

VERIFICATION of the DIPLOMA

- you need to find out the verification requirements for a particular country where you want to practice medicine/dentistry, the verifying process may be different for each country, some of them need superlegalization, some notarization only and some countries may not even need it. Some of them need the original to be verified, some “just” the copy.
- if the original is not required, not to spoil your original Diploma, have the Latin Diploma copied and the copy officially verified!!!
- get the English translation of your Diploma or the notarized copy (dependent on the country) after having all the stamps. If you get the English translation before obtaining the stamps (that are in Czech only), you will have to get the stamps translated separately on top, therefore will pay twice, need more time, etc.

NOTARIZATION OF THE DIPLOMA

- In Prague centre there are plenty of notary offices on Národní třída, Na Příkopě, U Prašné brány, Dlouhá street, etc. for the official verification of the copies – at these places, you should be also able to get the originals copied, for ex.:
JUDr. Bohdan Hallada - U Prašné brány 1078/1, 110 00 Praha 1, Tel: +420 224 811 619
e-mail: sekretariat@hallada-novotny.cz
JUDr. Jaroslava Voclová - Senovážné náměstí 978/23, 110 00 Praha 1, Tel: +420 224 142 023
e-mail: notarka@voclova.cz
- In Hradec Králové you may contact:
JUDr. Marcalík – Havlíčkova 2, Hradec Králové,
e-mail: mmarcalik.notar@nkcr.cz

(SUPER)LEGALIZATION OF THE DIPLOMA

Get the stamps from these particular Ministries onto the notarised copies!

Procedure of legalization /apostillization of diplomas and certificates of education is the following:

1. Legalization by the Ministry of Education, Youth and Sport of the Czech Republic **(Ministerstvo školství)**

Odbor vysokých škol - Department of Higher Education (no. 30)

Karmelitská 7, 118 12 Praha 1

Oddělení zahraničních studentů - Division of the foreign students
building C, 2nd floor, door No. 202 (legalizace diplomů)

Ing. Johánek

Tel.: 234 811 532

E-mail: jiri.johanek@msmt.cz

Working hours:

Monday 9 a.m. - 11 a.m. & 1 p.m. – 4 p.m.

Wednesday 10 a.m. - 12 a.m. & 1 p.m. – 4 p.m.

Tue, Fri 9 a.m. - 11 a.m. THURSDAY - CLOSED

- "**legalizační razítko (legalization stamp)**" to original diploma, notarised/verified copy of the diploma or the translation of the diploma; 30,- CZK(*paid in fee stamp – in Czech language „kolek“ (one fee stamp for legalization of one signature and seal). It is necessary to bring own fee stamps (bought at any post office). No fee stamps are sold at the Ministry of Justice!*

AND

2. Ministerstvo zahraničních věcí (Ministry of Foreign Affairs of the Czech Republic)

Konzulární odbor

Hradčanské náměstí č. 5, Praha , 110 01

přízemí (ground floor of) Toskánský palác

Legalizační oddělení:

Tel.: 224 182 153, 224 182 188

E-mail: legalizace@mzv.cz

Working hours:

Mon, Wed 8 a.m. - 12 p.m. & 1.30 p.m. - 5 p.m.

Tue, Fri 8 a.m. - 12 p.m.

THURSDAY - CLOSED

- "**superlegalizační razítko (superlegalization stamp)**" / **apostille:** for each stamp one kolek for 100,- CZK is required (from post office)

Ministry of Justice of the Czech Republic is not competent for legalization /apostillization of these documents!

TRANSLATION OF THE DIPLOMA in Prague

Latin → **English**
German
French
Italian
Spanish

JUDr. Václav Král – Advokátní kancelář (lawyer and translator, only one person in the Czech Republic, who does translations straight from Latin to English, German, French, Italian and Spanish)

secretary : *Jana Genčevová*

Vodičkova 17, 110 00 Praha 1

e-mail: ak.kral@seznam.cz

Tel: +420 224 933 660 (*with answer phone*)

mobile: 606 278 030

Direction: next to the McDonald's (on the right side), go into the passage and ring the bell, office is on the 3rd floor.

Translation may take a few days, however, sending of the translated documents to your home address may be arranged.

The prices of translations of Latin diplomas if the applicant requests a translation directly from JUDr. Václav Král without an agency:

translation of the Latin diploma and notarial stamp to one of the languages	CZK 1 200,-
another certified copy of the same diploma	CZK 600,-
translation of the Latin diploma and higher verification to apostille	CZK 1 500,-
another certified copy of the same diploma	CZK 750,-
costs associated with possible postal delivery of	CZK 200,-