



Republic of Serbia
Qualifications Agency

INSTRUCTIONS
FOR INITIATING THE PROCEDURE FOR THE
RECOGNITION OF FOREIGN HIGHER
EDUCATION DOCUMENTS FOR EMPLOYMENT
PURPOSES – PROFESSIONAL RECOGNITION

Belgrade, 2025.

The **Qualification Agency** (hereinafter: the Agency) was established by the Government of the Republic of Serbia on September 7, 2018, through the adoption of the **Decision on the Establishment of the Qualification Agency** ("Official Gazette of RS", No. 68/2018). The decision was made based on Article 14, paragraph 1 of the **Law on the National Qualifications Framework of the Republic of Serbia** ("Official Gazette of RS", No. 27/18), Article 9 of the **Law on Public Agencies** ("Official Gazette of RS", Nos. 18/05, 81/05 – correction, and 47/18), and Article 43, paragraph 1 of the **Law on the Government** ("Official Gazette of RS", Nos. 55/05, 71/05 – correction, 101/07, 65/08, 16/11, 68/12 – CC, 72/12, 7/14 – CC, 44/14, and 30/18 – other laws). The mentioned decision came into force on the eighth day after its publication in the **Official Gazette of the Republic of Serbia**, i.e., on September 15, 2018..

The procedure for the recognition of foreign school certificates is carried out by the **ENIC/NARIC Center**, as an organizational unit of the Agency, based on Article 34 of the **Law on the National Qualifications Framework of the Republic of Serbia**. To clarify the procedure, the following has been adopted:

INSTRUCTIONS

FOR INITIATING THE PROCEDURE FOR THE RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS FOR EMPLOYMENT PURPOSES – PROFESSIONAL RECOGNITION

This guideline pertains to the procedure for the professional recognition of foreign higher education documents. Professional recognition is carried out following the prior evaluation of the foreign study program, in accordance with the Law on the National Qualifications Framework of the Republic of Serbia and the law governing higher education.

The request for professional recognition must be submitted by the interested party to the Agency exclusively via electronic means through the Agency's portal via eUsluge:



This method allows for quicker and easier submission of the request. You only need to follow the sequence of steps that guide you through the application.

If, however, the interested party is unable to submit the request in this way, they should contact the ENIC/NARIC Center at the phone number: 011/7455-728 on weekdays from 12am to 2pm, or send an email to: agencija@azk.gov.rs in order to receive further clarification and assistance for electronic registration.

Before filling out the request, it is necessary to prepare the required documentation, which should be scanned and attached in PDF format..

Also, for easier identification, it is best to assign the names of the scanned documents according to the title of the document being attached, as indicated in the request.

The complete process for the professional recognition of foreign higher education documents consists of three steps:

- 1. FILLING OUT THE ELECTRONIC REQUEST;**
- 2. SUBMITTING THE REQUIRED DOCUMENTATION ALONG WITH THE FILLED ELECTRONIC REQUEST;**
- 3. SUBMITTING DOCUMENTATION WHEN COLLECTING THE DECISION ON RECOGNITION.**

EXPLANATION:

- The interested party first fills out the electronic request (as mentioned in point 1), and then attaches the scanned documentation.
- If the attached documentation is incomplete, the applicant will be notified of any necessary additions. If the applicant does not supplement the documentation within the given time frame, the application will be rejected.
- Upon completion of the process, the applicant will be contacted to collect the Decision on Recognition.
- When collecting the Decision on Recognition, the applicant comes to the Agency and submits the required documentation.
- The attached documentation is not returned but permanently stored.

1. FILLING OUT THE ELECTRONIC REQUEST

The applicant is accountable for the accuracy of the information in the request through their signature. The recognition process cannot begin if the request is not accurately and fully completed and signed.

NOTE: If you encounter difficulties while filling out the electronic request, contact the ENIC/NARIC Center via email: agencija@azk.gov.rs. It is recommended to submit the application using the Chrome browser and from a computer rather than a mobile phone. If there is any change in the applicant's residence address, first name, or last name during the recognition process, please inform the ENIC/NARIC Center in writing via email: agencija@azk.gov.rs.

2. SUBMITTING THE REQUIRED DOCUMENTATION ALONG WITH THE FILLED ELECTRONIC REQUEST

The following documents must be submitted along with the request (scanned in PDF format):

1. Original diploma

The original diploma or a copy of the original diploma must be certified with an APOSTILLE stamp in the country where the higher education document was obtained. The APOSTILLE certification is not required if the diploma was obtained in countries with which the Republic of Serbia has signed bilateral agreements for mutual exemption from the legalization of public documents/diplomas with an APOSTILLE stamp.

For signatory states of the Hague Convention with which the Republic of Serbia has not signed bilateral agreements for mutual exemption from the legalization of public documents, the original diploma must be certified with an APOSTILLE stamp. You can access the list of Hague Convention signatory states via the following link:

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

For all other countries that are not signatories of the Hague Convention and are not on the

list of countries with which the Republic of Serbia has signed bilateral agreements for mutual exemption from the legalization of public documents, full legalization of public documents is required (in the country where the higher education document was obtained). More about legalization can be found at this link.

<https://www.mfa.gov.rs/gradjani/usluge/overa-dokumenata>

2. The original diploma supplement or transcript of exams

The original diploma supplement or transcript of exams contains the following information: passed exams with grades, official title, and duration of the study program. If it is a doctoral diploma that does not have either a diploma supplement or a transcript of exams, these will not be submitted.

3. Translations of documents listed in points 1 and 2 into Serbian by a certified court interpreter.

It is not necessary to submit translations of foreign higher education documents from the following countries: Bosnia and Herzegovina, the Republic of Croatia, and Montenegro. Instead of translations, scanned copies of the mentioned documents, certified by a public notary, should be attached to the electronic application. If the original diploma is issued in two languages, it does not matter which language is translated.

4. Previously obtained higher education documents (diplomas)

If applicable, submit the diploma and the diploma supplement or transcript of exams in case there is no diploma supplement. If the applicant has previously obtained a higher education document abroad, it is necessary to provide a certified translation of these documents. If the previously obtained foreign higher education document has already been recognized at Universities in the Republic of Serbia or at the Serbian ENIC/NARIC center, submit the Recognition Decision instead of the diploma and diploma supplement or transcript of exams from previous studies.

5. An ID or passport copy

6. A decision from the competent authority or a copy of the marriage certificate

If the applicant has changed their first name and/or surname and there are different surnames in the submitted documentation, it is necessary to submit a decision from the competent authority, a copy of the marriage certificate, or any other document proving that the applicant has changed their first name and/or surname.

7. A short biography in Serbian or English, which must include the educational background. A CV may also be submitted.

8. For the recognition of doctoral studies, it is necessary to submit the doctoral dissertation in its original language in electronic form.

The doctoral dissertation can be submitted by providing a link where it is located or by uploading it in electronic form. An extended abstract of the dissertation (in Serbian or English) must also be submitted in electronic form. When recognizing doctoral studies, a list of published scientific papers and the places where they were published should be provided.

9. Submission of proof of payment for the procedure costs

The proof can be a scanned payment slip or a report of payment via electronic banking.

Certification and translation of documents:

- The translation into Serbian must be performed and certified by an authorized court interpreter in the Republic of Serbia for the foreign language in which the foreign higher education document was issued. Copies of diplomas translated by a court interpreter do not need to be notarized if the court interpreter has certified the copy with their stamp.

The Ministry of Justice of the Republic of Serbia provides a [list of authorized court interpreters on its website](#).

Additionally, you can also consult the Regulation on the [List of Professional, Academic, and Scientific Titles](#).

- Copies of public documents in the Republic of Serbia must be certified by a notary public ([a list of notary offices is available](#)).

3. SUBMISSION OF DOCUMENTATION DURING THE COLLECTION OF THE RECOGNITION DECISION

During the collection of the Recognition Decision, the applicant is required to submit:

- A completed, printed and signed electronic application form,
- The original diploma and diploma supplement or transcript of record for verification (a certified copy is not the same as the original document),

And one of the following:

- 1) In the case where the diploma under the recognition process has been translated into Serbian:**
The translation of the diploma and the diploma supplement or transcript of records, along with a copy of the original document certified by a court interpreter.
- 2) In the case where the diploma under the recognition process is from countries where a translation is not required (Bosnia and Herzegovina, the Republic of Croatia, and Montenegro):**
A copy of the diploma and the diploma supplement or transcript of records, certified by a public notary.
- 3) In the case of a doctoral diploma that does not include a diploma supplement or transcript of records, no additional documents are required.**

Holders of doctoral diplomas must also provide a physical copy of their doctoral dissertation. The dissertation can be submitted in printed format, on a flash drive, or on a CD.

The Agency has a period of 60 (sixty) days from the date of receipt of the request with complete documentation to issue the Decision. If the higher education qualification was obtained from one of the top 500 universities ranked in one of the most recently published international university ranking lists by Shanghai Ranking Consultancy (Shanghai List), US News and World Report Ranking (US News and World Report List), or The Times Higher Education World University Rankings (Times Higher Education List), the Decision on Professional Recognition will be issued within 8 (eight) days from the receipt of the request with complete documentation. Once the Decision is issued, the applicant will be

notified via email. The Decision can be collected within 30 (thirty) days of receiving this notification, on Mondays, Wednesdays, and Fridays, between 10 AM and 2:00 PM.

If the applicant is unable to personally collect the Decision on Recognition and submit the required documentation, they must inform the ENIC/NARIC Center via email at agencija@azk.gov.rs, specifying the individual who will collect the Decision and provide the necessary documents.

If the applicant wishes to submit requests for different levels of study, they must complete a separate application for each level, provide separate documentation, and pay a separate fee for each process. The Qualification Agency's Decision on Recognition of the Higher Education Document will specifically state each level of higher education previously completed. Therefore, it is not mandatory to submit an application for the recognition of previously completed levels of study unless the applicant insists on the individual recognition of each higher education diploma they have obtained.

Note: The Decision issued by the Qualification Agency holds the status of a public document and is final in the administrative procedure. For this reason, after obtaining the Decision, we recommend making copies of it, having those copies certified by a public notary, and submitting the certified copies to your employer while keeping the original document in your possession.

In Belgrade,

14th of January 2025



Директор

Агенције за квалификације

проф. др Часлав Митровић



REPUBLIC OF SERBIA
Qualifications Agency

Notification
for the payment of the fee
for the recognition of foreign school documents
in EUR currency

- Article 4 of the Rulebook on the amount of fees for public services provided by the Qualifications Agency stipulates that the Agency may collect fees in foreign currency EUR (for payments from abroad).
- Since the amount of the fee for all levels of education is expressed in RSD currency, if the party pays it in a foreign currency EUR it is foreseen that the calculation will be made using the middle exchange rate of the National Bank of Serbia (NBS) on the day of payment.

IMPORTANT NOTICE:

- **A candidate who gives an order to the bank to pay the fee in a foreign currency EUR must first convert the amount of the fee in RSD currency to EUR currency by applying the middle dinar exchange rate on the day of payment according to the exchange rate list of the National Bank of Serbia.**
- The link to access the exchange rate list of the National Bank of Serbia is:
https://www.nbs.rs/sr_RS/finansijsko_trziste/medjubankarsko-devizno-trziste/kursna-lista/zvanicni-srednji-kurs-dinara/index.html

Regarding the transfer of money in the name of the fee for the recognition of a foreign school document in international payment transactions using SWIFT technology:

The applicant (principal) who pays the fee in EUR currency with the foreign code accepts all costs that may arise during the payment transaction with foreign countries (the commission of his bank, the bank of the correspondent and the commission of the bank receiving the funds).

When completing the remittance via SWIFT, the applicant (principal) is obliged to enter the OUR designation. In that case, the funds paid in the name of the fee will be additionally increased by the amount charged by the bank in the name of the mentioned costs. The applicant (principal) is informed about the amount of commission costs in payment transactions with foreign countries in his bank.

If the applicant (principal) remits funds to the bank in the amount of the calculated fee, and the bank charges a commission or some other expenses from those funds, it will be considered that the applicant for the recognition of a foreign school document has not paid the fee in the prescribed amount.



РЕПУБЛИКА СРБИЈА
МИНИСТАРСТВО ФИНАНСИЈА
УПРАВА ЗА ТРЕЗОР
Филијала СТАРИ ГРАД

07.03.2024
14:20:58

PAYMENT INSTRUCTIONS
SWIFT MESSAGE MT103-EUR

FIELD 32A:	VALUE DATE-EUR-AMOUNT
FIELD 50K:	ORDERING CUSTOMER
FIELD 56A: (INTERMEDIARY)	DEUTDEFFXXX DEUTSCHE BANK AG., F/M TAUNUSANLAGE 12 GERMANY
FIELD 57A: (ACC.WITH BANK)	NBSRRSBGXXX NARODNA BANKA SRBIJE(NATIONAL BANK OF SERBIA-NBS) BEOGRAD,KRALJA PETRA 12 SERBIA
FIELD 59: (BENEFICIARY)	/RS35840000000051879414 QUALIFICATION AGENCY Majke Jevrosime br.51 BEOGRAD SERBIA
FIELD 70:	DETAILS OF PAYMENT

Instructions for Submitting a Request for the Recognition of a Foreign Higher Education Diploma to the Qualifications Agency

Dear user,

Please carefully read the instructions at the beginning to avoid any uncertainties regarding how to fill out the form and the type of information you need to provide to the Qualifications Agency so that we can process your request. Incorrectly filled forms may be rejected by the Qualifications Agency as incomplete, in which case you will need to submit your request again. The ENIC-NARIC Center, as an organizational unit of the Qualifications Agency, processes the requests.

Please note that you should not submit a request if your foreign higher education diploma recognition process has already been rejected by the Qualifications Agency.

The Qualifications Agency of the Republic of Serbia is required to use the Serbian language and Cyrillic script in its daily operations. However, to facilitate the submission of requests for users, this form is in Latin script. Please ensure that when filling out fields that require data in Serbian, you use Serbian Latin letters: **č, ć, đ, š i ž**.

When you begin filling out the form, you will notice that most fields are marked with a red asterisk. These are mandatory fields that must be filled in manually or an option must be selected from a dropdown menu:

The image shows two form fields side-by-side. The first field is labeled 'Name (in the original language) *' and contains a text input box with the placeholder text 'Name (in the original language)'. The second field is labeled 'Nationality *' and contains a dropdown menu. The dropdown menu is open, showing a list of countries starting with 'Afghanistan' and ending with 'Barbados'. The top of the dropdown menu has a blue bar with the text 'Choose a nationality'.

In the field designated for text input, enter letters using the keyboard. For selecting an option from the dropdown menu, click the arrow at the end of the field. When the options appear, select the appropriate one by clicking with the mouse.

On the first page of the form, you need to enter basic information about yourself – first name, last name, address, etc. Fields marked with the label (in the original language) should be filled out using your native language and script. For example, the name field would contain: John,

Jacques, Dietmar, Николай, etc. Fields marked with the label (in Serbian) should be filled out using transcription: Džon, Žak, Ditmar, Nikolaj, etc. You may use all the scripts and languages of the world. If your name is in Serbian, enter the required data in Serbian using the Latin script. In the address fields, enter the address where you would like the Center to send the decision once the process is completed. Please ensure that you provide accurate information in the email and phone number fields so that the Center staff can contact you during the process if necessary. In the 'Number' field, you can enter 'bb' if the building does not have a house number. After filling in all the information, click the 'Next page' button to continue with the application process.

On the second page of the form, you need to enter information about the institution/university and faculty that you attended and that issued your higher education diploma. In the field 'Name of the institution/university,' enter the name of the university (institute, academy, etc.) where you studied. In the 'Name of the faculty' field, enter the name of the faculty you attended. If the faculty does not exist, enter the department, division, etc. – for example, 'Name of institution/university: Technical University of Munich, Name of faculty: Department of Aeronautical Engineering.' Fields marked with the label (in the original language) should be filled in exactly as they appear on your diploma or other document for which you are seeking recognition. It is very important to specify whether you attended studies at the main institution or a branch, so please make sure to enter the correct details. Finally, you need to enter the address of the university, faculty, academy, etc. Once all information is entered, click on the 'Next page' button to continue with the application process.

On the third page of the form, you need to enter information about the program (discipline) that was the subject of your studies. In the field marked (in the original language), enter the name of the program, specialization, or discipline exactly as it appears on your document. The same applies to the field 'Earner Title/Degree' (in the original language). You will also be required to enter the duration of the program in years and semesters, as well as the number of acquired ECTS credits. If the program you attended does not have a specified duration, you can enter zero (0) in the duration fields. The same applies to the 'Number of credits' field if you studied under an old program. In this case, you should fill in the 'Duration of the program' with accurate information. Once all the information is entered, click the 'Next page' button to continue filling out the application.

On the fourth page of the form, you need to enter your previous educational background, meaning the school or university you attended before enrolling in the program for which you are requesting recognition. Here, you can enter all the schools or universities you completed before applying for recognition. If necessary, click the 'Add' button to open an additional form. If you open multiple forms, you must fill in the data in them for the form to allow you to save the information. If you mistakenly clicked the 'Add' button, you can remove the form by clicking the 'X' in the upper-right corner of the data entry form. Once you finish entering data about your previous diplomas, you need to upload all necessary documentation for processing the request in electronic form. You will be timely notified by the Agency for Qualifications about the further steps regarding your request.

At the end, you must confirm that you have not been rejected in a previous procedure for recognizing a foreign higher education qualification by clicking the checkbox in the lower-left corner of the form. Once all the information is completed, click the 'End' button to submit the application to the Agency for Qualifications.

This guide can also be accessed during the form completion by clicking the link in the upper-right corner of the form.

ERASMUS+ PROJECT 2023-1-RS01-KA220-HED-000156660

EPIR | E-Procedure of Institutional Recognition of Foreign Higher Education Documents

WP2- Activity 3 - Creation, revision, and adoption of new or updated regulations by competent bodies at each partner

Report on Completed Activities

Introduction

This report summarizes the completed activities carried out by the Qualifications Agency local team as part of **Activity 3 (WP2)**, which focuses on the **creation, revision, and adoption of new and updated regulations** supporting the digital transformation of the recognition procedure. The activities were implemented through a series of meetings held on **June 9, September 25, and October 3, 2025**, culminating in the successful completion of all planned outputs.

1. Formation and Organization of the Local Team

- A multidisciplinary local team was formally established, consisting of legal, IT, and policy experts from the Qualifications Agency.
- A preliminary action plan and meeting schedule were drafted, envisioning **five official meetings** throughout 2025 to ensure structured implementation.

2. Development of Work Plan and Implementation Framework

- A **comprehensive work plan** was finalized, including milestones, deliverables, and internal timelines.
- The team confirmed the sequence of implementation activities for Activity 3.
- Responsibilities were divided across legal, IT, and policy areas to ensure efficient task execution.
- A monitoring mechanism was established, requiring each member to provide updates at subsequent meetings, while the Director's Cabinet serves as the coordination point.

3. Drafting of Technical and Legal Documents

Drafting activities focused on creating the regulatory basis for digital recognition procedures. Key documents drafted include:

EPIR project partners:



UNIVERSITY
OF NOVI SAD



UNIVERSITÀ
POLITECNICA
DELLE MARCHE



ROMANIA
1 DECEMBRIE 1918
UNIVERSITY OF ALBA IULIA



50 years of
University
of Split



REPUBLIC OF SERBIA
Qualifications Agency

- **Guidelines for online application processing and digital document verification**
- **Legal instructions on the use and recognition of digital and blockchain-based credentials**
- **Compliance checklists** aligned with the Lisbon Recognition Convention and the EAR Manual
- **Technical guidelines** to support the integration of digital tools within HEIs and partner institutions
- Initial concept for **chatbot implementation** to enhance applicant support

These drafts were refined through internal feedback loops and set for review in later meetings.

4. Technical Discussions on Digital Integration

The team conducted a structured discussion on the integration of digital tools, including:

- Assessment of infrastructure capacity to support a chatbot
- Protocols for integration with the existing digital portal
- Data protection considerations and GDPR alignment

The technical feasibility analysis will form part of the long-term digital transformation strategy.

5. Preparation of Internal Instructions

The team finalized **internal instructions** to guide the implementation of new and updated regulations. These include:

- Standard Operating Procedures (SOPs) for online processing
- Protocols for secure data handling
- Operational workflows enabling the integration of chatbot functionalities
- Unified guidelines to ensure consistent practice across all partner institutions

These internal instructions complement the technical and legal documents and ensure operational readiness.

6. Harmonization With National and European Standards

All drafted documents and internal instructions were reviewed for alignment with:

- National legislation
- The Lisbon Recognition Convention
- The EAR Manual

The harmonization confirms that the outputs meet both national and European regulatory requirements.

7. Finalization and Completion of Deliverables

The October meeting concluded that **Activity 3 is fully completed**. Deliverables prepared include:

- Updated and newly created regulations
- Technical guidelines
- Legal instructions
- Internal instructions supporting digital implementation

These deliverables are ready for submission to competent bodies and serve as a foundation for the digital transformation of recognition procedures across partner institutions.

Conclusion

Through systematic planning, cross-sector collaboration, and iterative refinement, the local team successfully completed all tasks under **Activity 3 (WP2)**. The outcomes provide a comprehensive regulatory and operational framework enabling the transition toward a modern, digital, efficient recognition system aligned with European standards.