

# INFORMATION FOR GRADUATING STUDENTS ON THE LEGALIZATION OF THEIR DIPLOMAS

## WHY?

Prior to leaving Poland, medical graduates must authenticate and legalize their graduation diplomas. The validation of public documents issued in Poland and intended for circulation in other countries is handled by the following two verification authorities:

A. Authentication: at the Ministry of Health

B. Legalization: at the Ministry of Foreign Affairs

1. Apostille validation in the case of documents intended for circulation in the countries that are party to the *Hague Convention of 5 October 1961, Abolishing the Requirement of Legalization for Foreign Public Documents (Journal of Laws, 2005, No. 112, Item 938)*;
2. Legalization in the case of documents intended for circulation in the countries that are not party to the *Hague Convention of 5 October 1961*.

## HOW?

***Please note that in order to make it more efficient, many medical university graduates have been combining their efforts by delegating one of their fellow graduates to: make the appointments, deliver the batch of collected diplomas in person first to the Ministry of Health and then to the Ministry of Foreign Affairs in Warsaw, complete the necessary diploma validation steps hereby described, and bring them back to you. It is also possible for each one of you to do it individually by going to Warsaw in person or by mail. In either case, these two steps must be completed:***

***(1) the diploma has to be authenticated by the Ministry of Health with an official seal***

*(2) after that, your authenticated diploma has to be legalized by the Ministry of Foreign Affairs, depending on your country of origin either (a) or (b) should apply*

*(a) for countries which are within the Hague Convention, it is called Apostille,*

*(b) for countries that are not party to the Hague Convention, it is referred to as a legalization.*

## **WHOM TO CONTACT, WHERE TO GO, AND HOW MUCH TO PAY? ....**

### **I. DIPLOMA AUTHENTICATION BY THE MINISTRY OF HEALTH**

1. Please contact the Polish Ministry of Health to make an appointment for the submission — either in person or by a third party — of your diploma and to arrange for the payment of the authentication service fee.

a) Please contact the Authentication Office to schedule the appointment by calling:

**Ms. Arleta Zaremba**

**Ministerstwo Zdrowia [Ministry of Health]**

**Oddział Autoryzacji [Authentication Office]**

**{xxx} Warszawa**

**ul. Miodowa 15, Pok. 112/111**

**Tel. +48 {0?} 22 634 9630**

**Office hours: Monday through Friday 8:15 a.m. – 4 p.m.**

b) Make a payment for the service fee — in the amount of **19 PLN** per one copy of the diploma and the diploma supplement — to the Ministry of Health account No.: **69101010100013132231000000**.

c) Deliver your graduation diploma to the Authentication Office at the Ministry of Health to obtain a special seal confirming the

authenticity of your diploma.

## **II. DIPLOMA LEGALIZATION BY THE MINISTRY OF FOREIGN AFFAIRS**

1. Please contact the Polish Ministry of Foreign Affairs to make an appointment for the submission — either in person or by third party— of your diploma and to arrange the payment of the Apostille / legalization service fee.
2. Please contact the office to schedule the appointment by calling:

**Ministerstwo Spraw Zagranicznych [Ministry of Foreign Affairs]  
Oddział Legalizacji [Legalization Section]**

**Al. Szucha 21 00-580**

**Warszawa Tel. +48 22 523 9463 or +48 22 523 9128**

**Office hours: Monday – Friday 9 a.m. – 1 p.m.**

**e-mail: Krzysztof.augustyniak@msz.gov.pl or e-mail:  
monika.grabek@msz.gov.pl**

**The Consular Information Division at the Ministry of Foreign Affairs also provides information on document legalization: tel. + 48 22 523 9451, + 22 523 9448, + 48 22 523 9248, or e-mail: msz\_konsul@ikp.pl**

- d) Make a payment for the service fee — in the amount of **60 PLN** for the Apostille, or of **26 PLN for the legalization** per one copy of the diploma and the diploma supplement — to the Ministry of Foreign Affairs either in cash at the cashier's desk at the Ministry of Foreign Affairs, or by wire transfer to the following account:

**Urząd Miasta Warszawy, Dzielnica Śródmieście, ul. Nowogrodzka 43  
Bank**

**Handlowy w Warszawie, S.A.**

**Account No.: 60 1030 1508 0000 0005 5001 0038**

*Or, if making the payment from a foreign bank outside of Poland:*

**SWIFT CODE: “CITIPLEX”**

**IBAN: “IBAN PL60 1030 1508 0000 0005 5001 0038”**

- e) Deliver your graduation diploma to the Legalization Section at the Ministry of Foreign Affairs to obtain a special seal confirming the legality of your diploma.
- f) Please keep in mind that:
- Payment is required for every certified document.
  - Requests for the issue of the Apostille or for the legalization of documents may be filed with the Ministry of Foreign Affairs personally or by a third party (no additional authorization is required), or your documents may be sent by certified mail from abroad.
  - The Apostille or legalization seal is not required when a bilateral or multilateral agreement, which is binding for the Republic of Poland and another country, has abolished or simplified the legalization process or has been exempted from the legalization of documents with respect to matters covered by the scope of such agreements.
  - When certifying documents that have been sent by mail, you have to include the proof of payment for the service fee — a copy of a bank wire transfer — and provide your return address so that the legalized documents may be sent to you by mail.
  - An up-to-date list of countries that are party to the Hague Convention of 1961 are available at this Internet address: [http://www.hcch.net/index\\_en.php?act=conventions.authovities&c\\_id=41](http://www.hcch.net/index_en.php?act=conventions.authovities&c_id=41) or at the Legalization Section of the Ministry of Foreign Affairs.