

**DOCUMENTS TO BE SUBMITTED WHEN APPLYING FOR THE RECOGNITION OF  
HIGHER EDUCATION DOCUMENTS FOR THE PURPOSE OF GETTING  
EMPLOYED**

1. The printed and signed electronic form.
2. A certified translation of the diploma - 3 copies.
3. A certified translation of the diploma supplements (if any) - 3 copies.
4. A certified translation of the transcript of the examination by semesters and years (if not part of the diploma supplement) - 3 copies.
5. A photocopy of the original diploma.
6. A photocopy of the original transcript of t examinations by semesters and years.
7. If the documents are from Croatia, Bosnia and Herzegovina and Montenegro, their certified photocopies must be submitted - 3 copies.
8. Original diploma **for inspection** when submitting the documents to the Ministry.
9. A certified copy of the diploma for the previously acquired foreign diploma, along with the transcript of grades or diploma supplements. **In the event that the previously acquired foreign diploma has already been recognized by the universities in the Republic of Serbia, the decision on the recognition should be submitted.**
10. A short biography in Serbian or English, in which the course of education is shown.
11. As for the recognition of PhD studies, please submit a copy of the PhD dissertation in the original language, an extended abstract of the dissertation in the Serbian or English language and a list of published scientific papers.
12. The decision of the competent authority or a photocopy of the marriage certificate (for persons who have changed their names and /or surnames) - if there is a need for it.
13. Proof of payment of fees for professional recognition of foreign higher education documents that are on the website of the Ministry of Education, Science and Technological Development or the Eric/NARIC Centre of Serbia.
14. As for **diplomas issued in the territory of the Autonomous Province of Kosovo and Metohija**, in accordance with Resolution 1244 of the United Nations, in addition to the above documents, the applicant must submit a diploma supplement and a certificate of the European University Association (EUA) and its certified translation into Serbian.
15. Along with the request for the recognition of foreign higher education document that is recognized in accordance with an international agreement, the applicant must submit documents **from item 1 to item12.**
16. Note:
  - Documents that are required in the Serbian translation must be certified by a certified court interpreter.

**- The applicant is responsible for the accuracy of the submitted information, as well as for obtaining the necessary documents.**

- During the procedure, other documents relevant for professional recognition may be demanded.

The reception of documents is done on the principle of electronic scheduling (as part of completing an electronic form)

The link of the Ministry of Education, Science and Technological Development is the following: <http://www.mpn.gov.rs/enicnarc-srbija/>

The form is available on: <http://enicnarc.mpn.gov.rs>

Phone consultations are conducted **every working day from 12 am to 2 pm**

Contact telephone: **011/2120772**

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