capacity of: **Notary Public**
agissant en qualité de / quien actúa en calidad de
4. bears the seal / stamp of: **Robin A Lucas – Commonwealth of Virginia**
est revêtu du sceau / timbre de / y está revestido del sello / timbre de

Certified
Attesté / Certificado

5. at / à / en: **Richmond, VA**
6. the / le / el día: **26th day of September 2017**
7. by / par / por: **The Secretary of the Commonwealth**
8. N° / sous n° / bajo el número: **2901655-2**
9. Seal / stamp: Sceau / timbre / Sello / timbre
10. Signature: Signature / Firma

Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears.

This Apostille does not certify the content of the document for which it was issued.

This Apostille is not valid for use anywhere within the United States of America or its territories.

4. Authentication by Superlegalization

i. Superlegalization applies to documents from countries that did not sign the Hague Convention. It is a higher authentication of a public document which confirms that the document was issued by the relevant authority. Superlegalization is being done by verification of the signature / official stamp / official seal on the document.

ii. It is not possible to superlegalize a certified or plain copy of the document.

iii. Superlegalization is completed by confirming the original document that was previously authenticated (legalized) by the Ministry of Foreign Affairs of the respective country of origin of the document (legalization is the official confirmation that a stamp, seal and signature on a document are genuine). Documents to be superlegalized must be brought in person to the Embassy of the Czech Republic for final verification. Czech Embassy/Consular contacts can be found here.

iv. If a superlegalization clause is attached to the document (verified by the competent embassy of the Czech Republic, see below), the document is superlegalized and in order.



C. Relevance of Documents

i. Relevance assessment means verification:
   (a) whether applicants in a given country are entitled to access the appropriate level of university education, and
   (b) whether the documents have been issued by an accredited institution or an institution providing secondary education in accordance with the legislation of a foreign state.

ii. If the above facts cannot be verified on the basis of the instructions below, the applicant/student will be asked to submit additional evidence – certificates issued by foreign institutions (Ministry of Education, accreditation authority, the higher education institution itself) proving the above facts. The confirmation must be adequately authenticated.

iii. If the above facts cannot be verified, the applicant will be asked to submit a nostrification certificate. If the City Hall rejects the nostrification application, AAU will not recognize the documents.

iv. For admission to the undergraduate program, the following documents are accepted without further evaluation:
   (a) Czech High School Diploma ("vysvědčení o maturitní zkoušce"), or
   (b) German High School Diploma ("Zeugnis der Allgemeinen Hochschulreife"), or
   (c) Hungarian High School Diploma ("érettségi bizonyítvány"), or
   (d) Polish High School Diploma ("swiadectwo dojrzałości"), or
   (e) Slovak High School Diploma ("vysvedčenie o maturitnej skúške"), or

(f) Slovenian High School Diploma ("Spričevalo o Splošni/Poklicni maturi"), or
(g) European Baccalaureate Diploma, or
(h) International Baccalaureate Diploma.

v. For admission to the graduate program, the following documents are accepted without further evaluation:
(a) Czech, German, Hungarian, or Polish University Diploma, or
(b) Slovak University Diploma (with the exception of diplomas issued by Czech branches of Slovak universities after 28 March 2015), or
(c) Slovenian Master's diploma.

1. Verification of access to further study

i. AAU will check the verification of access to further study for each document.
ii. This information is often already included in the document (certificate, diploma supplement, etc.), e.g. in the section "Access to further studies".
iii. It is possible to use various qualifications frameworks that sort education levels and qualifications internationally, such as the European Qualifications Framework (EQF) and the International Standard Classification of Education (ISCED), possibly foreign databases and overviews of education systems.
iv. If the information on the relevant level and access to study were included directly on the diploma, or it indicated what level of EQF or ISCED the education corresponds to, and this level would be sufficient (e.g. EQF 4 as the equivalent of secondary education with a school-leaving examination), the level of education can be considered as proven.

Level EQF	**Educational Attainment**
8	University degree – Doctorate degree program
7	University degree - Master's degree program
6	University degree – Bachelor's degree program, higher vocational education (incl. conservatoires)
5	–
4	Secondary education with high school-leaving certificate (general, vocational training, vocational)
3	Secondary education with an educational certificate (length of study 3 years)
2	Primary education, secondary education without an educational certificate, secondary education with an educational certificate (length of study 2 years)
1	Primary education (special primary school)

Source: http://www.nuv.cz/eqf

ISCED-Attainment (ISCED-A)	
0	Less than primary education
1	Primary education
2	Lower secondary education
3	Upper secondary education
4	Post-secondary non-tertiary education
5	Short-cycle tertiary education
6	Bachelor's or equivalent level
7	Master's or equivalent level
8	Doctoral or equivalent level
9	Not elsewhere classified

Source: http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-isced-2011-en.pdf

v. If the document does not contain information on classification or access to further study, AAU will proceed as follows:
(a) verifying this fact in a database (see point C section 3), or

(b) request confirmation from the applicant/student - it is possible to request confirmation from the applicant of the relevant foreign secondary school or other competent foreign authority (e.g. Ministry of Education) that the graduate of the secondary education program of the given foreign secondary school is entitled to apply for admission to study in the Bachelor's degree program. In the case of a university diploma, it is possible to request confirmation from the applicant of the relevant foreign higher education institution or competent foreign authority (e.g. Ministry of Education) that the graduate of the studies is entitled to apply for admission to study in the following master's degree program in that foreign state.
Alternatively, request confirmation of the inclusion of the study completed by the applicant in the relevant EQF or ISCED qualification (issued by a foreign school or foreign ministry of education).

2. Verification of the institution's authorization/accreditation

The foreign secondary school must be an institution entitled to provide education comparable to secondary education under the Higher Education Act. A foreign higher education institution must be accredited. AAU will proceed as follows:

(a) Verifying the authorization/accreditation in the database (mainly applies to universities) – see point C section 3; alternatively, the school can be searched for on the website of the foreign Ministry of Education.
(b) If it is not possible to locate a foreign school or its accreditation, or this fact is not clear from the foreign certificate, AAU will request a confirmation from the applicant/student:
   – **Secondary Schools:** A confirmation issued by the foreign Ministry of Education or the school owner verifying that the foreign high school diploma was obtained through the completion of a secondary education program at a foreign secondary school operating under the legislation of a foreign state. Alternatively, confirmation that the school is recognized by the state under whose legal authority the foreign certificate was issued as part of its educational system.
   – **Universities:** A confirmation issued by the relevant foreign authority (e.g., Ministry of Education, local accreditation office, etc.) verifying that the foreign higher education institution is authorized to provide higher education in that country (certificate of accreditation).
(c) In cases where a student presents a GED (General Educational Development) diploma, it is important to note that no individual high school is responsible for the issuance of such diplomas. As a result, there is no specific institution whose accreditation can be verified. Therefore, when a GED diploma is submitted, it must be accompanied by an apostille - even in situations where an apostille is not explicitly required for authenticity purposes. This requirement ensures that the diploma has been issued by a recognized and authorized entity in accordance with official procedures. For a student to be matriculated into the Czech track, the GED diploma must be submitted together with an official high school transcript for internal recognition.

3. Recognized Databases and Usage Guidelines

The following is a non-exhaustive list of recommended databases for checking the relevance of documents.

The Database of Accredited Postsecondary Institutions and Programs
https://ope.ed.gov/accreditation/GetDownLoadFile.aspx.
Database of accredited study programs in the US.

WHED
http://whed.net/home.php
Global database of Universities – The presence of a university in this database does not guarantee accreditation. AAU will always review the full description.

NUFFIC
https://www.epnuffic.nl/en
Section *Diploma recognition- Foreign education systems* – provides detailed descriptions of education systems and an overview of diplomas and certificates issued in various countries, including high school qualifications.

ENIC-NARIC
http://www.enic-naric.net/
European Network of Information Centres - It contains links to local institutions and websites of Ministries of Education or Accreditation Offices in a given country where the accreditation of the institution can be traced (or it is possible to find out detailed information about a particular high school).

EDUCATION GPS
http://gpseducation.oecd.org/CountryProfile
Provides an overview of education systems in different countries, including national and English-language schemes for determining education levels and eligibility for higher education.

Higher Education Compass
https://www.hochschulkompass.de/en/higher-education-institutions/search-for-a-higher-education-institution.html
Database of German Universities – AAU searches for the university and checks if it is listed as "under public law" or "state-approved," indicating accreditation.

ANABIN
http://anabin.kmk.org/no_cache/filter/institutionen.html
A German-language database providing accreditation status of institutions and educational qualifications.

i. **Accreditation of Universities:** *Institutionen* → then *Suchen* → name of the country in English or German → possibly city → "*Bitte geben Sie einen Suchbegriff ein*" should contain a part of the name of the searched institution.
   (a) Institution classified as H+ is recognized.
   (b) Institution classified as H+ may be private with accredited study programs; it might be acceptable; however, further verification is required. In some cases, it is specified that if the diploma is issued in accordance with the state model, the program is accredited. Alternatively, specific accredited study programs may be listed.

ii. **Educational Attainment – Secondary Education:** Schulabschlüsse mit Hochschulzugang → Suchen → name of the country in English or German → specific name of the certificate submitted.
   (a) Additional information displayed will confirm whether such document is accepted for higher education. It is crucial that the sentence confirming admission to all types of higher education institutions is visible: *Direkter Zugang (für alle Fächer) zu allen Hochschulen.*

iii. **Educational Attainment – University Education:** *Hochschulabschlüsse* → *Suchen* → *Suchen nach Abschlüssen* or *Suchen nach Abschlusstypen*. → specific name of the country in English or German → specific name of the graduation that the applicant/student has submitted (e.g. bachelor).
   (a) Title and its possible abbreviations *(Abkürzung)* will be visible along with other additional information.
   (b) The so-called *Abschlussklassen* are crucial: A3 and A4 equals/corresponds to a Bachelor's degree.

Document Review and Approval History

Date	Body/Individual	Action	Comments/Notes	Version
2026/06/25	President's Collegium	Reviewed	No objections raised	v1
2026/06/25	Faculty Senate	Reviewed	No objections raised	v1
2026/06/25	Student Council	Reviewed	No objections raised	v1
2026/06/26	Alumni Council	Reviewed	No objections raised	v1
2026/08/31	Board of Directors	Approved		v1