

# How to prepare your educational credential **GUIDE**

Dear prospective SPbU students,



Let us inform you about the process of preparing your educational documents for admission and enrollment at SPbU.

There are several steps you need to take before your departure to Russia.

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## **Step 1. The final official educational credential.**

The final official educational credential, such as a diploma or degree certificate, should be submitted along with all pages of the document containing text, tags, or signs.

Additionally, an academic transcript and/or diploma supplement, if issued as a separate document, is also required.

### **Notes.**

If graduation was more than one year ago and you are using a Provisional Certificate, it is recommended that you obtain the final, official credential.

If the period of validity on the Provisional Certificate has officially expired, the educational document may not be accepted, even if it has been legalized.

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## Step 2. The legalization.

The final official educational document (diploma/degree certificate) can be legalized by either consular legalization or apostille.

If the country that issued your educational document is a member of the 1961 Hague Convention on the Abolition of the Requirement of Consular Legalization, then the document will need to be certified with an **Apostille** stamp in the issuing country. A list of countries that are members of the 1961 Hague Convention is [here](#)

If the country that issued your educational document is not on the list, then consular legalization will be required. This means that the official document must be legalized at the **Russian consulate** located in the country where it was issued. This process verifies the authenticity of the signatures and seals from the authorities in the issuing country. For more information about the legalization process, please visit the website of the Russian embassy in your country.

There are some countries that have a **bilateral agreement** regarding the use of official documents without the need for additional legalization.

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This countries are: Albania, Algeria, Argentina, Bosnia and Herzegovina, Bulgaria, China, Croatia, Cuba, Cyprus (Republic of Cyprus), Czech Republic, Egypt, Estonia, Finland, Greece, Hungary, India, Iran, Iraq, Italy, North Korea (Democratic People's Republic of Korea), Latvia, Lithuania, Macedonia, Mongolia, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia, Spain, Tunisia, Vietnam, South Yemen (People's Democratic Republic of Yemen).

### Notes.

As a general rule, the original document should be legalized. However, in some countries, authorized copies can be provided for legalization purposes. In these cases, both the original and legalized copies of the document are recommended for submission. When you arrive to study, the legalized copy of the document should be presented in paper form.

Please note that the verification of a translation by the Russian consulate is a separate process. This is not considered to be the legalization of a document for official use in another country.

The official general information about legalization of official documents is [here](#).

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### **Step 3. The official translation.**

In order to enroll, an official translation of the educational document in Russian is also required.

The translation must be certified in one of two ways: by a Russian notary in Russia or by the Russian consulate abroad.

The translation can be certified according to the rules of the issuing country if there is a bilateral agreement on using official documents without additional legalization. See the list of countries in Step 2 for more information.

The SPbU Committee for Recognition of Foreign Education may require a certified translation of your academic transcript into Russian or English, if necessary. The Committee may also request any additional documents or information to complete the recognition process.

#### **Subtotal 1.**

Steps 1 and 2 can therefore only be completed in your home country before your departure to Russia.

Step 3, however, can be completed either before your departure or after your arrival in Russia.

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## Step 4.

### Recognition of education within the Russian system of education.

If there is no bilateral agreement between our countries on the recognition of your education, your credentials will need to be recognized in Russia through a special procedure. The SPbU has the authority to conduct this recognition process, which is similar to that of a state agency for recognizing qualifications, but is only valid within the SPbU.

It is free, but it can only be done after providing fully prepared documents.

If you have successfully completed the recognition process on [NIC.GOV.RU](http://NIC.GOV.RU) and obtained the official certificate of recognition, please submit it, along with your educational documents, via the SPbU Personal Applicant account during the application period or by email [recognition@spbu.ru](mailto:recognition@spbu.ru).

If you have any questions at any stage, please do not hesitate to contact us by email [recognition@spbu.ru](mailto:recognition@spbu.ru)