RECOGNITION OF A CERTIFICATE OR DIPLOMA OBTAINED IN AN EDUCATIONAL INSTITUTION ABROAD FOR THE PURPOSES OF FURTHER EDUCATION
WHEN APPLYING FOR A PROGRAMME IN A FOREIGN LANGUAGE FOR FOREIGN NATIONALS IN THE 2026A INSTITUTIONAL ADMISSION PROCEDURE (APPLICANTS FOR SELF-FUNDED PROGRAMMES)

I. General rules:

Pursuant to Act C of 2001 on the Recognition of Foreign Certificates and Diplomas (hereinafter: Act on Recognition), a certificate or diploma obtained at a foreign educational institution may be recognised as equivalent to a Hungarian school-leaving certificate or a diploma certifying a bachelor's or master's degree, and thus entitles the holder to pursue further studies in higher education in Hungary, if the higher education institution has accepted the document as being equivalent in a recognition procedure (hereinafter: recognition procedure).

The recognition procedure is the responsibility of the higher education institution where the Applicant intends to pursue his/her studies, i.e. if the Applicant applies to Corvinus University of Budapest (hereinafter: CORVINUS), CORVINUS will carry out the procedure.

The recognition procedure is related to the admission procedure, BUT IS CARRIED OUT IN A SEPARATE PROCEDURE.

NO ONE CAN ENROL AT CORVINUS WITHOUT A CERTIFICATE OR DIPLOMA RECOGNISED IN THE RECOGNITION PROCEDURE OF CORVINUS.

According to the Act on Recognition, CORVINUS may be requested with *two types of* requests: either the Applicant specifies the Hungarian level of qualification to which level of qualification he/she wishes it to be aknowledged, or he/she **requests CORVINUS to determine the level of equivalency of the foreign certificateor degree as compared to the Hungarian certificates or degrees.** IT IS RECOMMENDED TO CHOOSE THE OPTION IN BOLD.

During the recognition procedure, CORVINUS examines the legal status of the foreign educational institution, the legal scope of the diploma, the external quality assurance of the training, the length of the study period and the study requirements. The legal requirement is that the foreign institution issuing the certificate or diploma must be aknowledged (accredited) and that the certificate or diploma must also certify secondary or higher education qualifications under the law of the foreign country.

II. Initiating the recognition procedure:

THE APPLICATION FOR THE RECOGNITION PROCEDURE IS INCLUDED IN THE APPLICANT'S APPLICATION FOR ADMISSION TO CORVINUS IN THE DREAMAPPLY SYSTEM, WITHOUT SUBMITTING A SEPARATE APPLICATION. FURTHERMORE, THE APPLICANT SHOULD NOTE THAT THE CONDITION FOR ENROLMENT IS THAT CORVINUS MUST RECOGNISE THE APPLICANT'S

CERTIFICATE OR DIPLOMA AS AN APPROPRIATE LEVEL IN THE RECOGNITION PROCEDURE.

Proposed deadline for submission:

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 14 AUGUST 2026.**

III. Documents to be submitted for recognition:

ATTENTION! Please do not send any original certificates or diplomas by post!

CORVINUS would like to emphasise that in this brochure we list only those documents which are necessary for the recognition of the foreign certificate or diploma for further education purposes, NOT those which are required for the admission procedure. Applicant will find the latter in the admission application information.

If the Applicant have not previously submitted the required documents, he/she **must upload a colour scanned copy of them to DreamApply** (subject to the exceptions set out in points IV. and V.), as follows:

1. a **simple copy** of an official identity and nationality card:
   a. Hungarian citizens and, in the case of immigrants and settled persons, official identity cards (personal identification cards), passports or driving licences 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 diplomas and certificates[2] , a document which is considered to be an identity document containing personal identification data under the internal 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.

   (PLEASE NOTE! A simple copy is sufficient, no authentication is required.)
2. a simple copy of the original diploma or certificate attesting the qualification or professional qualification to be recognised or, if the diploma or certificate is not available (e.g. lost, destroyed), a simple copy of an equivalent document (e.g. duplicate) issued in place of the original diploma or certificate (ATTENTION! DOCUMENT CERTIFICATE IS NOT ACCEPTABLE!) **(PLEASE NOTE! A simple copy is sufficient, no authentication is required.)**
3. a simple copy of a document issued by the foreign institution (e.g. transcript of records, diploma supplement), which provides credible evidence of the duration

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

[2] Iceland, Liechtenstein, Norway, Switzerland

of the studies and of the successful completion of the requirements for the diploma
(**PLEASE NOTE! A simple copy is sufficient, no authentication is required.)**,

4. if the documents submitted under points 2.-3. are not in Hungarian or English language, the original documents must be submitted with
   a. a certified translation into Hungarian [The certified translation into Hungarian may be made by the National Translation and Translation Certification Office, 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. English translation.

   (**PLEASE NOTE: If a Hungarian or English translation is provided, the copy of the original certificate or diploma is still required to be submitted**.)

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

- provide copies of the diplomas or certificates attesting the studies for the degree to be recognised *(e.g. if the Applicant has applied for recognition of a "Master" degree, he/she may be asked to provide a copy of the diploma attesting the degree of Bachelor),* or
- submit a copy of a document issued by the foreign educational institution that issued the diploma or certificate, which provides information about the institution and the study programme of the studies completed (e.g. degree programme or secondary school studies)
- submit a request form for recognition.

If there is any doubt about the authenticity of the documents submitted by the Applicant or **if the Applicant does not possess the documents necessary** for the recognition or naturalisation of the certificate or diploma and CORVINUS considers that it is not possible or difficult for him/her to obtain them, CORVINUS may send a request to the competent foreign institution, organisation or authority.

IV. <u>Derogation related to secondary education certificates</u>

In the case of a school leaving certificate which has been

- issued in a state that is a member of the European Economic Area[3] **OR**
- issued in a state that recognizes the provisions of the Lisbon Convention as binding on it[4] **OR**

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

[4] a list of countries that recognise the provisions of the Lisbon Convention (i.e. the Convention on the recognition of higher education qualifications in the European Region, signed in Lisbon on 11 April 1997) as binding on them: https://www.coe.int/en/web/conventions/full-list?module=signatures-by-treaty&treatynum=165

- issued in a state that has concluded a bilateral international agreement with Hungary to this effect [5] **OR**
- a foreign secondary school leaving certificate/secondary school diploma issued by foreign and foreign-system secondary educational institutions (and their predecessors) operating in Hungary[6] **OR**
- a school leaving certificate issued by the International Baccalaureate Organization (IBO) or the European Schools (Schola Europaea),

the recognition procedure set out in point III. shall apply, except that:

THERE IS NO NEED TO ATTACH THE FOLLOWING DOCUMENTS:
A simple copy of a document issued by the foreign institution (e.g. transcript of records, diploma supplement) that provides credible evidence of the duration of the studies and the successful completion of the requirements for the degree.

If CORVINUS determines equivalence, it will not issue a separate decision, but will notify the Applicant of the recognition in an electronic message to the e-mail address provided by the Applicant at the time of application or in the DreamApply system. If CORVINUS does not establish equivalence, it will issue a separate decision.

V. Derogation related to higher education diplomas

For diplomas attesting the award of a higher education qualification which

- attests at least a first degree (BA or BSc) in a higher education degree system established on the basis of the Bologna Declaration and issued in a State Party to the European Higher Education Area (EHEA) after its accession to the EHEA (for more information on Member States and the year of their accession to the EHEA, see http://www.ehea.info/page-full_members) **OR**
- was issued in a state that has concluded a bilateral international agreement with Hungary to this effect, in case the agreement covers the degree certified in the diploma,[7]

the recognition procedure set out in point III. shall apply, except that:

THERE IS NO NEED TO ATTACH THE FOLLOWING DOCUMENTS:

[5] Austria, Bulgaria, Czech Republic, Czechoslovakia, Croatia, China, India, Laos, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Syria, Ukraine, Soviet Union, Socialist Federal Republic of Yugoslavia.
[6] Budapest Austrian School - Austrian Upper Secondary School (Österreichische Schule Budapest), Gustave Eiffel French Kindergarten, Primary School and Secondary School (formerly known as: Budapest French Nursery, Primary and Secondary School (Lycée Français Gustave Eiffel de Budapest),Hriszto Botev Bulgarian-Hungarian Primary School and Secondary School, Hungarian Germans General Education Centre (Ungarndeutsches Bildungszentrum), Audi Hungaria School Centre Győr (Audi Hungaria Deutsche Schule Győr), Primary School and Gymnasium of the Embassy of the Russian Federation in Hungary, Austrian-Hungarian European School, Aladár Porpáczy Aladár 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 Gymnasium (Thomas Mann Gymnasium - Deutsche Schule Budapest), Al Wahda Arabic School, International Christian School of Budapest, Britannica International Kindergarten, Primary and Secondary Grammar School, British International School Foundation Kindergarten, Primary and Secondary School, British International School, Budapest), QSI International School of Hungary, SEK Budapest International School, Greater Grace International School, Great(er) Grace International School, American International School of Budapest, American International School of Budapest.
[7]: Russia, Serbia, Ukraine

A simple copy of a document issued by the foreign institution (e.g. transcript of records, diploma supplement) that provides credible evidence of the duration of the studies and the successful completion of the academic requirements for the degree.

If the equivalence is established by CORVINUS, it will not issue a separate decision, but will notify the Applicant about the recognition in an electronic message to the email address provided by the Applicant at the time of application or in DreamApply. If the equivalence is not established by CORVINUS, a separate decision letter will be given.

VI. Supplement of missing documents:

CORVINUS may ask the Applicant to supplement any missing documents within 3-5 working days from observation, if possible, but the legal deadline for the call of completion is 20 days from the start of the recognition procedure.

VII. Acting department:

In the first instance, the Legal and Procurement Services is responsible for the recognition procedure, with the support of the admission team.

VIII. Administrative deadline:

The recognition procedure starts when the documents submitted by the Applicant become available to CORVINUS. From then on, a decision will be taken by the Legal and Procurement Services within 45 calendar days.

If possible, Legal and Procurement Services will send a request for completion to the Applicant within 3-5 working days, but not more than 20 days, if the documents are not submitted or not submitted in accordance with the law or this Brochure.

Pursuant to Act CL of 2016 on the General Public Administrative Procedures, the procedure initiated in respect of the request for recognition of the foreign certificate or diploma of the Applicant is suspended until the Applicant submits the missing certificate or diploma.

If the Applicant duly submits the certificate or diploma, it will be considered as a request to continue the procedure. After a six-month-long suspension, the procedure is terminated.

In order to avoid the termination of the recognition procedure, Legal and Procurement Services considers that the Applicant him/herself requests the suspension of the recognition procedure until the certificate or diploma is provided in complete and due form.

IX. Notification of the recognition decision:

The decision on recognition must be communicated to the Applicant **electronically** (by email to the email address provided during the application or via Neptun or DreamApply), by post or by advertisement or in person (at the time of enrolment by the latest). Where CORVINUS establishes equivalence in the procedure under point

IV. and V., it will not issue a separate decision letter, but will inform the Applicant electronically of the fact of the recognition.

X. Legal remedies:

The first instance decision can be appealed to the Minister responsible for education.

IMPORTANT! Recognition according to the decision taken in the recognition procedure does not make the diploma or certificate recognised for other purposes, so a diploma or certificate recognised for further education cannot be taken into account for employment purposes.

Recognition of a qualification does not constitute or replace recognition of a qualification or a decision by a higher education institution to recognise it, nor does it exempt the Applicant from meeting the legal requirements for practising a profession.

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

Budapest, 24 November 2025

Corvinus University of Budapest
Legal and Procurement Services

For more information please contact: recognition@uni-corvinus.hu