Recognition and unification of diplomas and certificates issued by foreign higher education institutions

This electronic service is designed to help citizens who apply for the recognition and unification of diplomas issued by foreign higher education institutions, which belong to levels 5 to 8 of the Albanian Qualifications Framework.

Qualifications of levels 5 – 8 of the Albanian Qualifications Framework include Professional Diplomas, Bachelor, Master, Long-Term Specializations, and Doctorates. At the Educational Services Center (QSHA), recognition and unification are carried out for: Professional Diplomas, Bachelor, Master and Long-Term Specializations. While the recognition and unification of level 8 diplomas - Doctorate as well as the unification of academic titles is carried out at the MAS.

Through this service, one can also apply for the recognition and unification of diplomas of a military nature, in the field of national defence and security. The institution responsible for the recognition and unification in the Republic of Albania of "Professional Diplomas/Professional Certificates", "Bachelor" diplomas, "Master of Science", "Master of Arts" and "Professional Master", "Executive Master", "Long-term specialization diplomas", obtained abroad, as well as diplomas of a military nature, in the field of defence and national security, according to the provisions of the law on higher education, as well as specific legislation in this field, the Albanian Qualifications Framework, the European Qualifications Framework, the Qualifications Framework of the country of origin and according to the international principles and standards of recognition of qualifications, defined in international documents, agreements and conventions, is the Centre for Educational Services (QSHA) and the ministry responsible for defence/Armed Forces Academy. The required accompanying documentation must be submitted in electronic format (colour PDF) during the online application.

Required documentation

For the recognition of foreign diplomas for the first and second cycle, as well as diplomas of long-term specializations, the documents to be uploaded by the applicant, are:

- Diploma/certificate, or the relevant official document in the country-of-origin equivalent to the diploma certifying the completion of studies, equipped with an apostille stamp and notarized, as well as translated into Albanian by a licensed translator in the Republic of Albania;
- List of grades and/or diploma supplement, notarized, as well as translated into Albanian by a licensed translator in the Republic of Albania;
- Photocopy of identity card or passport (for foreign citizens only);
- Payment Slip (for cases where the applicant makes the payment through the bank or Albanian post offices.

(Link: https://qsha.gov.al/wp-content/uploads/2025/04/Fature-per-njohjen-e-diplomave.pdf);

After the recognition and unification of the diploma, the QSHA calculates the average of the achieved grades within 5 working days. The equivalence of the average of the achieved grades in the respective country is carried out for each assessment/grade that the applicant has obtained according to the appendix specified in the instruction. For other countries that are not reflected

in the table of this instruction, the equivalence is carried out based on information obtained on the ENIC-NARIC network website, or agencies and accreditation bodies of foreign HEIs.
For the recognition of foreign diplomas for a doctorate, the following division will be applied:

For the recognition and unification of the scientific degree "Doctor", the documents, to be uploaded by the applicant, are:

- Diploma and its supplement/list of evaluations (if any), issued by the relevant higher education institution, which proves the acquisition of the scientific degree "Doctor" or the original document equivalent to the diploma in cases where this constitutes the relevant official document in the country of origin, equivalent to the diploma, equipped with an apostille stamp or legalization from the country of issuance, unified with the original (notarized), and translated into Albanian by a translator licensed in the Republic of Albania;
- Doctoral dissertation;
- a summary of the dissertation (approximately 5-10 pages) in Albanian;
- Europass CV-format;
- Photocopy of the identity card or passport (for foreign citizens only);
- Application fee; (Link: https://qsha.gov.al/wp-content/uploads/2025/04/Fature-per-njohjen-e-diplomave.pdf);
- The applicant must deposit a copy of the relevant dissertation at the National Library of Albania (NLA) and submit the relevant certification.

For the recognition of academic titles, the documents, to be uploaded by the applicant, are:

- Document of the academic title, equipped with an apostille stamp or legalization from the country of issue, unified with the original (notarized), as well as translated into Albanian by a translator licensed in the Republic of Albania;
- Confirmation of the registration of the academic title in the relevant database in accordance with the legal framework of the country where the academic title was obtained (if such registration is provided for by the relevant foreign legislation);
- Photocopy of the identity card or passport (for foreign citizens only);
- Application fee; (Link: https://qsha.gov.al/wp-content/uploads/2025/04/Fature-per-njohjen-e-diplomave.pdf);
- Signed declaration/file in which information is provided on academic experience in teaching; scientific activity
– list of scientific articles/publications, participation in symposia, conferences, scientific congresses accompanied by the titles of the materials presented; as well as publications of scientific papers in international scientific bodies.
Note: ***The information provided in this file must be accompanied by the relevant supporting documentation (link of the scientific publications***.

RECOGNITION OF DIPLOMAS OF PERSONS HAVING REFUGEE STATUS, DISPLACED PERSONS AND REFUGEE-like PERSONS. For persons having refugee, displaced person and/or refugee-like status, the simplified procedures provided for in Chapter IV of Instruction No. 21, dated 15.10.2021, “On the criteria and procedures for the recognition and unification in the Republic of Albania of diplomas, certificates, scientific degrees and

academic titles, issued by foreign higher education institutions and other authorized institutions", as amended, apply. For the recognition and unification of academic qualifications belonging to levels 5 to 8 of the Albanian or European Qualifications Framework, except for the scientific degree "Doctor", the documents that must be uploaded by the applicant:

- Professional diploma/certificate, diploma or relevant official document issued by the institutions responsible for issuing the qualification in the country-of-origin equivalent to the diploma certifying the completion of studies, unified with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.

- Diploma supplement and/or list of grades, unified with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.
- Photocopy of the identity card or passport, or the document issued by the competent authorities by which his identity is proven;
- Document issued by the competent authorities certifying that the person has acquired the status of refugee, displaced person and refugee-like person; The applicant submits to the QSHA the above documentation.

For the recognition and unification of the scientific degree "Doctor", the documents that must be uploaded by the applicant:
- Professional diploma/certificate, diploma or relevant official document issued by the institutions responsible for issuing the qualification in the country-of-origin equivalent to the diploma certifying the completion of studies, unified with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania;
- Diploma supplement and/or list of grades, unified with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania;

- Photocopy of the identity card or passport, or a document issued by the competent authorities proving his/her identity;

- Document issued by the competent authorities proving that the person has acquired the status of refugee, displaced person and refugee-like person; The applicant submits the above documentation to the QSHA.

For the recognition and unification of academic titles, the documents that must be uploaded by the applicant:

- Professional diploma/certificate, diploma or relevant official document issued by the institutions responsible for issuing the qualification in the country-of-origin equivalent to the diploma certifying the completion of studies, certified with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania;

- Diploma supplement and/or list of grades, certified with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania;

- Photocopy of the identity card or passport, or the document issued by the competent authorities by which his/her identity is verified;

- Document issued by the competent authorities by which it is verified that the person has acquired the status of refugee, displaced person and refugee-like person; The applicant submits the above documentation to the QSHA.

Refugees, displaced persons and refugee-like persons who present partial documentation, or who cannot present documents to prove their qualifications and/or periods of study, have the right to recognition and unification free of charge and within a reasonable time of their qualifications and/or periods of study for the purpose of pursuing further studies or employment.

RECOGNITION AND UNIFICATION OF MILITARY DIPLOMAS IN THE FIELD OF NATIONAL DEFENSE AND SECURITY. **For the recognition and unification of academic qualifications belonging to levels 5 to 8 of the Albanian or European Qualifications Framework, except for the scientific degree "Doctor"**, the documents, to be uploaded by the applicant, are:

- Professional diploma/certificate, diploma or relevant official document issued by the institutions responsible for issuing the qualification in the country of origin equivalent to the diploma certifying the completion of studies, unified with the original (notarized), and translated into Albanian by a translator licensed in the Republic of Albania; - Diploma supplement and/or list of grades, unified with the original (notarized), and translated into Albanian by a translator licensed in the Republic of Albania; - Photocopy of the identity card or passport (for foreign citizens only); - Mandate payment, according to Appendix No. 2, attached to this instruction and an integral part thereof. The above-mentioned documentation is also sent by post to the address of the QSHA. For the recognition and unification of the scientific degree “Doctor”, the documents that must be uploaded by the applicant: - Diploma and its supplement (if any), issued by the relevant higher education institution, which proves the acquisition of the scientific degree “Doctor” or the original document equivalent to the diploma, in cases where this constitutes the relevant official document in the country of origin equivalent to the diploma, unified with the original (notarized), and translated into Albanian by a translator licensed in the Republic of Albania; - Doctoral dissertation. If the dissertation is in a foreign language, the applicant submits a summary in Albanian; - Photocopy of identity card or passport (for foreign citizens only); - Fee; - The applicant must deposit a copy of the relevant dissertation at the National Library of Albania (NLA) and submit the relevant certification. The above-mentioned documentation is also sent by post to the address of the QSHA (ESC).

For the recognition of academic titles, the documents that must be uploaded by the applicant: - Document of the academic title, aligned with the original (notarized), as well as translated into Albanian by a licensed translator in the Republic of Albania; - Diploma of previous university studies, if this diploma was obtained in the Republic of Albania or a copy of the doctorate, notarized, accompanied by the confirmation of the recognition of the scientific degree "Doctor" in the Republic of Albania, if the previous studies were pursued abroad; - Confirmation of the registration of the academic title in the relevant database in accordance with the legal framework of the country where the academic title was obtained (if this registration is provided for by the relevant foreign legislation); - Photocopy of the identity card or passport (only for foreign citizens); - Payment order; - Signed declaration/file in which information about the academic teaching experience is provided; scientific activity – list of scientific articles/publications, participation in symposia, conferences, scientific congresses accompanied by the titles of the materials presented; as well as publications of scientific papers in international scientific bodies. The information provided in this file must be accompanied

by the relevant supporting documentation. The aforementioned documentation is also sent by post to the address of the QSHA.

Steps of the procedure

I. If you are an Albanian citizen, please follow the following steps:

- Log in as a citizen on the e-Albania portal;
- Select the service "Unification of diplomas and certificates issued by foreign higher education institutions";
- Click the "Apply" button;
- Fill in the application form with the main data, upload the necessary documentation and send the application;
- After the application is successfully submitted, it is reviewed by the responsible officer of the QSHA.
- In cases where the QSHA identifies irregularities in the application regarding the submitted documentation, it may initiate the process of verifying the documentation according to the provisions of this instruction. In case of ascertaining deficiencies in the submitted documentation, the QSHA, by e-mail or the system, requests the applicant to complete the documentation within 5 days from the date the application was made.
- In case of failure to submit the documentation, within 30 days, the QSHA discontinues the review of the application and the relevant documentation is archived.
- You will be notified in the “My Messages” section of your account on the portal about the completion of the processing of your request.
- The document with an electronic seal with the response of approval or rejection of the application is sent to the “My Documents” section of your account on the portal.

II. If you are a foreign citizen, please follow the steps below:

- Select the service "Unification of diplomas and certificates issued by foreign higher education institutions";
- Click the "Use" button;
- Select the option "Foreign citizen / Other Nationality";
- Fill in the application form with the main data, upload the necessary documentation and submit the application;
- After the application is successfully submitted, it is reviewed by the responsible officer of the QSHA.
- In cases where the QSHA identifies irregularities in the application regarding the submitted documentation, it may initiate the process of verifying the documentation according to the provisions of this instruction. In case of ascertaining deficiencies in the submitted documentation, the QSHA, by e-mail or the system, requests the applicant to complete the documentation within 5 days from the date the application was made.
- In case of failure to submit the documentation, within 30 days, the QSHA discontinues the review of the application and the relevant documentation is archived.
- You will be notified via e-mail set in the application form of the completion of the processing of your request.

- The document with an electronic seal with the response of approval or rejection of the application is also sent via e-mail.

Time required to receive the service

The procedure for the recognition and unification, after the online application, of academic qualifications belonging to levels 5 to 8, except for the scientific degrees "Doctor", of the Albanian or European Qualifications Framework continues with the review and verification of the documentation by the relevant structure of the QSHA. This procedure, when the application file is completed with all the documentation required according to this instruction, is completed within 30 calendar days.

Exceptionally, the procedure is completed within 5 working days from the date of application, for diplomas obtained in EU countries and the USA, Great Britain, Canada, Japan, Norway, Israel, Switzerland, Iceland, Australia, as well as Turkey in case the diploma and its supplement are equipped with an apostille stamp. In cases where the QSHA identifies irregularities in the application regarding the submitted documentation, it may initiate the process of verification of the documentation according to the provisions of this instruction.

Validity period

The certificate is always valid in the Republic of Albania, unless there are complaints for change and when it is revoked by the Commission for the Recognition of Diplomas.

Costs

The fee for the recognition and unification of certificates/diplomas and scientific degrees, belonging to levels 5 to 8 of the Albanian Qualifications Framework and the European Qualifications Framework, as well as academic titles except for applications submitted by refugees, displaced persons and persons similar to refugees, is 2000 (two thousand) lek and is paid to the bank account of the QSHA, specified on the official website of the QSHA and e-Albania, in the relevant section of diploma recognition.

Payment can also be made online during the application process via credit/debit card.

For refugees, displaced persons and persons similar to refugees, the service is provided free of charge.

More

For any questions or concerns regarding the use of the service, please, contact helpdesk@e-albania.al