



# Nostrification procedure for admissions for academic year 2025/2026

**VSB – Technical University of Ostrava**

# Nostrification procedure

Dear Applicant,

thank you for your interest in studying at VSB – Technical University of Ostrava.

Let us help you to go through the **nostrification process**, which means **the recognition of your previous education from abroad**.

The nostrification is an important part of the admission process and **without it, you could not be accepted** for studies at our university.

# Nostrification of previous education for the purpose of further study

- It's valid for **the given academic year** and for the respective Faculty only.  
**The nostrification fee is 800 CZK; equals to 32 EUR**
- The actual nostrification itself is done by **our university system based on your academic documents** which you will send to the Faculty where you apply to **by a post or by a courier**
- You will not receive any special certificate in the end
- The University will send you bank payment details to pay for the nostrification fee
- **Always check the deadline for submitting your academic document/s in the admission requirements for the respective Faculty**
- Note that it takes the University up to 2 weeks to process after the University receives your nostrification fee payment

**Now, let's have a look at the steps that you need to take**

**Are you applying for bachelors', masters' or doctoral studies?**

## Applying for bachelors' studies

**Academic document that you will need for the  
nostrification:**

- **Secondary school leaving certificate** — an official certificate that entitles you to continue on an undergraduate level of studies at any university

## Applying for masters' studies

**Academic documents that you will need for the  
nostrification:**

- **Bachelor's diploma**
- **Transcript of Records**

## Applying for doctoral studies

**Academic documents that you will need for the  
nostrification:**

- **Master's diploma**
- **Transcript of Records**



## Forms of verification

All documents that the applicant submits to the faculty must be **duly verified**, in accordance with the relevant international agreements

### Check out **which country** issued your academic document/s

Depending on which country issued your academic document/s (i.e. secondary school leaving certificate, a bachelor's diploma or a master's diploma) you will need to obtain:

a) A **notary verified** copy of your academic document

OR

b) **An Apostille stamp** from the issuing country's [Foreign Office](#)

OR

c) A stamp from the issuing country's **Ministry of Foreign Affairs**

+

- **A superlegalisation stamp** from the relevant Czech Embassy

# Countries\* that require verification by a notary

## **Countries that have concluded an agreement on legal aid with the Czech Republic**

- the original documents shall be valid in the territory of the contracting countries without further verification

- in the event that the applicant submits copies of such documents, they must be officially certified copies made by a Czech or foreign notary, at a Czech embassy abroad or issued through the Czech Point service.

## **List of countries that have concluded a legal aid agreement with the Czech**

**Republic:** Afghanistan, Albania, Algeria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Montenegro, France, Georgia, Croatia, Korea (North Korea), Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/FYROM, Moldova, Mongolia, Poland, Austria, Romania, Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam.

\* Subject to change

# Countries\* that require an Apostille

Andorra, Antigua and Barbuda, Angola, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Canada, Cook Islands, Comoro Islands, China, Denmark, Democratic Republic of St. Tome and Principe (since 15 July 2008), Dominica, Dominican Republic (verification by apostille clause since 30 August 2009), Ecuador, Estonia, Fiji, Finland, territories belonging to France (i.e. French Polynesia, French territory, Affairs and Issas, Germany, Guadeloupe, Guyana, Comoros, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (since 7 April 2002 - still under Great Britain), Guatemala, Honduras, Chile, India, Ireland, Iceland, Italy, Israel, Japan, South Africa, Kazakhstan, Colombia, Republic of Korea (South Korea), Kosovo, Costa Rica, Lesotho, Liberia, Liechtenstein, Lithuania, Latvia, Luxembourg, Malawi, Malta, Martinique, Mosambique, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Nicaragua, Niue, the Netherlands and its territories (i.e. the Netherlands Antilles, Aruba), Norway, New Zealand, Oman, Pakistan, Panama, Paraguay, Peru, the Philippines, Portugal, El Salvador, Samoa, San Marino, Saudi Arabia, Seychelles, Suriname, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Sweden, Switzerland, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Tunisia, Uruguay, USA and their territories (i.e. American Samoa, Guam, Northern Mariana Islands) , Puerto Rico, Virgin Islands of the United States, United Kingdom and its territories (i.e. Jersey, the Bailiwick of Guernsey, Isle of Man, Anguilla, Bermuda, British Antarctic Territory, British Virgins Islands, British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and the South Sandwich Islands , Turks and Caicos Islands), Vanuatu and Venezuela.

\* Subject to change

**For documents from the countries\* of the European Union, Norway, the United States of America, Canada, Australia and New Zealand, it is possible to substitute Apostille (in the case of Canada a superlegalisation) with an officially certified copy of the documents (similar to variant a.) if **any** of the following conditions are met at the same time:**

- the foreign secondary school or university, upon request sent to it by the applicant, confirms by e-mail to the faculty that the applicant has completed his/her studies at this foreign secondary school or university, or
- the foreign university sends to the faculty a transcript or the supplement to the applicant's diploma, in a sealed envelope, or if the applicant submits the transcript in a sealed envelope as part of the documents, or
- the official website of the foreign secondary school or university allows to verify that the applicant has completed his/her studies at this institution (e.g. the possibility to download the transcript of the applicant from the official website of the foreign university after entering the password)

\* Subject to change

## Other countries\* – a superlegalisation stamp from the Czech Embassy

- evidence of graduation must be **superlegalised**. As part of superlegalisation, the authenticity of signatures and stamp impressions on original documents is verified:
    - by the Ministry of Foreign Affairs of the country in which the secondary or higher education institution that issued the document is located, or by the competent foreign authority
- AND**
- by the relevant embassy of the Czech Republic

\* Subject to change

# Steps towards nostrification for bachelors', masters' and doctoral studies

- Take the original/s of your  
secondary school leaving certificate  
**applicants for bachelors' studies**  
bachelor's diploma + Transcript of  
Records – **applicants for masters' studies**  
  
master's diploma + Transcript of Records  
**applicants for doctoral studies**
- Go with the academic documents to an official notary in your country and ask them to make a copy/copies of the original/s and to verify that it corresponds with the original/s
- Get the notary verification stamp on the copy/copies of the originals
- Have the academic document/s translated into Czech or English (if not already in English) by an official translator

# Steps towards nostrification for bachelors', masters' and doctoral studies

- According to which country issued your academic document/s get [the relevant official stamps](#) from the Authorities – see slides 9 – 12
- Get the official authority stamps only on the verified copy of the **certificate/diploma**
- You do not have to get the stamp/s on the Transcript of Records
- Enclose English or Czech translation of the academic document/s – if necessary
- Send by a post or by a courier the notary verified copy/copies of your academic documents with the original stamp/s + the translations, to the respective faculty where you applied to
- The postal address is below:

VSB-TUO  
Faculty of your choice  
Study Office  
17. listopadu 2172/15  
Ostrava – Poruba  
708 00  
Czech Republic

## What happens next?

- Our university receives by post notary verified copy/ies of your academic document/s with all the necessary official stamp/s
- The University will send you bank payment details for the nostrification fee payment of 800 CZK
- The University (our system) receives your nostrification fee payment and they process nostrification of your previous education
- You can check the status of your online application when you enter your online application



## For work purposes there is also an option of Large nostrification

- **Valid nationwide for unlimited period of time**
- **Costs 3000 CZK, approx. 120 EUR**

**Any enquiries regarding nostrification?**

**Contact directly the respective Faculty**

**Study offices - VSB-TUO**

**Please note that the Faculty does not send back the copies of your academic documents!!!!**