Instructions for applicants filing an applicationfor the recognition of a foreign professional qualification in line with the **automatic system of recognition**

The documents (evidence) enclosed with the application must be **originals** or **certified copies**, or, if necessary, **certified translations of the documents into the Croatian language.**

Furthermore, **an uncertified copy of each submitted document** must be enclosed with the application form.

**Notes:**

* The translation into the Croatian language is made by a **court interpreter** for the foreign language of the foreign professional qualification;
* The copies of the official documents in the Republic of Croatia are **certified by a notary public**;
* The copies of the official documents **can also be certified abroad**;
* **If the application form is not complete, the applicant will be informed in writing about the necessary supplemental documents.**
* **After the application procedure, the Croatian Medical Chamber will return the originals and certified copies to the applicant, and will file only the uncertified copies enclosed with the application.**

**The following documents must be enclosed with the application:**

* **Evidence of nationality**
* **Certificate of citizenship or other document proving citizenship or copy of a passport**
* **Evidence of formal qualification** or other evidence of completed formal education
* **Diploma of a foreign higher education institution (school of medicine)**
* **Evidence of passed professional (state licence) examination**
* **Certificate of passed professional (state licence) examination**
* **Evidence of professional qualification**
* **Certificate/decision/diploma of passed specialist examination**
* **Evidence of conformity stating that the professional qualification meets the requirements of Directive 2005/36 EC**
* **Certificate issued by a competent institution in the applicant's home country** thatthe obtained professional qualification meets the qualification criteria defined by the provisions ofDirective 2005/35 EC of the European Parliament and of the Council on the recognition of professional qualifications.
* **Other documents**
* **Certificate of marriage or a decision issued by a competent institution** for the applicants that have changed their name and/or surname
* **Power of attorney** certified by a notary public, **on the appointment of a representative for the service of documents or for representation in the Republic of Croatia** for the applicants having residence abroad (in line with Article 37 of the General Administrative Procedure Act – Official Gazette no. 47/09).
* **Evidence of the payment of the costs of the procedure of the recognition of foreign professional qualifications to the amount of 500.00 HRK**
* **Copy of the proof of payment** *(see instructions for the payment of the costs of the procedure)*
* **Stamp duties of the Republic of Croatia to the amount of 35,00 HRK** (please affix the duty stamps on the application form, under your signature).