



МІЖНАРОДНИЙ ЄВРОПЕЙСЬКИЙ УНІВЕРСИТЕТ

PROCEDURE

for recognition of academic qualifications awarded by foreign higher education institutions

Approved by the Academic Council of the
International European University
“03” April 2025 (Minutes No. 7)

Chair of the Academic Council
of the International European University



Oleh PADALKA
“03” April 2025

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<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

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1. GENERAL PROVISIONS

1.1. This Procedure establishes the process of recognition at the International European University (hereinafter – the University) of documents containing information about the holder’s acquisition of a specific educational or educational-professional degree, professional specialization, or professional retraining, as well as about completed study periods in foreign higher education institutions (hereinafter – Documents).

1.2. This Procedure has been developed in accordance with the Constitution of Ukraine; the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon, 11 April 1997), effective in Ukraine since 3 December 1999; the Convention on the Recognition of Studies, Diplomas and Degrees concerning Higher Education in the States belonging to the Europe Region (Paris, 21 December 1979), effective in Ukraine since 11 January 1982; the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (The Hague, 5 October 1961), to which Ukraine acceded on 10 January 2002; bilateral international agreements on mutual recognition and equivalence of education documents and academic titles; the Law of Ukraine “On Education”; the Law of Ukraine “On Higher Education”; Order of the Ministry of Education and Science of Ukraine “Certain Issues of Recognition in Ukraine of Foreign Education Documents” dated 05.05.2015 No. 504, and other applicable regulatory legal acts of Ukraine, as well as the University Statute.

1.3. Terms used in this Procedure shall have the following meanings:

- ***academic rights*** – the right of the Document holder to continue studies, as granted in the country of origin of the Document;
- ***substantial difference*** – a difference where a foreign qualification significantly differs in terms of requirements applied to content, purpose, scope, quality, and learning outcomes, compared to the corresponding requirements for secondary or higher education qualifications established in Ukraine;
- ***qualification*** – the official result of assessment and certification awarded when an educational institution determines that an individual has acquired competencies (learning outcomes) in accordance with higher education standards, confirmed by the relevant education document (diploma or certificate);
- ***educational institution*** – an institution of another country that awards higher education degrees and issues documents on education and study periods;
- ***authentication*** – the process through which a competent authority verifies the authenticity of documents to confirm that they are valid (not forged or altered);

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- ***study period*** – any part of a higher education programme that is assessed and officially documented, which, although not constituting the completion of a complete programme, represents a significant acquisition of knowledge or skills;
- ***higher education programme*** – a course of study recognized by the University as part of the higher education system of another country, upon completion of which a relevant higher education degree is awarded (hereinafter – Programme);
- ***recognition procedure*** – the formal confirmation by the University of the quality of a foreign educational qualification for access to further study and/or professional activity;
- ***professional rights*** – the right of the holder of a foreign education document to engage in professional activity, as granted in the country of origin of the Document.

1.4. A decision of the Academic Council of the University on recognition confirms the right of the Document holder to admission for study and/or employment as a research or academic staff member at the University, based on which a Certificate of Recognition of a Foreign Qualification (hereinafter – Certificate) is issued.

1.5. The timeframe for issuing the Certificate of Recognition of a Document to the Applicant shall not exceed 45 calendar days from the date of receipt of all documents and information necessary for the recognition procedure.

1.6. For the implementation of the recognition procedure, the University establishes a Commission for the Recognition of Foreign Education Documents (hereinafter – the Commission), which operates based on its regulations.

1.7. Documents not requiring recognition:

Recognition is not required for documents issued in countries with which Ukraine has concluded intergovernmental agreements, namely:

- documents issued in the Republic of Azerbaijan before 01 January 1992, pursuant to Article 3 of the Agreement between the Ministry of Education of Ukraine and the Ministry of Education of the Republic of Azerbaijan on Cooperation in the Field of Education dated 24 March 1997;
- documents issued in the Republic of Kazakhstan before 01 January 1992, pursuant to Article 3 of the Agreement between the Ministry of Education of Ukraine and the Ministry of Education of the Republic of Kazakhstan on Cooperation in the Field of Education dated 21 September 1995;
- documents issued in the Republic of Tajikistan before 01 January 1992, pursuant to Article 3 of the Agreement between the Ministry of Education and Science of Ukraine and the Ministry of Education of the Republic of Tajikistan on Cooperation in the Field of Education dated 09 April 2003;
- documents issued in Turkmenistan before 01 January 1993, pursuant to Article 3 of the Agreement between the Ministry of Education of Ukraine and the

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Ministry of Education of Turkmenistan on Cooperation in the Field of Education dated 28 January 1998.

If necessary, the holder of such documents may apply to the National Information Centre for Academic Mobility – ENIC Ukraine – to obtain a relevant certificate. Where verification of the document, determination of the educational or educational-professional degree within the current education system of Ukraine, etc., is required, the recognition procedure may be carried out upon request of the holder or their authorized representative.

1.8. Information on the recognition procedure shall be published on the University’s website.

1.9. In cases where documents concern not only qualifications but also the outcomes of individual periods, modules, or non-formal/informal education, the University’s *Policy on Recognition of Prior Learning* shall apply.

2. BASIC PRINCIPLES OF RECOGNITION

2.1. The University recognizes foreign educational qualifications in accordance with the provisions of the Lisbon Convention on the Recognition of Qualifications concerning Higher Education in the European Region.

The presumption of recognition applies in all cases: qualifications are recognized unless the University has demonstrated the existence of substantial differences between the acquired competencies and the corresponding learning outcomes of the educational programme. The university recognizes study times from other institutions unless it can provide evidence of substantial differences between the competencies to be recognized and the parts of the study programme that they are supposed to replace.

Refusal of recognition is possible only if substantial differences are documented. Such a decision must be transparent, well-reasoned, and communicated to the applicant in writing.

2.2. Necessity of evaluation. Consideration and academic recognition of foreign education documents are mandatory conditions for participation in the competitive admission process to the International European University.

2.3. Priority of fairness. Every holder of a foreign qualification has the right to recognition of their learning outcomes, unless substantial discrepancies in the content or outcomes of the educational programmes are proven. An official written justification must accompany any refusal of recognition.

2.4. Connection with future studies. During the evaluation, account is taken of the specific programme and educational level to which the applicant intends to apply, as well as whether a complete package of documents defined by the admission rules has been submitted.

2.5. Equivalence of levels. A foreign education document may be recognized as equivalent to a Ukrainian document for complete general secondary education or

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higher education of the relevant level, provided there are no substantial differences in educational standards.

2.6. Individual consideration. Each qualification is analyzed individually, using international information resources, recommendations from ENIC/NARIC centers, and the precedent of previous decisions, which ensures consistency and transparency in the procedure.

2.7. Conditional admission. Even if a foreign qualification is recognized as equivalent to a Ukrainian one, this does not guarantee automatic enrolment. Admission takes place in accordance with the general rules and competitive requirements of the University

3. PROCEDURE FOR SUBMITTING DOCUMENTS FOR THE RECOGNITION PROCESS

3.1. The recognition procedure is carried out based on an application submitted to the Commission. The applicant may be the holder of the Document or another person representing their interests in matters related to the recognition procedure; in the case of minors, the applicant may be their legal representatives (hereinafter referred to as the Applicant).

The application must be completed in Ukrainian, clearly and legibly, without corrections, and signed by the Applicant. The application form for the recognition procedure is attached (Annex No. 1).

3.2. Applicant shall submit to the Commission the following documents:

1. Application;
2. A copy of the original Document, certified in accordance with the procedure established by law, with a notarized written translation into Ukrainian (the original Document may be required for verification, if necessary);
3. A certified copy of the original supplement to the Document and/or other documents containing information on the content of the study programme, with a notarized written translation into Ukrainian.

The documents referred to in subparagraphs 1 and 2 of this point must be authenticated in the country of origin in a manner officially used in that country (for countries that are parties to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (The Hague, 1961) – by affixing the “Apostille” stamp).

Documents issued in countries with which Ukraine has bilateral or multilateral agreements containing provisions on recognition of documents without additional authentication do not require mandatory “Apostille” certification. However, affixing an “Apostille” stamp is recommended to expedite the recognition procedure. If a Document has not been authenticated in the country of issue in an officially

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recognized manner, or if the authentication does not confirm its validity, the Commission shall take measures to verify the authenticity of such a Document.

3. Copies of documents concerning previous education (secondary, vocational, or higher), if such education was obtained (if applicable).
4. Copies of documents verifying the identity of the Applicant and the holder, if the holder is not the Applicant (with translations into Ukrainian, if necessary).
5. A copy of the document confirming a change of surname of the holder of the foreign education document (if applicable).
6. A declaration (consent) for the verification of personal data, signed by the holder of the Document. The declaration shall be completed in English (Annex No. 2).
7. A declaration (consent) for the processing of personal data in accordance with the Law of Ukraine “On Personal Data Protection” (Annex No. 3). The upper part of this declaration is to be completed and signed by the holder of the Document, and the lower part by the Applicant. If the Applicant is the holder of the Document, only the upper part of the declaration is to be completed.
8. A document confirming payment for the recognition service or a copy of a document confirming the right to exemption from payment.
9. A certified document confirming the Applicant’s authority, if the application is submitted by a person representing the interests of the Document holder.

3.3. The Applicant may also provide other documents confirming the education and/or qualification of the holder, documents granting access to professional activity, or evidence of practical experience (with translation into Ukrainian, if necessary).

3.4. The Applicant may submit the documents specified in subparagraphs 1–9 of this section to the Commission in electronic form.

The Commission has the right, if necessary, to verify the correspondence of digital images with the originals and/or certified copies with translations of the documents specified in subparagraphs 1–5 of section 3.2 of this Procedure.

3.5. The Secretary of the Commission maintains a register of applications for the recognition procedure and simultaneously prepares an inventory of the documents submitted together with the application.

3.6. If the documents provided by the Applicant are incomplete and/or incorrectly executed, the Commission may return the documents within 10 working days from the date of registration of the application, notifying the Applicant of the deficiencies that must be corrected

4. RECOGNITION PROCEDURE

4.1. The procedure for recognition of a Document (qualification) for the purpose of continuing education shall be carried out by the Commission before the end of the first month of study of the Document holder, based on official documents issued by authorized, competent, and accredited bodies.

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4.2. The procedure for recognition of a Document consists of:

1. verification of the authenticity of the Document and its supplement;
2. confirmation of the status of the educational institution and/or Programme based on which the Document was issued;
3. Evaluation of the qualification or period of study indicated in the Document, and establishment of equivalence to an educational or educational-professional degree in Ukraine, as well as academic and/or professional rights.

4.3. Verification of authenticity shall be carried out by one of the following methods:

1. verification of the presence of the “Apostille” stamp, if in the country of origin of the Document it confirms the authenticity of the document, and verification of the apostille details in the relevant register, if available;
2. verification in the register of education documents, if such a register has been introduced by the country of origin of the Document or the educational institution that issued it;
3. sending a request for additional information on the authenticity of the submitted documents to the relevant official bodies and/or educational institutions of other states.

Suppose the country of origin of the Document has an officially approved standard for the issuance of education documents. In that case, the submitted Document shall be analysed for compliance with such a standard.

4.4. Verification of the status of the educational institution and/or Programme based on which the Document was issued shall be carried out to confirm the official recognition (accreditation, etc.) of the academic institution and/or Programme in the education system of the state in which the institution operates.

If a branch of an educational institution issues the Document (or its supplement), official recognition of this branch in the state's education system, in which the branch carries out educational activities, must be confirmed, if the state's legislation so stipulates.

Verification of the status of the educational institution and/or Programme shall be carried out by one of the following methods:

1. verification in national official sources: registers of accreditation/quality assurance bodies, ministries of education, associations of accreditation/quality assurance agencies, official national publications on the education system;
2. verification in international official sources (websites of recognized international organizations, websites of diploma evaluation networks);
3. sending a request to the relevant authorized bodies and/or educational institutions of other states regarding the status of the academic institution and the Programme.

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4.5. Evaluation of the qualification and establishment of equivalence shall be carried out by one of the following methods:

1. for Documents issued in countries with which Ukraine has concluded international agreements regulating the recognition and equivalence of education documents, based on the provisions of the relevant international agreement;
2. for Documents issued in other countries, or if an international agreement between Ukraine and the country of origin of the Document does not define the equivalence of educational or educational-professional degrees awarded in the states parties to the agreement – the establishment of equivalence of the qualification indicated in the Document to the relevant academic or educational-professional degree of higher education in Ukraine shall be carried out through a comparative analysis of the content of the study programme (curriculum) based on which the document was issued, with the content of the programme (curriculum) of the corresponding or related field (specialty) in Ukraine (hereinafter – Comparative Analysis);
3. if the content of the study programme under which the Document was issued is similar to the programme of another holder whose qualification has already been recognized by the competent authority, the establishment of the corresponding educational or educational-professional degree of higher education that may be identified shall be carried out based on Comparative Analysis of the analogous study programme, the qualification of which was previously recognized.
4. The university recognizes study times from other institutions unless it can provide evidence of substantial differences between the competencies to be recognized and the parts of the study programme that they are supposed to replace.

4.6. If the Document submitted for recognition falls under the scope of an international agreement, the evaluation of the qualification and establishment of equivalence includes verification of the compliance of the submitted education document with the requirements set out in the relevant international agreement.

The existence of an international agreement between Ukraine and the state whose educational institution issued the Document does not cancel the need to obtain an official decision of the competent authority on the recognition of the Document.

4.7. The Comparative Analysis must take into account:

- the degree awarded by the Document and its place in the national education system at the date of issuance of the Document;
- comparison of the qualification being evaluated with an analogous qualification awarded in Ukraine. The content, purpose, scope, quality of education, and requirements for achieving the qualification shall be compared with the specific requirements established by the University.

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- whether there are substantial differences between the applicant’s qualification and the qualification awarded in Ukraine, taking into account the purpose of the evaluation. Substantial differences shall be determined for each foreign qualification on an individual basis.
- the content and scope of the Programme (expected learning outcomes of the academic programme, the number of credits or academic hours in professionally required disciplines, or other criteria);
- the quality of the Programme or educational institution that awarded the qualification;
- the profile of the Programme or educational institution that awarded the qualification;
- the academic and/or professional rights granted by the Document.

4.8. The Commission determines the extent of differences in academic programmes in Ukraine and in the country of origin of the Document, sufficient for:

1. adopting a decision on recognition;
2. adopting a decision on recognition after the Document holder has eliminated the differences;
3. Identifying substantial differences in content and/or scope of the academic programmes, which make it impossible to adopt a decision on recognition.

4.9. If the Comparative Analysis identifies differences in the academic programmes in Ukraine and in the country of origin of the Document in terms of content and scope, without elimination of which recognition of the holder’s qualification is impossible, the holder may be required to undertake additional studies and/or competence testing.

4.10. Additional studies, competence testing, internships, defence of course papers, theses or projects, interviews, or preparatory courses to compensate for differences in academic programmes for recognition of the Document in Ukraine shall be undertaken by the holders of the documents at the University under the relevant Programmes.

4.11. The data obtained during verification of authenticity, confirmation of the status of the educational institution and/or Programme, evaluation of the qualification and establishment of equivalence constitute the basis for the Academic Council of the University to adopt a decision, which the Commission shall formalize as a conclusion on the results of the recognition procedure of education documents issued by educational institutions of other states (hereinafter – Conclusion).

4.12. If necessary, the Commission may contact the National Information Centre for Academic Mobility for recommendations on the recognition procedure, namely:

- providing clarifications, consultations, and recommendations on the recognition of Documents;

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- carrying out verification of the authenticity of Documents;
- confirming the status of the educational institution and/or Programme;
- establishing the equivalence of qualifications awarded under the Documents;
- determining the equivalence of academic and/or professional rights.

The recommendations of the National Information Centre for Academic Mobility shall be issued in the form of an official conclusion.

5. DECISION-MAKING

5.1. Academic qualifications shall be recognized by the Academic Council of the University if there is no substantial difference between the foreign qualification for which the Applicant seeks recognition and the corresponding qualification in Ukraine, except in cases specified in paragraph 5.2 of this Section.

The Academic Council of the University, based on the Conclusion, shall adopt one of the following decisions, which is formalized in accordance with the procedure established by law:

- on the recognition of the Document, based on which the Applicant shall be issued a Certificate.

If additional conditions (such as further studies, competence testing, or other actions that, if not met, would render it impossible to continue education or employment in the specialty in Ukraine) are identified for the recognition of the qualification of the holder of the educational documents, the Applicant shall be notified accordingly.

In such cases, the University may verify the applicant's knowledge and abilities or apply additional requirements. The form, duration, and content of the verification of knowledge and skills, as well as extra classes, depend on the educational programme and cycle of study. The deadlines for the procedure of recognizing documents in such cases shall be extended until positive test results are obtained.

- on refusal to recognize the submitted Document, about which the Applicant shall be sent an appropriate notification indicating the grounds for such a decision, as well as information regarding the procedure for appealing such a decision.

If the applicant's qualification does not correspond to the desired educational programme, the applicant shall be offered, if available, alternative options at the University that correspond to their qualification.

Suppose it is established that the applicant's qualification belongs to the system of non-formal education and/or knowledge and skills acquired through non-formal education. In that case, the transfer of educational modules may be carried out in accordance with the Policy on the Recognition of Prior Learning. The Applicant shall be informed about this possibility by e-mail.

5.2. A decision to refuse recognition of the submitted Document shall be made if:

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1. The documents were issued by educational institutions that are not officially recognized in the education system of the state in which they operate.
2. The documents were issued by branches of educational institutions, if such branches are not officially recognized in the education system of the state in which these branches carry out academic activities, or if the legislation of the foreign country provides for this.
3. The documents do not contain information on the acquisition by their holder of a higher education degree, professional specialization, or professional retraining, as well as periods of study that grant academic and/or professional rights (continuation of studies and/or employment in the specialty);
4. An educational institution of another state unlawfully issued the documents.
5. The documents are not authentic.
6. The documents were issued as a result of studies lasting less than one academic year;
7. The documents were issued as a result of studies during which the total accumulated number of study credits was less than 30 ECTS credits (or their equivalent in academic hours);
8. The documents do not comply with the officially approved standard of education documents, if such a standard has been adopted in the state in which the educational institution operates.
9. The documents were issued as a result of a Programme that cannot be correlated with any degree of higher education, professional specialization, field of training (specialty, qualification) in the education system of Ukraine;
10. The documents are not recognized in the state to which the educational institution belongs.
11. The documents do not contain complete information on the content of the educational programme, which makes it impossible to establish the equivalence of the degrees of higher education, professional specialization, or professional retraining awarded by these documents in the education system of Ukraine.
12. It has been established that the education document was obtained based on a non-authentic document of previous education.
13. It has been established that the education document was obtained based on a document of previous education that did not grant its holder the relevant academic rights (unless otherwise provided by the legislation of the country of origin of the education document).

5.3. The Certificate shall be produced in printed form in the Ukrainian language, and, if necessary, additionally in another language.

5.4. The Certificate is valid together with the original Document and is effective indefinitely.

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5.5. In the case of enrolment of the holder of the Document who has received a Certificate of recognition from the Ministry of Education and Science (MES), the University has the right to review the results of the recognition procedure, but solely in the direction of more favourable outcomes for the holder. In such a case, the University shall conduct its own analysis, taking into account the decision of the MES, the requirements of the higher education institution for a particular Programme, and the skills of the Document holder. It shall adopt the final decision on recognition.

6. APPEAL OF THE RESULTS OF THE RECOGNITION PROCEDURE

6.1. The procedure for appealing the results of the recognition process is provided for by the Convention on the Recognition of Foreign Educational Qualifications (Lisbon Convention, 1997). Every holder of foreign educational documents has the full right to an assessment of their qualification through a transparent and comprehensible procedure.

6.2. In case the Applicant disagrees with the result of the recognition procedure, the Applicant shall have the right to appeal it within three months after receiving the result. In the event of an appeal, the educational documents initially submitted will be re-evaluated, taking into account any additional information provided by the Applicant.

6.3. To initiate the appeal procedure regarding the decision on recognition of an educational document, it is necessary to submit arguments for the appeal and prepare a package of documents:

- an Application for Review of the Decision (Annex No. 4);
- a Declaration of Consent for the Verification of Personal Data (to be completed and signed by the holder of the foreign educational document) (Annex No. 2);
- a Declaration of Consent for the Processing of Personal Data (to be completed by both the holder and the Applicant) (Annex No. 3);
- a copy of the Certificate of Recognition or the letter of refusal of recognition;
- a copy of the foreign educational document, the recognition decision of which is subject to review;
- a copy of any additional documents that may affect the review of the decision (with translations, if necessary);
- a copy of the passport of the holder of the foreign educational document (with translation, if necessary);
- a copy of the power of attorney (if an authorized representative submits the documents);
- a copy of the passport of the authorized representative (if an authorized representative submits the documents).

The submitted package of documents shall be processed within 10 working days from the date of its receipt and registration. During this period, the Commission

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shall check the completeness and proper execution of the documents, consider the Applicant's arguments, and examine any additional documents. After this, the Applicant shall be informed of the results of the preliminary review regarding the possibility of conducting the appeal procedure.

6.4. Based on the results of the review of the decision, either a Certificate shall be issued, or an official letter shall be sent indicating the grounds for refusal to revise the decision.

6.5. The review of the decision shall be carried out within a period not exceeding four months from the date of receipt of all necessary documents and information required for the review.

7. RECOGNITION OF QUALIFICATIONS OF REFUGEES AND PERSONS GRANTED EQUIVALENT STATUS

7.1. Refugees and persons in need of additional or temporary protection shall have the right to recognition of qualifications by the University without submitting the complete set of documents specified in Section 3 of this Procedure.

7.2. The basis for initiating the recognition procedure without the complete set of documents shall be the refugee certificate, the certificate of a person in need of additional protection, or the certificate of a person granted temporary protection.

7.3. To conduct the recognition procedure, refugees and persons in need of additional or temporary protection shall provide any educational documents available to them, including those not listed in Section 3 of this Procedure, such as copies of educational papers or records of study periods, student cards, academic transcripts, grade books, course descriptions, documents on non-formal and informal learning, or other documents that may confirm the fact of study and/or acquisition of qualifications; as well as any available documents on work experience, such as a certificate of work experience, employment contract, employment record book, references from workplaces, or other documents that may attest to the relevant qualification.

7.4. If the available information is insufficient, the recognition procedure of foreign educational documents of refugees and persons in need of additional or temporary protection may include specially organized examinations, testing, or interviews arranged by the University.

8. REGISTRATION OF CERTIFICATES OF RECOGNITION

8.1. The Secretary of the Commission shall register certificates in the electronic register of recognition of foreign educational documents maintained by the Ministry of Education and Science of Ukraine (hereinafter – electronic register).

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8.2. For registration of the Certificate, an electronic draft of the Certificate shall be completed, and electronic copies of the following documents shall be attached:

1. the Document;
2. the supplement to the Document and/or another document containing information on the content and duration of the educational programme, as well as academic performance in the studied disciplines;
3. The Conclusion.

The documents specified in subparagraphs 1 and 2 of this point shall be submitted together with duly certified translations, except for documents in English and Russian.

8.3. After entering the required information into the electronic register, a registration number of the Certificate and an electronic version of the Certificate are automatically generated, which is then produced in printed form. The original Certificate is issued to the Applicant.

9. FINAL PROVISIONS

9.1. Relations not regulated by this Procedure shall be governed by the current legislation of Ukraine.

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Annex 1

From (surname, first name, patronymic, if available)
and represents the interests of (full name of the document holder)

APPLICATION

I ASK YOU TO CARRY OUT THE PROCEDURE OF RECOGNITION OF THE DOCUMENT ON EDUCATION (title of the document, series, No, date of issue)		
ISSUED IN THE NAME (surname, first name, patronymic of the owner of the document in Ukrainian, in accordance with the notarized translation of the entry in the document on education)		
TRAINING WAS carried out (indicate the name of the educational institution)		
ACCORDING TO THE FOLLOWING FORM (full-time/part-time/evening/remote/external, etc.)	YEARS OF STUDY	ON THE TERRITORY OF THE COUNTRY
AT THE ADDRESS (specify the full postal address of the educational institution)		
PHONE (of an educational institution)	E-MAIL (educational institution) WEBSITE	
* I CONFIRM THAT THE EDUCATIONAL DOCUMENT PROVIDED BY ME IS AUTHENTIC AND RECEIVED IN ACCORDANCE WITH THE ESTABLISHED PROCEDURE		

THE RECOGNITION PROCEDURE IS NECESSARY FOR THE PURPOSE OF

A) EMPLOYMENT (specify the name of the institution)
B) FOR CONTINUING EDUCATION (indicate the name of the school/higher education institution, as well as the level of education that is planned to be obtained)

I ASK YOU TO ISSUE A DECISION ON RECOGNITION

A) PERSONALLY TO ME (yes/no)	B) TO AN AUTHORIZED PERSON UNDER A NOTARIAL POWER OF ATTORNEY (yes/no)	C) TO ANOTHER PERSON (specify the name of the recipient)	D) SEND BY COURIER SERVICE (specify the delivery address, full name, and contact phone number of the recipient)
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APPLICANT/OWNER DATA

RELIABLE CONTACT ADDRESS OF THE APPLICANT (indicate the postal code, region, district, city, street, house, apartment in Ukrainian)	PASSPORT DATA OF THE APPLICANT (series, number, date, by whom the passport was issued)
CONTACT PHONE (of the applicant)	E-MAIL (applicant)

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CONTACT PHONE (owner)	E-MAIL (owner)
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" ____ " _____ 20__ _____ / _____ /
day month Applicant's signature Applicant's last name

SERVICE FIELD

SERVICE		PAYMENT:
URGENT 30 working days		
URGENT 20 working days		
URGENT 10 working days		
EMERGENCY 5 DAYS		
DISPATCH ORGANIZATION COURIER SERVICE		

<i>PROCEDURE for recognition of academic qualifications awarded by foreign higher education institutions</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

Annex 2

To whom it may concern

From _____

(Name, surname, address, telephone number;
Passport data: Serial number,
date of issue, authority of issue).

Application Form

I,

(name and surname)

give consent to send my personal data as for my fact of study at

(name of educational institution)

and receipt of

—

—

(type, serial number, date of educational document issue)

and also providing photocopies and other additional information about the documents on previous education (School Leaving Certificate, Diploma, Academic Transcript, etc.), required by International European University for the recognition of the abovementioned educational document.

Period of consent validity: one year

“ _____ ” _____ 20 _____

Signature

Surname

<i>PROCEDURE for recognition of academic qualifications awarded by foreign higher education institutions</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

Annex 3

Document holder

CONSENT TO THE PROCESSING OF PERSONAL DATA

I _____
(full name of the owner of the documents)
 actually live at the address _____,
 identity document series _____ No _____,
 issued _____
(the authority by which the document was issued)

" ____ " ____
(date of issue of the document) I declare that the documents submitted by me to the International European University are genuine and were received in accordance with the established procedure.

In compliance with the requirements of the Law of Ukraine "On Personal Data Protection" of 01.06.2010. No. 2297-VI, I give my consent to the International European University to process and store my personal data, request and receive information regarding the verification of the authenticity of the documents provided by me, verification of the data on my education contained in the Unified State Electronic Database on Education and in other institutions, in order to recognize a foreign document on education in Ukraine.

My personal data, for the processing of which this consent has been given, may be transferred to third parties: authorized bodies, organizations and institutions, both on the territory of Ukraine and abroad.

The consent given by me is valid indefinitely, but in any case it is given for a period until the purpose of personal data processing is achieved and can be revoked upon application sent to the International European University.

" ____ " ____ 20 ____
day month

Signature of the document owner Surname, initials of the document owner

<i>PROCEDURE for recognition of academic qualifications awarded by foreign higher education institutions</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

Applicant

CONSENT TO THE PROCESSING OF PERSONAL DATA

I _____
(full name of the applicant of the documents)

I actually live at the address _____,

identity document series _____ No _____,
 issued _____ *(the body by which the document was issued)* " ____ " _____ *(date of issue of the document)* in compliance with

the requirements of the Law of Ukraine "On Personal Data Protection" of 01.06.2010, No 2297-VI, I give my consent to the International European University for the processing and storage of my personal data in full and in the manner provided for by the current legislation of Ukraine, for the purpose of recognition in Ukraine entrusted to me by the owner of a foreign education document.

My personal data, for the processing of which this consent has been granted, may be transferred to third parties (authorized bodies, organizations and institutions in Ukraine) only in cases provided for by the legislation of Ukraine.

The consent given by me is valid indefinitely, but in any case it is given for a period until the purpose of personal data processing is achieved and can be revoked upon application sent to the International European University.

" ____ " ____ 20 _____
day month Applicant's signature Last name

<i>PROCEDURE for recognition of academic qualifications awarded by foreign higher education institutions</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

Annex 4

To the Rector of the International European University
from _____

(name, address, phone number of the applicant; passport data:
series, number, issuing authority, date of issue)

APPLICATION

I

Name of the applicant

I request a review of the decision on recognition of qualifications

certified by a foreign

Full name of the owner of the documents
educational document

Name, series, number, date of issuance of the educational document

issued

Name of the institution that issued the document

Reason to watch: _____

Documents attached to the application: _____

List of documents

« _____ »

/ _____ /
Signature Surname, initials