

Instructions for applicants filing an application for the recognition of a foreign professional qualification in line with the general system of recognition

The documents (evidence) enclosed with the application must be originals or certified copies, or, if necessary, certified translations of the documents into the Croatian language.

Notes:

- The translation into the Croatian language is made by a court interpreter for the foreign language of the foreign professional qualification;
- The copies of the official documents in the Republic of Croatia are **certified by a notary public**;
- The copies of the official documents **can also be certified abroad**;
- If the application form is not complete, the applicant will be informed in writing about the necessary supplemental documents and about the period within which he is required to do so;
- If the applicant wishes to have the original and / or the certified copy of the document returned to him / her after processing the application, he / she must also enclose one copy of the non-certified copy of each attached document with the application.

The following documents must be enclosed with the application:

- 1) **Evidence of nationality** – certificate of citizenship or other document proving citizenship or copy of a passport – copy and non-certified translation into Croatian.
- 2) **Evidence of previously completed education** – certificate of high school graduation – copy and non-certified translation into Croatian.
- 3) **Evidence of formal qualification or other evidence of completed formal education** – diploma of a foreign higher education institution or other public document issued by a competent educational institution – certified copy and certified translation into Croatian.
- 4) **Evidence of professional qualification** – a public document confirming the completion of a program of at least four years of post-secondary education or equivalent duration, which may be expressed occasionally, which may be expressed by ECTS credits obtained at a higher education institution and including, where applicable, vocational training as compulsory part of that program – copy and non-certified translation into Croatian.
- 5) **Diploma supplement or Complete curriculum** – copy and non-certified translation into Croatian.
- 6) **Evidence of professional training** – certificate of completed postgraduation study or professional training – copy and non-certified translation into Croatian.
- 7) **Evidence of professional experience** (when applicable) – employer's certificate or the copy of employment record card or anything like that – certified copy and certified translation into Croatian.
- 8) **Certificate of knowledge and skills** – certificate of acquiring knowledge and skills within the relevant professional qualification – certified copy and certified translation into Croatian.
- 9) **Other documents:**

- Evidence of membership in foreign medical biochemists chamber
- Certificate of marriage or a decision issued by a competent institution for the applicants that have changed their name and/or surname
- opinion of the Agency for Science and Higher Education of the Republic of Croatia on foreign higher education qualification obtained at a foreign higher education institution, if available to the applicant
- for applicants residing abroad: power of attorney, certified by a notary public, on the appointment of a representative for the service of documents or for representation in the Republic of Croatia for the applicants having residence abroad (in line with Article 37 of the General Administrative Procedure Act – Official Gazette no. 47/09).

10) Evidence of the payment of the costs of the procedure for the recognition of foreign professional qualifications to the amount of 1,000.00 HRK – copy of the proof of payment (*see instructions for the payment of the costs of the procedure*)