

The conversion of diplomas and certificates issued by foreign institutions of higher education

This electronic service assists citizens applying online for the conversion of foreign certificates and diplomas issued by foreign higher education institutions, which belong to levels 5 to 8 of the Albanian Qualifications Framework. Qualifications at levels 5 - 8 of the Albanian Qualifications Framework include Professional Diploma, Bachelor, Master, Long Term Specializations, and Doctorate.

Near the Educational Services Center (ESC), you can convert: Professional Diploma, Bachelor, Master and Long Term Specializations.

Whereas the conversion of 8th level degrees - Doctorate is carried out at the Ministry of Education, Sports and Youth.

Documentation needed

1. The application for the recognition and conversion of professional diplomas, bachelor's, master's and long-term specializations shall contain the following documentation:

- a) The application form filled in individually, which is printed after the online application or downloaded from the official website of the Educational Services Center (if applicable only in a written form);
- b) Diploma or certificate certifying completion of studies (in case the latter is the relevant official document in the country of origin equivalent to the diploma);
- c) List of marks and / or diploma supplement;
- d) Photocopy of identity card or passport (in cases where the application is only filed in writing);
- e) Hard-copy payment (in cases where the application is only filed in writing).

Documents must be original (except diploma) or photocopies combined with the original. Documents submitted for recognition are not returned to the applicant.

The documents specified in letters b) and c) must be translated into Albanian by translators licensed in the Republic of Albania with the exception of English, Italian and French documentation, for which translation into Albanian is not necessary.

In cases of inability to carry out translation procedures in Albanian language, the applicant may translate the document into the country of origin in English by an authorized interpreter / licenser for that purpose in the respective country. In these cases, the document must necessarily carry the apostille / legalization stamp related to the translation.

2. The application for the recognition and conversion of the scientific degree "Doctor" shall contain the following documentation:

- a) The application form filled in individually, which is printed after the online application or downloaded from the official website of the Ministry of Education, Sports and Youth (if applicable only in a written form);
- b) A copy of the diploma and its supplement (if any) issued by the respective institution of higher education, which attests to the award of the "Doctor" degree, as well as notarized copies of diplomas of prior university studies;

- c) Doctoral dissertation in hard-copy format (bonded and signed by the applicant and the scientific leader. In the absence of a signature from the leader, to be signed by the secretariat of the higher education institution and stamped) and electronic (on CD, word format);
- d) Albanian-language dissertation summary in hard-copy format (signed by applicant) and electronic (on CD in Word format), 5-10 pages;
- e) Certificate issued by the National Library in Tirana, on the deposit of a copy of the dissertation;
- f) Curriculum Vitae signed by the applicant;
- g) Photocopy of identity card or passport (in cases where the application is only filed by letter);
- h) Hard-copy payment (when the application is only filed in hard copy). The diploma must be standardized with the original (notarized) while the list of grades, original or standardized with the original (notarized). Documents submitted for recognition are not returned to the applicant. The documents specified in letter b) must be notarized and translated into Albanian by licensed translators in the Republic of Albania with the exception of documentation in English, Italian and French for which translation into Albanian is not necessary. In cases of inability to carry out translation procedures in Albanian language, the applicant may translate the document into the country of origin in English by an authorized interpreter / licensor for that purpose in the respective country. In these cases, the document must necessarily carry the apostille / legalization stamp related to the translation.

Procedure Steps

In the case of online application, the applicant completes the online application form, which after printing and sending it along with the relevant hard-copy documentation to the relevant institution. Regarding payment performance, there are two ways to apply online:

1. If the payment method "Online Payment" is selected, payment can be made via Credins Bank, with a debit or credit card in and out of Albania.
2. If you select the "Mandate Payment" payment method, click the "Continue" button and the payment billing options will be displayed, and you will be submitted to a second-tier bank to make the payment. At the end of the payment of the online application, the candidate will be automatically notified by email for filling in the application. In the case of application only in written form, the applicant posts the documents in the relevant institution. For the application only in a written form, the payment is made at the second-tier banks or at the Albanian Post Office in the bank account of the Educational Services Center or the Ministry of Education, Sports and Youth.

Verification of documents:

The Diploma Recognition Sector performs the verification of the authenticity of the diploma or certificate in cases when these documents are not equipped with the Apostle Seal / Legalization or are not authenticated in the country of origin according to the provisions of this Instruction as well as in the cases of documentation issued in the United States of America. In this case, the Sector contacts by e-mail or postal mail the institution that has issued the diploma or certificate. If, after six months from the moment of the confirmation request by postal route, there is still no response from the foreign institution that has issued the diploma, the relevant practice is deposited in the archive of ASA. The Sector may also seek further information that it deems necessary for the objective assessment of recognition and unification of the diploma or certificate.

The Sector requires information at the European Network of Information and Recognition Diplomas (ENIC - NARIC), on the status of higher education institutions, the validity of diplomas or certificates, their level according to the national or European qualifications framework, and other information additional to the degree of graduation.

Printed or hardcopy materials for all the verifications carried out are deposited in the applicant's file. For verifications done online or with the applicant's pin code, the printed documentation is signed by the officer who conducts the verifications and is deposited in the applicant's file.

Procedures for obtaining a recognition and conversion decision:

The Diploma Recognition Commission evaluates, recognizes and coordinates, on the basis of the European Qualifications Framework, the Qualification Framework of the country of origin and the Albanian Qualifications Framework, in accordance with the international recognition principles and standards set out in the documents, agreements and international conventions, which include our country, while respecting the provisions of the Albanian legal framework in force.

The Diploma Recognition Commission takes the decision for recognition and conversion or may decide to return the Sector's file to the necessary documentation in accordance with the relevant instruction. The Sector based on the Commission's decision prepares the certification of recognition and unity for each applicant. In cases of non-recognition of the diploma or certificate, the Sector prepares the appropriate answer to the applicant.

For the recognition of scientific degrees, the order of the minister responsible for education, ad hoc commissions according to respective fields, with expert pedagogues of the field of "Professor" category, which is collected depending on the number of applications and examines the respective files. The chairman of the commission is the Minister of Education, Sports and Youth. The concerned committee cannot meet later than 15 calendar days after the notification for review of an application.

The necessary timeframe to obtain the service

Procedures for the recognition and conversion of diplomas, certificates and degrees obtained at the conclusion of studies conducted abroad when the application file is completed with all the documentation required in this instruction, are completed within 45 days in the case of online completion Application Form, and within 3 months in cases of application in writing.

The Education Services Center is not responsible for delays due to lack of response or delayed response from the applicant for submission of additional documents or lack of late response / response from the higher education institution that has issued diploma, or the respective national center of the ENIC-NARIC network.

The deadlines set out in this guidance for the unification of qualifications, degrees or titles refer to the date of completion of the practice with all the documentation.

Period of validity

Certification is always valid (only in the Republic of Albania) unless there are complaints about change and when it is revoked by the Diploma Recognition Commission.

Costs

Fees for the recognition and unification of certificates and diplomas belonging to levels 5 through 8 (Professional Diploma, Bachelor and Master, and Long Term Specializations), the Albanian Qualifications Framework and the European Qualifications Framework for each diploma required to be united, is 2,000 (two thousand) lekë. If the candidate has 2 diplomas, the fee will be 2 x 2 000 lek

For more

In regards to any questions or uncertainties about using the service you can contact at helpdesk@e-albania.al