Instructions for applicants filing an applicationfor the recognition of a foreign professional qualification in line with the **general 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 previously completed education**
* **Certificate of the Secondary School Leaving Examination.** This evidence **is not necessary** if the conditions for the enrolment in the institution of higher education are specified in the diploma supplement.
* **Evidence of formal qualification** or other evidence of completed formal education
* **Diploma of a foreign higher education institution (school of medicine)**
* **Diploma supplement or other document, i.e. documents** specifying: official name and duration of the study programme, enrolment conditions, year of enrolment, all courses prescribed by the programme of study upon which completion the applicant obtained the higher education qualification and the academic title of a doctor of medicine in the state of qualification, total number of hours for each course, and the transcript of records certifying that all prescribed examinations have been passed (including grades).
* **Complete curriculum** of the foreignhigher education institution (school of medicine), certified by the higher education institution specifying that such curriculum was applicable to the applicant requesting the recognition of the foreign professional qualification and that such curriculum was the basis for obtaining the higher education qualification of a doctor of medicine.

**Note:**

* The applicants that **during their study transferred from one higher education institution to another**, must also enclose the following documents with the application:
	+ Copies of **student’s transcript booklet** from both higher education institutions
	+ **Transfer release certificate** from the higher education institution
	+ **Document approving the transfer – enrolment** in the other higher education institution.
* **Evidence of passed professional (state licence) examination**
* **Plan and programme of internship** (copy of internship booklet and/or the plan and programme issued by a foreign competent institution or the extract from a foreign official gazette valid for the applicant’s period of internship)
* **Certificate of passed internship examination**
* **Evidence of professional qualification**
* **Plan and programme of speciality training programme** (copy of speciality training programme attendance records and/or plan and programme issued by a foreign competent institution or an excerpt from a foreign official gazette valid for the applicant’s period of speciality training programme)
* **Certificate/decision/diploma of passed specialist examination**
* **Evidence of professional training**
* **Certificate of completed postgraduation study or professional training**
* **Evidence of professional experience**
	+ **Employer’s certificate** or the copy of **employment record card**
* **Certificate of knowledge and skills**
	+ **Certificate of acquiring knowledge and skills within the relevant professional qualification**
* **Other documents**
	+ **Evidence of membership in a foreign medical chamber**
* **Certificate of marriage or a decision issued by a competent institution** for the applicants that have changed their name and/or surname
	+ **Decisions by the Agency for Science and Higher Education of the Republic of Croatia** about the recognition of a foreign higher education qualification of a *doctor of medicine* issued by30 June 2013, if available to the applicant
	+ **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 for the recognition of foreign professional qualifications to the amount of 1,000.00 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 70.00 HRK** (please affix the duty stamps onto the application form, under your signature).