

INFORMATION ON THE LEGALIZATION PROCESS OF THE DIPLOMAS

Difference between apostille and legalization

Apostille is issued in case of documents intended for circulation in state that is a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents. Legalization is done in case of documents intended for circulation in state that is not a party to the above mentioned Hague Convention of 5 October 1961.

What is required to obtain an apostille

Apostilles are now issued by Polish National Agency For Academic Exchange. Polish National Agency for Academic Exchange (NAWA) certifies diplomas, diploma supplements and their official copies (*odpis*), including official copies in foreign languages issued by the university, awarded by Polish Higher Education Institutions. To obtain an apostille:

1. Prepare the necessary documents (the list can be found in section „Certification of documents – what documents can be certified in NAWA?“).
2. Fill in the application [form for apostille](#) .
3. Print out the confirmation of payment. The stamp fee charged for the apostille is 60 PLN for each document and is to be paid to the following account:

Urząd M.St. Warszawy, Dzielnica Śródmieście

ul. Nowogrodzka 43, 00-691 Warszawa

Account Number: 60 1030 1508 0000 0005 5001 0038 (Bank Handlowy w Warszawie S.A.)

Payments from abroad:

SWIFT CODE: "CITIPLPX"

IBAN: "PL 60 1030 1508 0000 0005 5001 0038" (Bank Handlowy w Warszawie S.A.)

Title: opłata za apostille + name and surname of the holder of presented documents.

NOTE: The fee is charged for **each** document and **may not be paid in cash**.

From 01.06.2018 NAWA has stopped scheduling appointments. The documents must be sent by mail or left at NAWA reception desk. You will be informed about the date of reception of processed documents by phone or mail. The documents may also be sent back by registered mail or, in case of legalization, passed directly to The Ministry of Foreign Affairs for further processing. Document processing may take up to 30 days (shipping time not included).

You have to submit:

- documents you want to be authenticated
- completed and signed application form
- printed proof of payment

If you submit **more than 5 documents**, we set the date of their receipt.

NAWA address:

Polish National Agency for Academic Exchange

Polna 40

00-635 Warsaw

Poland

Tel. +48 22 390 35 00

Fax. +48 22 826 28 23

e-mail: biuro@nawa.gov.pl

The office of NAWA is open Monday to Friday from 8 am to 4 pm.