

## DESCRIPTION OF THE PROCEDURE FOR RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS

All required documentation for the recognition of foreign higher education qualifications and study periods, which must be submitted along with the Recognition Request, is listed with **additional explanations on page 4 and with notes on page 5 of the request form**. (Please pay attention to which documents must be submitted in their original form or as a certified copy—certified by a notary public in the Republic of Croatia).

Furthermore, in accordance with the Regulation on the Amount of Fees for the Costs of Recognition and Evaluation Procedures, the Manner of Fee Distribution, Fee Exemptions, and Other Cost-Related Matters (Official Gazette 85/2023), a fee of €60.00 must be paid for the diploma recognition process to the following account:

OTP BANKA d.d., Domovinskog rata 61, 21000 Split

IBAN: HR0524070001100578938, Model: 00, Reference Number: 04-03-25

(SWIFT: OTPVHR2X – for international payments)

The payment should be made with the purpose specified as "Recognition of a Foreign Higher Education Qualification."

When making the payment, please enter your OIB (Personal Identification Number) in the payment description.

The request and supporting documentation must be submitted to the following address:

University of Split, Ruđera Boškovića 31, 21000 Split, either by mail or in person (protocol, 4th floor, or Room 3.8, 3rd floor).

Once the request and submitted documentation are reviewed, they will be forwarded to the relevant faculty/department in Split for further processing.

According to the University of Split Regulations on the Academic Recognition of Foreign Higher Education Qualifications and Study Periods, the University of Split forwards a complete request to the competent Academy of Arts in Split within 15 days of receipt. The Academy Council then makes a final decision on the request within 60 days from the date of receipt from the University of Split. The final decision is sent directly to the applicant and to the University for record-keeping purposes.

Please note that the procedure **cannot officially begin until all required documentation has been submitted**.

**Additionally, for any information regarding the study program you wish to enroll in (admission process, requirements, deadlines, etc.), you must contact the respective faculty or department of the University of Split directly.**