Instructions on the recognition of higher education obtained in a foreign state for access to professional activities

|  |  |
| --- | --- |
| Stage 1.  Verification of the completeness of the submitted higher education documents | Higher education document + translation (the signature of the person who made the translation must be indicated. The translation must be as accurate as possible)  Passport + translation  Document confirming legalization (if required) |
| Stage 2.  Verification of the need for legalization  According to the legislation of the Russian Federation, documents issued in another state can be used (accepted by the Russian authorities and organizations) only if they are legalized.  Can be of three types:  On the website of the NIC (National Information Centre FGBU “Glavexpertcenter”): <https://nic.gov.ru> – in the section “Legalization” you can find the list of all countries and related type of legalization. | **1. Consular legalization**.  It has 2 stages:  1.notarization of the document (depending on the requirements of the legislation of the country of issue: as a rule, the original, in some countries - a copy) ***by the competent authorities of foreign affairs (MFA***) of the country of issue of the document - appropriate stamps and seals are affixed with indication of the position and signature of the certifying person;  2. notarization by the ***consular services of the Russian Federation (consulate or representative office of the Russian Federation)*** in the country of issue of the document - appropriate stamps and seals are affixed with indication of the position and signature of the certifying person. |
| **2. "Apostille" - a simplified procedure for legalization.**  A.Issued on the original document or on a separate paper attached to the document, and may be written in the official language of the issuing authority;  B. affixing of the stamp "Apostille" is carried out by ***competent authorized institutions***  Affixing of the stamp "Apostille" on official documents emanating from institutions and organizations of the countries participating in the ***Hague Convention of 1961 Abolishing the Requirement for Consular Legalization of Foreign Public Documents***:  A. is affixed by the authorities of the country of issue of the document (State Secretary, Department of Education, Ministry of Education, educational institutions, etc.). |
| 3. **Abolition of the legalization requirement**. Documents issued in treaty countries of multilateral or bilateral agreements that abolish the documents legalization requirement are accepted without legalization |
| Stage 3.  Verification of the fact that higher education documents are subject of international treaties or the fact of being included in the list prescribed by the Government of the Russian Federation  On the NIC website there are all current international treaties and the List of educational organizations of the Government in the section Documents/Regulatory acts of international law/International treaties on the mutual recognition of qualifications concerning higher education, academic degrees and academic titles. | 1. Please check if there is an international agreement between country of issue of the document and Russia on the recognition of qualifications concerning higher education; date it is valid from; rights it provides.  2. Decree of the Government of the Russian Federation dated April 20, 2019, N 798-r "On approval of the list of foreign educational organizations that issue documents of higher education and (or) qualifications recognized in the Russian Federation" – please check if the educational institution issued your higher education document is in the List. |
| Stage 4  Issuance of express analysis | Express-analysis is issued for each submitted higher education document.  The report can have two wording:  - it is recommended to recognize qualifications concerning higher education (level of education) obtained in (country of education) as equivalent to higher education (level of education and field of study) obtained in the Russian Federation for granting professional rights. If necessary, the requirement of legalization is indicated  - it is recommended to send documents for examination to an external expert for recognition concerning qualifications of higher education and granting of professional rights; If necessary, the requirement of legalization is indicated |
| Stage 5.  Preparation of documents for submission to the Expert Commission for foreign education recognition | The following package of documents has to be prepared:  1. Summary table according to the established form  2. Copies of confirming documents (for each foreigner - a separate file): express-analysis or report of the NIC, passport and passport translation, diploma and diploma translation, legalization or service note with the rector's resolution (signature) on its abolition or delay of its submission  3. Copies of commission resolutions  4. Draft protocol of the commission session |
| Stage 6  Work with the resolutions of the expert commission | 1. Originals of the resolutions are submitted to the HR Department for keeping in the foreign employee’s personal file  2. Scans of resolutions are placed in the network folder icc/Protocols\_EC\_education  3. Copies of resolutions are kept as an annex to the protocol |