RECOGNITION OF FOREIGN CERTIFICATES OR DIPLOMAS OBTAINED AT A FOREIGN EDUCATION INSTITUTION FOR THE PURPOSES OF FURTHER STUDIES
IN THE CASE OF APPLICANTS FOR THE STIPENDIUM HUNGARICUM OR DIASPORA HIGHER EDUCATION SCHOLARSHIP PROGRAMME

I. General rules

On the basis of the current Operational Regulations of the Stipendium Hungaricum Programme and the Diaspora Higher Education Scholarship Programme (hereinafter referred to as the Operational Regulations), the Corvinus University of Budapest (hereinafter referred to as CORVINUS) shall formally check the applications and conduct the admission procedure in accordance with Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.) and its internal regulations by the deadline set by the Tempus Public Foundation. It shall also examine whether the requirements of the Nftv. are met.

Pursuant to Act C of 2001 on the recognition of foreign certificates and degrees (hereinafter: Etv.), a certificate or diploma obtained at a foreign education institution may be recognised as equivalent to a Hungarian secondary school-leaving certificate or a diploma certifying a bachelor's or master's degree if the higher education institution has recognised them as equivalent in a recognition procedure (hereinafter: recognition procedure).

Under Section 4(2) of the Etv, the recognition procedure falls within the competence of the educational institution where the applicant intends to pursue his/her studies, i.e. CORVINUS in the case of applications to the Corvinus University of Budapest.

The recognition procedure is carried out in connection with the student application procedure to the Stipendium Hungaricum Scholarship and the Diaspora Higher Education Scholarship announced by the Tempus Public Foundation, BUT IN A SEPARATE PROCEDURE AND UPON SEPARATE REQUEST. The procedure may be initiated by a student applying for admission to CORVINUS under the scholarship programme (hereinafter referred to as "applicant").

The purpose of the procedure is to establish whether or not the certificate or diploma obtained at a foreign educational institution is equivalent to a Hungarian secondary school-leaving certificate or a diploma certifying a bachelor's or master's degree.

According to the Recognition Act, CORVINUS may be approached with *two types of* requests: either the applicant specifies the Hungarian level of qualification to which he/she wishes to equate the level of qualification attested by his/her foreign diploma, or he/she **entrusts CORVINUS with the task of determining which Hungarian level of qualification is equivalent to the level of qualification attested by his/her diploma**.
IT IS RECOMMENDED TO SUBMIT THE REQUEST HIGHLIGHTED IN BOLD.

During the recognition procedure, CORVINUS shall take into consideration the legal status of the foreign education institution, the legal force of the diploma, the external quality assurance of the programme, the length of the period of studies as well as the

study requirements. It is a legal requirement that the foreign institution issuing the certificate or diploma must be recognised (accredited) and that the certificate or diploma must also certify secondary or higher education under the law of the foreign country in question.

II. Launch of the recognition procedure:

THE REQUEST FOR RECOGNITION IS FILED BY THE APPLICANT BY MAKING A DECLARATION TO THIS EFFECT IN DREAMAPPLY, WITHOUT SUBMITTING A SEPARATE APPLICATION. THE APPLICANT SHOULD NOTE THAT A POSITIVE ADMISSION RESOLUTION IS CONDITIONAL ON THE RECOGNITION BY CORVINUS OF THE APPLICANT'S DIPLOMA OR CERTIFICATE AS BEING OF AN APPROPRIATE LEVEL.

Recommended submission deadline:
If the certificate or diploma is available to the Applicant, **it must be submitted together with the documents described in point III for** the recognition procedure to be carried out **at the time of application on DreamApply, but no later than 1 August 2026.**

III. Documents to be submitted for the purposes of recognition:

We would like to emphasise that in this information notice, we list only those documents which are necessary for the recognition of the applicant's foreign certificate or diploma for the purpose of further studies, NOT those which are required for the admission procedure. Applicants may find out what these are from the information bulletin on applications for admission.

If the Applicant has not previously submitted the required documents, **he/she must upload a colour scanned copy of** them **to DreamApply** (subject to the exceptions in points IV and V), as follows:
(Remark: **Do not send any original documents, diplomas or certificates by post!**):

1. a plain copy of an official document used for the certification of personal data and nationality:
   a. for Hungarian nationals, persons with immigrant status and persons with permanent resident status, an official document (identity card), passport or driving licence containing personal identification data,
   b. in the case of a national of an EU Member State[1] or of a country with the same status as EU Member States as regards mutual recognition of certificates and diplomas[2], a document which is considered to be a personal identification document under the national law of that Member State,
   c. For third-country nationals, a copy of the passport or, if available, a copy of the residence permit and residence visa issued for work, income or family reunification.

[1] Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Netherlands, Croatia, Ireland, Poland, Latvia, Lithuania, Luxembourg, Hungary, Malta, Germany, Italy, Portugal, Romania, Spain, Sweden, Slovakia, Slovenia
[2]Iceland, Liechtenstein, Norway, Switzerland

(PLEASE NOTE: A plain copy is sufficient, no authentication is required.)

2. the original diploma or certificate attesting a qualification or professional qualification to be recognised or, if the diploma or certificate is not available (e.g. has been lost or destroyed), a plain copy of the document (e.g. duplicate) issued in place of the original diploma or certificate that has the same legal effect. (PLEASE NOTE: CERTIFICATES OF COMPLETION ARE NOT ACCEPTED!) **(PLEASE NOTE: A plain copy is sufficient, no authentication is required.)**
3. a plain copy of a document issued by the foreign education institution (e.g. transcript, diploma supplement), which provides credible evidence of the duration of the studies and of the successful completion of the study requirements necessary for the award of the diploma
   (PLEASE NOTE: A plain copy is sufficient, no authentication is required.)
4. if the documents referred to in Points 2-3 were issued in a language other than Hungarian or English,
   a. a certified translation of the original documents into Hungarian (the certified translation into Hungarian may be made by the Hungarian Office for Translation and Attestation, a Hungarian diplomatic mission (with a certification clause), a Hungarian notary (with a certification clause) or a Hungarian translation which is certified as authentic under the law of a Member State)
      or
   b. its translation into English.

If the documents submitted do not provide sufficient information, the Applicant may be invited to:

— present copies of the diplomas or certificates attesting that he/she has completed the studies preceding for the diploma to be recognised *(e.g. if the applicant has requested the recognition of a diploma attesting a Master degree, he/she may be asked to present a copy of the diploma attesting a Bachelor degree (e.g. a copy of the diploma certifying the award of a "Bachelor" degree))*, and/or
— submit a copy of a document issued by a foreign educational institution issuing the diploma, certificate which provides information on the study schedule and academic programme of the institution, the studies completed (eg. given study programme or secondary school education),
— submit the request for recognition available on the University's website.

(PLEASE NOTE: A plain copy is sufficient, no authentication is required.)

If there is any doubt as to the authenticity of the documents submitted by the Applicant or if the Applicant does not possess the documents required for the recognition or nostrification of the diploma and, CORVINUS finds it impossible or difficult to obtain such documents, CORVINUS may get in touch the competent foreign institution organisation or authority directly.

IV. DIFFERENCES IN THE CASE OF RECOGNISING SECONDARY EDUCATION

For secondary school-leaving certificate that was issued

- **in a state belonging to the European Economic Area[3] OR**
- **in a state that recognizes the provisions of the Lisbon Convention as binding upon it[4] OR**
- **in a state that has concluded a bilateral international agreement with Hungary to this effect[5] OR**
- **Foreign secondary school leaving certificate/secondary school document issued by a foreign secondary educational institution operating in Hungary or a secondary educational institution operating in Hungary under a foreign system, (and their predecessors) operating in Hungary[6] OR**
- **a secondary school leaving certificate issued by the International Baccalaureate Organization (IBO) or the European Schools (Schola Europaea),**

the procedure in point III shall apply, it being understood that
THE FOLLOWING DOCUMENTS ARE NOT REQUIRED:
A plain copy of a document issued by the foreign educational institution (e.g. transcript, diploma supplement), which provides credible evidence of the duration of the studies and of the successful completion of the study requirements necessary for the award of the diploma (IIi.3)
If the equivalence is established by CORVINUS, it will not draft a separate resolution, but will notify the applicant of the recognition by e-mail to the e-mail address provided by the applicant at the time of application. If the equivalence is not established by CORVINUS, a separate resolution will be drafted.

V. DIFFERENCES IN THE CASE OF HIGHER EDUCATION DIPLOMAS

[3] Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France,, Greece, Netherlands, Croatia, Hungary, Ireland, Poland, Latvia, Lithuania, Luxembourg, Hungary, Malta, Germany, Italy, Portugal, Romania, Spain, Sweden, Slovenia, Slovakia, Iceland
Liechtenstein, Norway

[4] the list of countries that consider themselves to be bound by the provisions of the Lisbon Convention (that is, the Convention signed on 11 April 1997 in Lisbon on the Recognition of Qualifications concerning Higher Education in the European Region):https://www.coe.int/en/web/conventions/full-list?module=signatures-by-treaty&treatynum=165

[5] Austria, Bulgaria, Czech Republic, Czechoslovakia, Croatia, India, Social Federal Republic of Yugoslavia, China, Laos, Russia, Romania, Spain, Serbia, Syria, Slovakia, Slovenia, Soviet Union, Ukraine.

[6] Austrian School of Budapest- Austrian "Realgymnasium" (Österreichische Schule Budapest), Gustave Eiffel French Kindergarten, Primary School and Secondary School (formerly known as: French Kindergarten, Primary and Secondary School of Budapest (Lycée Français Gustave Eiffel de Budapest), Hristo Botev Bulgarian-Hungarian Primary and Secondary School, Community Centre of the German Minority of Hungary (Ungarndeutsches Bildungszentrum), Audi Hungaria School Centre Győr (Audi Hungaria Deutsche Schule Győr), Primary School and Grammar School of the Embassy of the Russian Federation in Hungary, Austrian-Hungarian European School, Aladár Porpáczy Secondary School of Horticulture, Environment and Economics (a member of the Győr-Moson-Sopron County Municipality's General Education Centre), Budapest German Primary School and Grammar School (Thomas Mann Gymnasium - Deutsche Schule Budapest), Al Wahda Arab School, International Christian School of Budapest, Britannica International Kindergarten, Primary and Secondary Grammar School, British International School, Budapest, QSI International School of Hungary, SEK Budapest International School, Greater Grace International School, American International School of Budapest, American International School of Budapest.

For the following diplomas attesting the award of a higher education qualification:

- **a diploma attesting at least a first cycle (BA or BSc) degree under the system of degrees established pursuant to the Bologna Declaration and issued in a state that is party to the European Higher Education Area (EHEA) following the accession of that state to the EHEA** (for further information on the member states and their year of adhesion please consult http://www.ehea.info/page-full_members) **OR**
- **the diploma was issued in a state which has concluded a bilateral international convention with Hungary to this effect, provided that the convention covers the degree attested by the diploma**[7]**,**

the procedure in point III shall apply, it being understood that

THE FOLLOWING DOCUMENTS ARE NOT REQUIRED:
A plain copy of a document issued by the higher educational institution (e.g. transcript, diploma supplement), which provides credible evidence of the duration of the studies and of the successful completion of the study requirements necessary for the award of the diploma (III.3)

If the equivalence is established by CORVINUS, it will not draft a separate resolution, but will notify the Applicant of the recognition by an electronic message to the email address provided by the Applicant. If the equivalence is not established by CORVINUS, it will draft a separate resolution.

VI. Correcting deficiencies:

CORVINUS will invite the applicant to correct deficiencies within 3-5 working days, if possible, but the legal deadline for correcting deficiencies is 20 days from the launch of the recognition procedure.

VII. Organisational unit in charge:

At first instance, Legal and Procurement Services shall be the organisational unit in charge of the recognition procedure.

VIII. Time limit for administration:

The recognition procedure starts when the documents submitted by the Applicant are made available to CORVINUS colleagues conducting the recognition procedure. From then on, Legal and Procurement Services will decide within 45 calendar days.

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Pursuant to Act CL of 2016 on the Code of General Administrative Procedure, the procedure initiated in the matter of the request for the recognition of a foreign certificate/diploma is suspended until the Applicant submits the diploma/certificate to be recognised.

If the Applicant submits the certificate, diploma properly, this shall be considered as a request for conducting the procedure. The procedure will terminate after it has been suspended for six months.

[7] Russia, Serbia, Ukraine

In order to avoid the termination of the recognition procedure, Legal and Procurement Services shall consider that the Applicant himself/herself requests the suspension of the recognition procedure until the certificate/diploma is submitted in a complete and correct manner.

Legal and Procurement Services shall invite the Applicant to correcting deficiencies within 3-5 working days, but not more than 20 days, if the request is not submitted in accordance with the law, internal regulatory documents or this information notice.

IX. Communicating the decision:

The resolution recognition shall be communicated to the Applicant electronically (delivered to the email address provided in the request for recognition or via the Neptun Unified Education Administration System or DreamApply), by post, by means of announcement or in person (at the latest at the time of enrolment). If CORVINUSestablishes equivalence in the procedure under points IV and V, it does not issue a separate resolution on the decision taken in this procedure, but informs the Applicant electronically of the fact of recognition.

X. Legal remedy:

An appeal against the first instance decision may be lodged with the Minister responsible for education.

Recognition under a resolution adopted in the recognition procedure does not make the diploma or certificate recognised for other purposes, so a certificate or diploma recognised for the purpose of further studies may not be taken into account for employment purposes.

The recognition of a qualification does not constitute or replace recognition of a professional qualification or a resolution on nostrification by a higher education institution, nor does it exempt the Applicant from meeting the legal requirements for pursuing an occupation.

CORVINUS will process the personal data of the Applicant during the recognition procedure in accordance with Sections 4 (2), 6 (2) as well as 13, 14/A and 14/B of the Recognition Act.

Budapest, 2025

Legal and Procurement Services
Corvinus University of Budapest

Further information: recognition@uni-corvinus.hu