

GENERAL DOCUMENTATION REQUIREMENTS

Documents that you need to submit for academic recognition of your foreign upper secondary or/and higher education diplomas:

1. Filled in application form for academic recognition of foreign qualification (**Word; Pdf**);
2. Diploma(s);
3. Academic transcript(s);
4. Passport;
5. Proof of name change (if applicable);
6. Other documents; the Centre has the right to ask for additional documents or information (e.g. in case you are willing to recognize your Master's diploma please submit the Bachelor's diploma and academic transcript).

The Centre also welcomes submission of any documents and/or information related to your studies that you may find to be relevant.

Please note!

Requirements for submission of documents may differ depending on the specifics of each country. For more information, please see [country specific requirements](#) or contact the Centre.

All the enclosed documents must be originals or certified true copies. Scanned copies are not accepted. The Centre reserves the right to request for the originals of your credentials for verification purposes at any time during the processing of your application. The submitted originals can be picked up in our office, returned in a registered letter or you may order a courier service pick up at your own expense.

All documents issued in languages other than English, Russian, or Lithuanian should be supplemented with an official translation. A translation is considered to be official when it is bound to a certified true copy of the document in the original language and is attested by the translator's signature. Documents issued in English, Russian, or Lithuanian do not require a translation.

Legalisation of documents

In certain cases the requirement for legalisation or an *Apostille* may be waived. The legalisation or an *Apostille* is not required if educational documents are issued in the European Union or the EEC countries, USA, Russia, Belarus, Moldova and Ukraine.

For more information regarding legalisation or an *Apostille* please contact your country's Ministry of Foreign Affairs.

How can I submit the documents? Documents can be handed in personally, submitted through an authorized representative, or sent by post/courier service to the following address: Centre for Quality Assessment in Higher Education, A. Goštauto g. 12, LT-01108 Vilnius, Lithuania. If documents are submitted through an authorised representative, an **official letter of authorisation** is required.

Duration of assessment Regular assessment may last up to one month. If the provided information is insufficient the period of assessment may be extended for another three months on a decision of the Director of the CQAHE;

Costs

The procedure is free of charge. The Centre will not cover any costs related to the submission of the required documentation. The Centre is not responsible for any loss or damage of documentation during shipping.

Recognition statement

The recognition statement is issued only once. Therefore, we recommend that you do not give the original statement to universities or employers.

Attention to the applicants: There have been instances of fraudulent activity by foreign education agents. Some of the agents have faked our letters as a proof of filing the application forms and/or in order to obtain the originals of educational documents. If you have applied for evaluation and/or recognition of your diploma through an agent, please e-mail to enicnaric@skvc.lt to verify our letters.

For further information regarding submission of documents, please contact us: by phone +370 5 210 47 72, fax: +370 5 213 25 53, or e-mail: enicnaric@skvc.lt

*After documents and application form are submitted, the applicant is given a **registration number**. Please quote the registration number in all correspondence as failure to do so may result in your correspondence not being processed.*

The recognition statement will be prepared in 3 to 4 weeks. An e-version of the statement can be send by email upon request. The original recognition statement can be collected in person.

Our address: A. Goštauto str. 12, Vilnius

