

When received the Diploma

What to do when you received your diploma

Step 1:

Note that some countries require the verification on the original, some “only” on the verified copy, some countries may not even need it (EU) – you need to find out the requirements in a particular country where you want to practice medicine/dentistry.

If the original is not required, not to spoil your original Diploma, have the Latin Diploma copied and the copy officially notarised/verified!!!

Onto the notarised/verified copy get the stamps from particular Ministries – see further:

Make notary **verified copies** of your diploma. You can go to any notary office (notář)

In Prague centre there are plenty of notary offices on Národní třída, Na Příkopě, U Prašné brány, Dlouhá street, etc. for the official verification of the copies – at these places, you should be also able to get the originals copied.

Some contacts for notaries in Prague:

JUDr. Ilona Remešová, Jungmannova 31, 11000 Praha 1 - Nové Město

nk@nk-remesova.cz, +420 224 494 452

JUDr. Petr Hochman, Na Příkopě 850/8, 11000 Praha 1 - Nové Město

<http://www.notar-hochman.cz>, phochman.notar@nkcr.cz, +420 255 771 557

Some contacts for notaries in Pilsen:

JUDr. Marie Kuželková, Bezručova 33 (1st building under the theatre), Plzeň, +420 377328649

Mgr. Anna Röschová, Kamenická 1 (under the Saský Bridge), Plzeň, +420 377329437

Step 2:

MINISTRY OF EDUCATIONAL, YOUTH AND SPORTS of the Czech Republic

Karmelitská 7, 118 12 Praha 1

<http://www.msmt.cz/vzdelavani/vysoke-skolstvi/legalizace-overeni-vysokoskolskeho-vzdelani-v-cr-pro>

[?lang=1](#)

Odbor vysokých škol - Department of Higher Education (Department no. 30)

Karmelitská 7, 118 12 Praha 1

Oddělení zahraničních studentů - Division of the foreign students:

building C, 2nd floor, door No. 202 (legalizace diplomů)

Ing. Jiří Johánek

Tel.: 234 811 532 **E-mail:** jiri.johanek@msmt.cz

Working hours: Mon, Wed 9 a.m. - 12 p.m. & 1 p.m. - 5 p.m.

"legalizační razítko (stamp)" to original diploma/Diploma Supplement, notarised/verified copy of the diploma or the translation of the diploma; *for each stamp one "kolek" for 100,- CZK is required (bought at the post office)*. Applicants are obligated to bring a tax stamp value of 100 CZK per every single document.

Step 3:

MINISTRY OF FOREIGN AFFAIRS of the Czech Republic

http://www.mzv.cz/jnp/cz/o_ministerstvu/uredni_deska/overovani_listin.html

Konzulární odbor - Verification of documents - Consular Department

přízemí (ground floor) of Toskánský palác - **Tuscany Palace**

(5 minutes of walk from Czernin Palace, just opposite the main gate of Prague Castle)

Seat of the Consular Department etc.

Hradčanské náměstí 5, Praha , 110 01

Legalizační oddělení: **Tel.:** 224 182 153, 224 182 188 **E-mail:** legalizace@mzv.cz

Working hours: Mon, Wed 8 a.m. - 12 p.m. & 1.30 p.m. - 5 p.m.

"superlegalizační razítko (stamp)": *for each stamp one "kolek" for 100,- CZK for a Czech document or 600,- CZK for an international document is required (bought at the post office)*

After having all the stamps, get the English translation of your Diploma (it will be attached to the original or the notarised/verified and stamped copy - dependent on the country);

NOTE: If you get the English translation before obtaining the stamps (that are in Czech only), you will have to get the stamps translated separately on top, therefore will pay twice, need more time, etc.

NOTE II: Only five documents could will be issued on the spot. With more than five documents you will be given a certain date for picking up.

TRANSLATION of the DIPLOMA - L a t i n - E n g l i s h

Please be informed that the translated document has to be notary verified.

In Prague - Překlady textu s.r.o. - Senovážné náměstí 23 (4th floor), 110 00 Prague 1

phone: +420 774 404 897

info@preklady-textu.cz

For more information (incl. price list) please go through following links:

[About us - Překlady textu \(preklady-textu.cz\)](http://preklady-textu.cz)

[Our Services - Překlady textu \(preklady-textu.cz\)](http://preklady-textu.cz)

[Translation of diplomas - Překlady textu \(preklady-textu.cz\)](http://preklady-textu.cz)

In Pilsen - FOREIGNERS - COMPLEX SERVICES FOR GRADUATES - Pražská 5 (near Náměstí Republiky)

- Diploma and supplement apostillisation and translation (Latin → English / German / Portuguese / other)
- Certificate of non-membership in Czech Medical/Dental Chamber
- Certificate of performing medical care abroad (following the 2005/36/EC directive) incl. apostillisation and translation
- Diploma picking up (based on power of attorney)

Contact directly Ms Nicole: pilsen@foreigners.cz , phone: (00420) 377 477 137

www.foreigners.cz

CZECH MEDICAL CHAMBER

http://www.lkcr.cz/doc/cms_library/certificate-of-non-membership-application-100241.pdf

Some countries might require this document which you can download on the website above (please copy the link)

ČLK - Česká lékařská komora

Lékařská 2/291

150 00 Praha 5

Zahraňní oddělení, contact person: Ivana Vašková

email: foreign@clkcr.cz , tel.: +420 234 760 702

CZECH DENTAL CHAMBER

Contact:

Iveta Haiserová

Executive Assistant of President of the Czech Dental Chamber

Slavojova 22, 128 00 Prague 2, Czech Republic

tel.: +420 234 709 610

mob.: +420 606 784 332

<http://www.dent.cz>

Certificate of non-membership

The Certificate of non-membership is an equivalent to the Certificate of good standing provided to the graduates of the faculty of medicine when seeking a job abroad.

This request is completed by the applicant / medical graduate who studied in the Czech Republic, but has never been a member of the CMC and thus has never practiced in the treatment and preventive care in the Czech Republic. Certificate of non-membership, which is on the basis of this request is issued, serves as the equivalent of a certificate of professional clean record of a doctor - a member of the CMC (Certificate of good standing).

To obtain the certificate of non-membership, it is needed to provide a copy of diploma and pay the administrative fee of 1000,- CZK (GM), resp. 600,- CZK (DY).

Form of request for such a certificate

GM - please copy the link mentioned above

DY - please see the attached file in this article