



# INTERNATIONAL EUROPEAN UNIVERSITY

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## **PROCEDURE for recognition of documents on secondary and vocational education issued by educational institutions of other countries**

Approved by the Academic Council  
of the International European  
University  
on 3 April 2025 (Minutes  
No. 7)  
Chair of the Academic Council  
of the International  
European University



Gleg PADALKA  
3 April 2025  
Effective by order  
of 4 April 2025 No. 20-OD

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

## 1. GENERAL PROVISIONS

1.1. This Procedure establishes the procedure for the recognition by the International European University (hereinafter referred to as the University) of educational documents containing the data of the document holder, certifying the level of secondary or vocational education, or certifying the completion of a period of study (hereinafter referred to as the 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), which has been in force in Ukraine since 3 December 1999; the Convention on the Recognition of Studies, Diplomas and Degrees in Higher Education in the European Region (Paris, 21 December 1979), which has been in force in Ukraine since 11 January 1982; Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (The Hague, 5 October 1961), to which Ukraine acceded on 10 January 2002; international bilateral agreements on mutual recognition and equivalence of educational documents and academic degrees; the Law of Ukraine "On Education", the Law of Ukraine "On Higher Education", the Order of the Ministry of Education and Science of Ukraine "Some Issues of Recognition of Foreign Education Documents in Ukraine" dated 05.05.2015 No. 504 and other applicable regulatory and legal acts of Ukraine, the University Charter.

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

**academic rights** - the right of the holder of the Document to continue their education, granted to the holder of the Document in the country of origin of the Document;

**significant difference** - a difference where the level of education (qualification) differs significantly in terms of the requirements applicable to the content, purpose, scope, quality and results of education from the corresponding requirements for secondary or vocational education.

**qualification** - the official result of assessment and confirmation obtained when an educational institution has determined that a person has achieved competencies (learning outcomes) in accordance with educational standards, as evidenced by the relevant educational document (educational document);

**educational institution** - an educational institution in another country that issues educational documents and periods of study;

**authenticity verification** - the process by which a competent authority establishes the authenticity of documents in order to verify that they are genuine (not forged or altered);

**period of study** - any part of a secondary vocational or professional education programme that has been assessed and documented, which, without constituting a

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

complete course of study under the programme, is a significant achievement of knowledge or skills;

**education programme** - a course of study recognised by the competent authority of a country as belonging to the secondary or vocational education system of another country, upon completion of which the student is granted academic and/or professional rights (hereinafter referred to as the Programme);

**professional rights** - the right of the holder of a foreign education document (educational document) to engage in professional activities, granted to the holder of the document in the country of origin of the document;

**recognition procedure** - formal confirmation by the competent authority of a foreign secondary or vocational education programme for the purposes of access to education and/or professional activity;

**status of an educational institution** - the right of an educational institution to conduct educational activities under secondary, secondary vocational and professional education programmes in the country of origin of the Document.

1.4. The decision of the Academic Council of the University on recognition confirms the right of the holder of the Document to be enrolled in the University, for which a certificate of recognition of a foreign education document (hereinafter referred to as the Certificate) is issued.

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

1.6. To carry out the recognition procedure, the University shall establish a Commission for the Recognition of Foreign Education Documents (hereinafter referred to as the Commission), which shall operate on the basis of its regulations.

1.7. Documents that do not require recognition:

Documents on education issued in countries with which Ukraine has concluded relevant intergovernmental agreements do not require recognition, namely:

documents issued in the Republic of Azerbaijan before 1 January 1992, on the basis of 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 1 January 1992, on the basis of 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 1 January 1992, on the basis of Article 3 [of the Agreement between the Ministry of Education and Science of Ukraine and](#)

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

[the Ministry of Education of the Republic of Tajikistan on cooperation in the field of education dated 9 April 2003](#);

documents issued in Turkmenistan before 1 January 1993, based on Article 3 [of the Agreement between the Ministry of Education of Ukraine and the Ministry of Education of Turkmenistan on cooperation in the field of education dated 28 January 1998](#).

If necessary, the holder of such documents may contact the National Information Centre for Academic Mobility – ENIC Ukraine to obtain the relevant certificate. If it is necessary to verify the document, establish the educational and professional degree in the modern education system of Ukraine, etc., the procedure for recognition of such documents may be carried out at the request of the holder or his/her authorised representative.

1.8. Information about the recognition procedure is posted on the University's website.

## **2. PROCEDURE FOR SUBMITTING DOCUMENTS FOR THE RECOGNITION PROCEDURE**

2.1. The recognition procedure is carried out upon application by a person submitted to the Commission . The applicant may be the owner of the Document or another person representing his/her interests in matters of the recognition procedure; for minors, the applicant may be their legal representatives (hereinafter referred to as the Applicant).

The application shall be completed in Ukrainian, clearly, legibly, without corrections, and signed by the applicant. The application form for the recognition procedure of the Document is attached (Appendix No. 1).

2.2. Together with the application for the recognition procedure, the Applicant shall submit the following documents to the Commission:

1) a copy of the Document certified in accordance with the procedure established by law, with a notarised written translation into Ukrainian (if necessary, the original Document shall be presented);

2) a copy of the appendix to the Document and/or other documents containing information about the content of the educational programme, certified in accordance with the procedure established by law, with a notarised written translation into Ukrainian (if necessary, upon request of a commission employee, the originals shall be presented).

The documents referred to in subparagraphs 1 and 2 of this paragraph must be certified in the country of their origin in the manner officially applied in that country (for countries that are parties to the Convention abolishing the requirement of legalisation of foreign public documents (The Hague, 1961), this means affixing an "Apostille" stamp).

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

Documents issued in countries with which Ukraine has bilateral or multilateral agreements containing provisions on the recognition of documents without additional certification do not require mandatory certification with an "Apostille" stamp. Certification with an "Apostille" stamp is recommended to expedite the recognition procedure. If the document is not certified in the country of issue in the manner officially applied in that country, or if the certification does not confirm its authenticity, the Commission shall take measures to confirm the authenticity of such document;

3) copies of documents on previous (secondary, vocational or higher) education, if such education is available (if necessary);

4) copies of documents certifying the identity of the Applicant and the owner, if the owner is not the Applicant (if necessary, with translations into Ukrainian);

5) a copy of the document confirming the change of surname of the owner of the foreign education document (if necessary);

6) a statement (consent) for the verification of personal data, signed by the owner of the Document. The statement shall be completed in English (Appendix No. 2);

7) a statement (consent) for the processing of personal data in accordance with the requirements of the Law of Ukraine "On the Protection of Personal Data" (Appendix No. 3). The upper part of this statement shall be completed and signed by the owner of the Document, the lower part - by the Applicant. If the Applicant is the owner of the Document, only the upper part of the statement shall be completed;

8) Document confirming payment for the recognition service or a copy of a document confirming the right to exemption from payment;

9) A document certified in the established manner confirming the Applicant's authority, if the Application is submitted by a person representing the interests of the Document holder.

2.3. The Applicant also has the right to provide other documents confirming the owner's education and/or qualifications, documents on admission to professional activity, practical experience (if necessary, with translation into Ukrainian).

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

If necessary, the Commission has the right to verify the conformity of digital images with the originals and/or copies with translations of the documents specified in subparagraphs 1-5 of paragraph 2.2 of these Regulations.

2.5. The Secretary of the Commission shall keep a record of applications for the recognition procedure and at the same time draw up a list of documents submitted together with the application.

2.6. If the documents provided by the Applicant are incomplete and/or incorrectly executed, the Commission may return the documents, notifying the Applicant of the deficiencies that need to be corrected.

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

### **3. RECOGNITION PROCEDURE**

3.1. The procedure for recognition of the Document for the purpose of continuing education shall be carried out by the University before the beginning of the second month of the first year of study of the Document holder.

3.2. The procedure for recognition of the Document includes:

- 1) verification of the authenticity of the Document and its appendix;
- 2) confirmation of the status of the educational institution that issued the Document;
- 3) determining the equivalence of the academic and/or professional rights granted to the holder of the Document in the country of origin of the Document with the rights granted upon obtaining the relevant education in Ukraine.

3.3. Authenticity verification is carried out in one of the following ways:

- 1) verification of the presence of an "Apostille" stamp, if in the country of origin of the Document it confirms the authenticity of the Document, and verification of the details of the apostille in the relevant register (if available);
- 2) verification in the register of documents, if such a register has been established by the country of origin of the Document or the educational institution that issued it;
- 3) sending a request for additional information about the authenticity of the submitted documents to the relevant official bodies and/or educational institutions of other states.

If the country of origin of the Document has an officially approved standard for the preparation of documents on secondary and vocational education, the submitted Document is analysed for compliance with this standard.

3.4. The status of the educational institution that issued the Document shall be verified in order to confirm the official recognition (accreditation, etc.) of the educational institution and/or Programme in the education system of the state in which the institution operates.

If the Document is issued by a branch of an educational institution, the official recognition of this branch in the education system of the state in which this branch operates must be confirmed, if this is required by the legislation of that state.

The status of an educational institution is verified in one of the following ways:

- 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 recognised international organisations, websites of diploma evaluation networks;
- 3) sending a request for additional information on the status of the educational institution to the relevant authorised bodies and/or educational institutions of other countries.

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

3.5. Determination of the equivalence of academic and/or professional rights granted to the holder of the Document in the country of origin of the Document to the rights granted upon obtaining the relevant education in Ukraine is carried out in one of the following ways:

1) for Documents issued in countries with which Ukraine has concluded international agreements regulating the recognition and equivalence of educational documents, on the basis of the provisions of the relevant international agreement;

2) for Documents issued in other countries, or if the international agreement between Ukraine and the country of origin of the Document does not determine the equivalence of educational and qualification levels awarded in the countries participating in the agreement, the determination of the equivalence of academic and/or professional rights is carried out on the basis of:

analysis of information 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;

responses to requests for additional information from the relevant authorised bodies.

3.6. If the Document submitted for recognition is subject to an international agreement, the determination of the equivalence of academic and/or professional rights includes verification of the Document's compliance with the requirements specified in the relevant international agreement.

The existence of an international agreement between Ukraine and the state whose educational institution issued the Document does not eliminate the need to obtain an official decision of the Academic Council of the University on the recognition of the Document.

3.7. The data obtained during the verification of authenticity, confirmation of the status of the educational institution, and determination of the equivalence of academic and/or professional rights shall be the basis for the competent authority to make a decision, which shall be formalised by the Commission in a conclusion on the results of the procedure for the recognition of documents issued by educational institutions of other states (hereinafter referred to as the Conclusion).

3.8. If necessary, the Commission may refer to the national information centre for academic mobility for recommendations on the recognition procedure, namely:

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

- verification of the authenticity of Documents;

- confirming the status of the educational institution;

- establishing the equivalence of qualifications awarded in accordance with the Documents;

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

- determining the equivalence of academic and/or professional rights.

The recommendations of the National Academic Mobility Information Centre are formalised in a corresponding conclusion.

#### **4. DECISION-MAKING**

4.1. Documents shall be recognised by the Academic Council of the University if the academic and/or professional rights granted to the holder of the Document in the country of its origin correspond to the rights granted upon obtaining the relevant education in Ukraine, except in the cases specified in paragraph 4.2 of this section.

The University shall recognise the time spent studying at other institutions, unless it can provide evidence of significant differences between the competences to be recognised and the parts of the curriculum they are to replace.

Based on the Conclusion, the Academic Council of the University shall take one of the following decisions, which shall be formalised in accordance with the procedure established by law:

- to recognise the Document on the basis of which the Applicant is issued with a Certificate;

- refusal to recognise the submitted Document, in which case the Applicant shall be sent a corresponding notification stating the reasons for such a decision.

4.2. A decision to refuse to recognise the submitted Document shall be made if:

1) the Document is issued by an educational institution that is not officially recognised in the education system of the state in which it operates;

2) The Document is issued by a branch of an educational institution, if such a branch is not officially recognised in the education system of the state in which it carries out educational activities (if provided for by the legislation of a foreign country) this branch;

3) The documents do not contain information about the level of secondary, secondary vocational, or vocational education, on the basis of which academic and/or professional rights are granted;

4) The document was issued unlawfully by an educational institution of another state;

5) The document and/or annex to the document is not authentic;

6) The document does not comply with the officially approved standard for the preparation of educational documents (educational documents), if such a standard has been adopted in the country where the educational institution operates;

7) The document was issued as a result of studying under a programme that cannot be correlated with any educational or educational qualification level of the Ukrainian education system;

8) The document is not recognised in the country to which the educational institution belongs;

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

9) The documents do not contain complete information for determining the equivalence of academic and/or professional rights;

10) it has been established that the Document was obtained on the basis of an inauthentic document of previous education;

11) it has been established that the document was obtained on the basis of a document on 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 document on education).

4.3. The certificate shall be printed in Ukrainian and, if necessary, additionally in another language.

4.4. The certificate is valid together with the original document and is valid indefinitely.

4.5. In the event of enrolment of the holder of the Document who has received the Certificate of the Ministry of Education and Science, the University has the right to review the results of the recognition procedure, but only in favour of the holder. In this case, the Commission conducts its own analysis, taking into account the decision of the Ministry of Education and Science and the requirements of the higher education institution for a specific Programme and the skills of the holder of the Document, and makes a final decision on recognition.

## **5. APPEAL OF THE RESULTS OF THE RECOGNITION PROCEDURE**

5.1. The procedure for appealing the results of the recognition procedure 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 have their qualifications assessed through a transparent and understandable procedure.

5.2. If the applicant disagrees with the result of the recognition procedure, they have the right to appeal within **three months** of receiving the result. In the event of an appeal, the educational documents submitted initially are re-evaluated, taking into account any additional information provided by the applicant.

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

Application for review of the decision (*Appendix No. 4*);

Application for consent to verify personal data (the application for consent is completed and signed by the holder of the foreign educational document) (*Appendix No. 2*);

Consent to the processing of personal data (from the holder and the applicant) (*Appendix No. 3*);

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

- A copy of the certificate of recognition or letter of refusal of recognition;
- A copy of the foreign educational document, the decision on the recognition of which requires review;
- A copy of additional documents that may affect the review of the decision (with translation, if necessary);
- Copy of the passport of the holder of the foreign educational document (with translation, if necessary);
- A copy of the power of attorney (if the documents are submitted by an authorised representative);
- A copy of the authorised representative's passport (if the documents are submitted by an authorised representative).

The submitted package of documents is processed within **10 working days** from the date of its receipt and registration. During this time, the Commission checks the package of documents for completeness and correctness of execution, considers the applicant's arguments and examines additional documents, after which the applicant is notified of the results of the preliminary review regarding the possibility of appealing the decision.

5.4. Based on the results of the review, a Certificate is issued or an official letter is sent stating the grounds for refusing to review the decision.

5.5. The review of the decision shall be carried out within a period not exceeding **4 months** from the date of receipt of all necessary documents and information required for the review of the decision.

## **6. RECOGNITION OF THE QUALIFICATIONS OF REFUGEES AND PERSONS EQUIVALENT TO THEM**

6.1. Refugees and persons in need of additional or temporary protection are entitled to have their qualifications recognised by the University without having to submit the full set of documents specified in section 2 of this Procedure.

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

6.3. To carry out the recognition procedure, refugees and persons in need of additional or temporary protection shall provide their available educational documents, including those not specified in section 2 of this Procedure, such as: copies of documents on education or periods of study, student ID, certificates, report cards, diplomas for academic achievement or participation in student competitions, documents on informal and unofficial education, or other documents that can confirm the fact of education.

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

6.4. In case of insufficient information, the procedure for recognition of foreign educational documents of refugees and persons in need of additional or temporary protection may include exams, tests, and interviews specially organised by the University.

## **7. RECORDING OF RECOGNITION CERTIFICATES**

7.1. Certificates must be registered by the secretary of the Commission in the electronic journal of recognition of foreign educational documents in Ukraine of the Ministry of Education and Science (hereinafter referred to as electronic registration).

7.2. To register a Certificate, a draft Certificate shall be completed in electronic form and electronic copies of the following shall be attached:

- 1) the Document;
- 2) the appendix to the Document and/or other document containing information about the content and duration of the programme;
- 3) the Conclusion.

The documents specified in subparagraphs 1 and 2 of this paragraph shall be submitted together with translations certified in accordance with the established procedure, except for documents in English and Russian.

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

## **8. FINAL PROVISIONS**

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

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

## Appendix No. 1

**FROM** (full name of the applicant in Ukrainian)

**and represents the interests of** (full name of the document holder in Ukrainian)

### APPLICATION

**I REQUEST THE PROCEDURE FOR RECOGNITION OF THE EDUCATION DOCUMENT** (name of the document, series, No., date

**ISSUED IN THE NAME OF** (surname, first name, patronymic of the document holder in Ukrainian in accordance with the not translation of the entry in the education document)

**EDUCATION WAS CONDUCTED** (indicate the name of the educational institution)

**IN THE FOLLOWING FORM** (full-time/part-time/evening/distance/external, etc.)

**YEARS OF STUDY**

**IN THE COUNTRY**

**AT THE ADDRESS** (indicate the full postal address of the educational institution)

**TELEPHONE** (of the educational institution) **FAX**

**E-MAIL** (of the educational institution)  
**WEBSITE**

*\* I CONFIRM THAT THE EDUCATION DOCUMENT I HAVE PROVIDED IS AUTHENTIC AND HAS BEEN OBTAINED IN ACCORDANCE ESTABLISHED PROCEDURE*

### THE RECOGNITION PROCEDURE IS NECESSARY FOR THE PURPOSE OF

**A) EMPLOYMENT** (specify the name of the institution)

**B) CONTINUING EDUCATION** (specify the name of the school/higher education institution, as well as the level of education obtained)

### DECISION ON RECOGNITION I REQUEST TO ISSUE

<b>A) TO ME PERSONALLY</b> (yes/no)	<b>B) TO A TRUSTEE BY NOTARISED POWER OF ATTORNEY</b> (yes/no)	<b>C) ANOTHER PERSON</b> (indicate the recipient's full name)	<b>D) SEND BY COURIER SERVICE</b> (specify delivery address, full name and contact telephone recipient)
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### APPLICANT/OWNER DETAILS

<b>APPLICANT'S VERIFIABLE CONTACT ADDRESS</b> (in Ukrainian, indicate the postcode, region, district, city, street, building, apartment)	<b>APPLICANT'S PASSPORT DETAILS</b> (series, number, passport issuer)
<b>CONTACT TELEPHONE NUMBER</b> (of the applicant)	<b>E-MAIL</b> (of the applicant)
<b>CONTACT TELEPHONE NUMBER</b> (owner)	<b>E-MAIL</b> (owner)

" " 20 / /



<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

**Appendix No. 2**

To whom it may concern

From \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**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\_\_\_\_  
Date month

\_\_\_\_\_ Signature

\_\_\_\_\_ Surname

**Appendix No. 3**

*Document owner*

CONSENT TO THE PROCESSING OF PERSONAL DATA

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

I, \_\_\_\_\_,  
*(full name of the document holder)*  
actually residing at \_\_\_\_\_,  
identity document series \_\_\_ No. \_\_\_\_\_, issued by \_\_\_\_\_  
*(authority that issued the document)* on "\_\_\_" \_\_\_\_\_  
*(date of issue of the document)* declare that the documents I have submitted to the International European University are genuine and were obtained in accordance with the established procedure.

In accordance with the requirements of the Law of Ukraine "On the Protection of Personal Data" dated 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 I have provided, verify the data about my education contained in the Unified State Electronic Database on Education and other institutions, for the purpose of recognising a foreign document on education in Ukraine.

My personal data, for which this consent is given, may be transferred to third parties: authorised bodies, organisations and institutions, both within Ukraine and abroad.

This consent is valid indefinitely, but in any case is given for the period until the purpose of personal data processing is achieved and may be revoked by sending a request to the International European University.

"\_\_\_" \_\_\_\_\_ 20\_\_\_ / \_\_\_\_\_ /  
*day month Signature of the document owner Surname, initials of the document owner*

Applicant

#### CONSENT TO THE PROCESSING OF PERSONAL DATA

I, \_\_\_\_\_,  
*(full name of the applicant)*  
actually residing at \_\_\_\_\_,  
identity document series \_\_\_ No. \_\_\_\_\_, issued by \_\_\_\_\_  
*(authority that issued the document)* on "\_\_\_" \_\_\_\_\_  
*(date of issue of the document)* in accordance with the requirements of the Law of Ukraine "On the Protection of Personal Data" dated 01.06.2010 No. 2297-VI, I give my consent to the International European University to process and store my personal data in full and in accordance with the procedure provided for by the current legislation of Ukraine, for the purpose of recognition in Ukraine of the foreign educational document entrusted to me by its owner.

My personal data, for the processing of which this consent is given, may be transferred to third parties (authorised bodies, organisations and institutions in Ukraine) only in cases provided for by the legislation of Ukraine.

This consent is valid indefinitely, but in any case is given for the period until the purpose of processing personal data is achieved and may be revoked by a statement sent to the International European University.

"\_\_\_" \_\_\_\_\_ 20\_\_\_ / \_\_\_\_\_ /  
*day month Signature of the applicant*

<i>On the recognition of documents on secondary and vocational education issued by educational institutions of other states</i>	<i>PROCEDURE</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

**Appendix No. 4**

To the Rector of the International European  
University

від \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Full name, address, telephone number of the  
applicant; passport details: series, number,  
issuing authority, date of issue)*

**APPLICATION**

I, \_\_\_\_\_,  
*full name of the applicant*

request a review of the decision on the recognition of qualifications

\_\_\_\_\_ certified

\_\_\_\_\_ *full name of the document holder*

as a foreign educational document

\_\_\_\_\_ *Name, series, number, date of issue of the educational document*

issued

\_\_\_\_\_ *Name of the institution that issued the document*

Reason for review:

\_\_\_\_\_  
\_\_\_\_\_

Documents attached to the application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*List of documents*

" " \_\_\_\_\_ / \_\_\_\_\_ /  
*Signature Name, Surname*