

**RECOGNITION AND UNIFICATION OF CERTIFICATES, DIPLOMAS, DEGREES,
SCIENTIFIC DEGREES (PHD) AND ACADEMIC TITLES (PROFESSOR,
ASSOCIATED PROFESSOR) ISSUED BY FOREIGN INSTITUTIONS OF HIGHER
EDUCATION AND OTHER AUTHORIZED INSTITUTIONS.**

1. The application for the recognition and unification of qualifications pertaining to level 5 to 8, of the Albanian Framework, the European Qualifications Framework, as well as academic titles is done *online* through the e-Albania portal.
2. The required accompanying documentation must be submitted in electronic format during the *online* application, in a colour copy, PDF format.
3. The application for the recognition and equivalence of academic qualifications corresponding to levels 5 to 8 of the Albanian or European Qualifications Framework, excluding the scientific degree "Doctor", is carried out online according to the following procedure:
 - a. The application form is filled online on the e-Albania portal;
 - b. The applicant uploads an electronic colour copy in a PDF format the following documentation:
 - i. The diploma / professional certificate, diploma or relevant official document issued by the institutions responsible for issuing the qualification in the country of origin, equivalent to the diploma certifying the completion of studies; **it should be equipped with an Apostille¹ seal or legalization from the country of issue**, certified with the original (notarized), as well as translated into Albanian by translators licensed in the Republic of Albania.
 - ii. The diploma supplement and / or the list of grades/transcript, Certified with the original (notarized), as well as translated into Albanian by translators licensed in the Republic of Albania.
 - iii. Photocopy of identity card or passport (only for foreign nationals);
 - iv. Receipt/invoice or confirmation of online payment, according to appendix 2 attached to this instruction and part of it
4. The application for the recognition and unification of the scientific degree "Doctorate/PhD" is done online according to the following procedure:
 - a. The application form is filled online on the e-Albania portal;
 - b. The applicant uploads an electronic colour copy in a PDF format the following documentation:

¹ Apostille stamps are not placed on documents issued by countries with which the Republic of Albania has bilateral agreements on this issue. The list is published on the official website of the Ministry for Europe and Foreign Affairs

- i. Diploma and its supplement (if any), issued by the relevant institution of higher education, proving the acquisition of the scientific degree "Doctorate" or the original document, equivalent to the diploma, in cases when this is the relevant official document in the country of origin, equivalent with the diploma,
 - **Provided with an Apostille² seal or legalization from the country of origin, •**
 - Certified with the original (notarized),**
 - As well as translated into Albanian by translators licensed in the Republic of Albania.
- ii. Doctoral dissertation, accompanied with a summary in Albanian(about 10 pages);
- iii. photocopy of identity card or passport (only for foreign nationals);
- iv. Receipt/invoice or confirmation of online payment(according to appendix no. 2).
http://qsha.gov.al/infos/njesim_diplome/fatura_arketim.pdf
- c. The applicant must deliver a copy of the relevant dissertation to the National Library of Albania (NLA) and the relevant certificate by regular mail.

The application for the recognition of the academic titles is done online according to the following procedure:

- a. the application form is filled online on the e-Albania portal, according to appendix no. 1;
- b. the applicant uploads an electronic colour copy in a PDF format, the following documentation:
 - i. the document of the academic title obtained,
 - **Provided with an Apostille seal or legalization from the country of origin,**
 - **Certified with the original (notarized),**
 - **As well as translated into Albanian by translators licensed in the Republic of Albania;**
 - ii. Proof of registration of the academic title in the relevant database pursuant to the legal framework of the country where the academic title was obtained (if this registration is provided by the relevant foreign legislation);
 - iii. Copy of identity card or passport (only for foreign nationals);
 - iv. Receipt/invoice or confirmation of online payment according to appendix no.2;
 - v. A signed statement/file providing information on:
 - Academic teaching experience;
 - Participation in symposia, conferences, scientific congresses accompanied by the titles of the presented materials;
 - Scientific activity - list of scientific articles/publications,

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- Publications of scientific papers in international scientific bodies. The information provided in this file must be accompanied by the relevant supporting documentation.

RECOGNITION AND UNIFICATION PROCEDURES

1. After the online application, the procedure of recognition and unification of academic qualifications belonging to level 5 to 8, in addition to the scientific degrees "Doctor", of the Albanian or European Qualifications Framework continues with the review and verification of documentation by the Commission of Recognition of Diplomas at Educational Services Center (QSHA). This procedure, when the application file is completed with all the documentation required under this instruction, is completed within 45 days.
 - 1.1 The Higher Education Diploma Recognition Sector (SENJOD) in CES (QSHA) serves as the technical secretariat of the Diploma Recognition Commission
 - 1.2 The application is not considered complete if one of the documents cited in this instruction is missing. Information for completing the documentation is done by e-mail. The recognition and unification procedure starts immediately after the application has been displayed to CSE in the online system in cases when the documentation uploaded in electronic form is complete and according to the provisions of this instruction. Within 3 (three) days from the beginning of the recognition and unification procedure, SENJOD contacts by e-mail the responsible institution that has issued the relevant diploma or certificate
 - 1.3 In case of ascertaining deficiencies in the documentation, SENJOD requests the applicant to initially complete the documentation by e-mail, within 15 days from the moment of filing the application. In case of non-filing of additions within 30 days, the applicant is asked for additions for the second time by e-mail, which must be submitted within 30 days to QSHA, otherwise, the review of the relevant application is terminated and the documentation is archived in QSHA.
 - 1.4 SENJOD calculates the deadlines set out in this instruction for the recognition and unification of qualifications, referring to the date of completion of the file with all the necessary documentation.
2. QSHA, when, implementing the verification procedure:
 - a. Requires information whether the study program completed by the applicant in a foreign institution of higher education or other authorized institution is opened/licensed as an online study program;
 - b. Requests any additional information deemed as necessary for the objective evaluation for the recognition and unification of the diploma/certificate;
 - c. Requests via e-mail the relevant HEI to confirm the authenticity, at least twice and in case of non-response, the confirmation is requested by official letter (sent by official regular mail). In case after 1 year from the moment of the official confirmation request, there is still no response from the HEI, the review of the respective application is

terminated and the documentation is archived in QSHA. The applicant is notified of the decision of the commission on the archiving of documentation. Confirmation is also required from other responsible institutions as appropriate;

- d. QSHA refers to the official list of recognized/licensed/accredited institutions in the country of origin published on the relevant official pages of the ENIC-NARIC network and, as the case may be, requests information from the centers of the European Network for Information and Recognition of Diplomas (ENIC-NARIC) and responsible institutions of other countries on the status of higher education institutions, the validity of diplomas or certificates, their level according to the national or European qualifications framework, as well as other additional information in function of the diploma recognition and unification. QSHA serves as the national center of the ENIC/ NARIC network for information and recognition of diplomas for the Republic of Albania;
- e. Written or printed materials for all verifications performed, are deposited in the applicant's file. For online verifications, the printed documentation is signed by the verifying officer and deposited in the applicant's file.

RECOGNITION OF DIPLOMAS OF PERSONS WHO HAVE REFUGEE STATUS, DISPLACED PERSONS AND REFUGEE-LIKE PERSONS

1. For persons who have the status of a refugee, displaced person and / or a refugee-like person, the procedures provided in Chapter II of this instruction do not apply.
2. The application for the recognition and unification of academic qualifications belonging to level 5 to 8 of the Albanian or European Qualifications Framework, in addition to the scientific degree "Doctor", is made according to the following procedure:
 - a. The application form is filled in QSHA, according to appendix no. 1;
 - b. The applicant submits to QSHA the following documentation:
 - i. The diploma / professional certificate, diploma or relevant official document issued by the institutions responsible for issuing the qualification in the country of origin equivalent to the diploma certifying the completion of studies; certified with the original (notarized), as well as translated into Albanian by translators licensed in the Republic of Albania.
 - ii. Diploma of previous studies of higher education and / or certification of the recognised and unified diploma, issued by the responsible institution in the Republic of Albania.
 - iii. Photocopy of the identity card or passport, or a document issued by the competent authorities by which his identity is verified;
 - iv. The document issued by the competent authorities certifying that the person has acquired refugee status, a displaced person and a refugee-like person;
3. The application for the recognition and unification of the scientific degree "Doctor/PhD" is performed according to the following procedure:
 - a. The application form is filled in QSHA, according to appendix no. 1;
 - b. The applicant submits to QSHA the following documentation:

- i. Diploma and its supplement (if any), issued by the relevant institution of higher education, proving the acquisition of the scientific degree "Doctor" or the original document, equivalent to the diploma, in cases when this is the relevant official document in the country of origin, equivalent with the diploma, certified with the original (notarized), as well as translated into Albanian by translators licensed in the Republic of Albania.
 - ii. The diploma supplement and / or the list of grades/transcript, certified with the original (notarized), as well as translated into Albanian by translators licensed in the Republic of Albania.
 - iii. Photocopy of the identity card or passport, or a document issued by the competent authorities by which his identity is verified;
 - iv. The document issued by the competent authorities certifying that the person has acquired refugee status, a displaced person and a refugee-like person;
4. The application for the recognition and unification of "Academic Titles" is performed according to the following procedure:
- a. The application form is filled in QSHA, according to appendix no. 1;
 - b. The applicant submits to QSHA the following documentation:
- i. The diploma/professional certificate, diploma or the relevant official document issued by the competent institutions for issuing the qualification in the country of origin, equivalent to the diploma certifying the completion of studies, certified as a true copy of the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
 - ii. The diploma supplement and/or transcript of records, certified as a true copy of the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
 - iii. A photocopy of the identity card or passport, or a document issued by competent authorities that verifies the applicant's identity;
 - iv. A document issued by competent authorities certifying that the person has obtained refugee status, displaced person status, or a status equivalent to that of refugees.
5. Refugees, displaced persons and refugee-like persons who submit partial documentation, or cannot submit documents to prove their qualifications and/or periods of study, have the right to recognition and unification free of charge and within a reasonable period of their qualification and/or periods of study in order to continue further studies, or to be employed.

Terms of service termination:

The procedure of recognition and unification, after the *online* application, of the academic qualifications that belongs to level 5 to 8, (except for the scientific degrees "Doctor"), of the Albanian or European Qualification Framework continues with the review and verification of

documentation by the Diploma Recognition Commission at QSHA. This procedure, when the application file is completed with all the required documentation, ends within 45 days.

FEES

Payment for recognition and unification of certificates / diplomas and scientific degrees, belonging to level 5 to 8 of the Albanian Qualifications Framework and the European Qualifications Framework, as well as academic titles, except applications submitted by refugees, displaced persons and similar persons with refugees, is 2000 (two thousand) ALL and is done in the bank account of QSHA, defined on the official website of QSHA and e-Albania, in the relevant section of the diploma recognition.

Payment can be made during the online application via credit / debit card or at commercial banks or the Albanian Post.

For refugees, displaced persons and refugee-like persons, this service does not apply fees.

Adresa postare / Postal address:

Qendra e Shërbimeve Arsimore. 7

Blv: Zhan D'Dark Nr. 23 Tiranë.

For further information visit the official webpage: qsha.gov.al