



LEGALIZATION OF DIPLOMAS

Why do you need legalization?

International students, after graduation, but before leaving Poland, need to legalize their diplomas. The education documents which were issued in Poland, but are intended for circulation in other countries, need to be authenticated and legalized.

Three steps of legalization:

1. **Authentication** – before you complete the legalization, at first you need to obtain a special seal confirming the authenticity of your diploma in the Ministry of Science and Higher Education. The procedure is the following:

- a) **Make the payment** for the legalization fee – in the amount of 19 zł (for each document) to the following **bank account**:

Ministerstwo Nauki i Szkolnictwa Wyższego, ul. Wspólna 1/3, 00-529 Warszawa
NBP Okręgowy Oddział w Warszawie,
Account No.: 76 1010 1010 0030 9822 3100 0000

Note: there is no option to pay in cash for the legalization fee in the Ministry of Science and Higher Education. Therefore, you need to make a transfer earlier, and take a printed version of the proof payment with you.

- b) **Go to the Ministry of Science and Higher Education.** The address is the following:

The Ministry of Science and Higher Education (Ministerstwo Nauki i Szkolnictwa Wyższego)
Ul. Hoża 20, room 320
Warszawa

Phone number: (22) 52 92 266

Office hours: Monday-Friday (9 a.m. – 2 p.m.)

Note: when you go to the Ministry, you need to take your diploma, proof of payment, and your passport with you.

<http://www.nauka.gov.pl/legalizacja-dokumentow/>

2. Legalization in the Ministry of Foreign Affairs – you can complete legalization only after obtaining the seal in the Ministry of Science and Higher Education. The procedure is the following:

- a) Fill a special application form** either for **Apostille** validation (in the case of documents intended for circulation in the countries that are party to the Hague Convention of 5 October 1961) ([DOWNLOAD APPLICATION FORM](#)), or for **Legalization** (in the case of documents intended for circulation in the countries that are not party to the Hague Convention of 5 October 1961). ([DOWNLOAD APPLICATION FORM](#))

You can find the full list of countries which are parties to the Hague Convention here:

<http://www.apostille.net/member-countries-of-the-hague-convention.html>

- b) Make a payment** for the service fee, in the amount of 60 zł (for the Apostille) or of 26 zł (for the legalization) per each legalized document. You can make a bank transfer or pay in cash at the cashier's desk at the Ministry of Foreign Affairs.

Bank account details:

Urząd Miasta Warszawy, Dzielnica Śródmieście, ul. Nowogrodzka 43

Bank Handlowy w Warszawie, S.A.

Account No.: 60 1030 1508 0000 5001 0038

- c) Take your Application form (Wniosek), your diploma, and the proof of payment (if you pay by transfer) and go to the following address:**

Ministry of Foreign Affairs (Ministerstwo Spraw Zagranicznych)

Oddział Legalizacji MSZ

Al. Szucha 21

00-580 Warszawa

Phone number: (48) 22523 9845, (22) 523 9128, (22) 523 9463, (22) 523 8272

E-mail: legalizacja@msz.gov.pl

Office hours: Monday-Friday (9 a.m. – 2 p.m.).

http://www.msz.gov.pl/en/travel_to_poland/apostille/

3. Diploma legalization by an appropriate embassy (required only for citizens of countries, which are not party to the Hague Convention)

Diplomas, after authentication and legalization, need to be additionally confirmed by an appropriate Embassy/Consulate in Poland. It should be Embassy/Consulate of a citizen's country of origin.