



UNIVERSITY OF ARTS IN BELGRADE

REQUEST
FOR THE RECOGNITION OF A FOREIGN HIGHER
EDUCATION DOCUMENT

*NOTE: The Application is to be filled on the computer or in CAPITAL LETTERS, in English language.

I PERSONAL INFORMATION

First name:

Parent's first name:

(Surname (Maiden name))

Sex: F M

Date of Birth:

Place, Municipality, Country of birth:

Citizenship:

Address:

Street and Number:

Postal code, Place/City:

E-mail:

Phone number:

II INFORMATION ABOUT HIGHER EDUCATION DOCUMENT FOR WHICH THE RECOGNITION IS REQUESTED

Name the University and Faculty
/School/College where the previous
diploma is obtained:

City, Country:

Level of the study programme
accomplished: Undergraduate academic studies
 Master academic studies
 Specialist academic studies

Full name of the study programme:

Official length of study program Years: Semesters: ECTS:

Year of enrollment: Date of completion of studies:

Date of issuance of the document:

Form of study: Full-time Distance learning

Acquired title:

III UNIVERSITY/FACULTY FOR WHICH THE CANDIDATE IS APPLYING:

University/Faculty: Faculty of Music Faculty of Fine Arts
 Faculty of Applied Arts Faculty of Dramatic Arts
 Interdisciplinary studies

Full name of the study programme:

Level of the study program:

IV PURPOSE OF THE APPLICATION

enrolment at the same level enrolment at the next level

Please provide the following documentation:

1. two certified copies of diploma and diploma supplement¹;
2. two copies of the diploma and diploma supplement translated in Serbian language² by the sworn translator;
3. two certified copies of the transcript of courses in the original language (if the candidate is applying with the purpose of enrolment at the same level of studies);
4. two copies of the aforementioned transcript of courses, translated in Serbian language by the sworn translator³;
5. payment proof for the procedure expenses – amount of 170€ (payment instruction to be found at the end of this document);
6. payment proof for the Republic administrative fee;
7. certified copy of a decision by the authorized body on name and/or surname change for persons who have changed their name and/or surname.

Candidate who is requesting the recognition of the foreign higher education document procedure for the purpose of further education on the doctoral level needs to provide also:

1. two certified copies of diploma and diploma supplement/transcript of courses with the average mark from the Undergraduate studies;
2. two copies of diploma and diploma supplement/transcript of courses with the average mark translated in Serbian language⁴ by the sworn translator.

* NOTE: Candidates coming from Bosnia and Herzegovina, Republic of North Macedonia, Republic of Slovenia, Republic of Croatia and Republic of Montenegro do not need to translate their foreign higher education document, if their document is issued in some of the following languages: Bosnian language, Macedonian language, Slovenian language, Serbian language, Croatian language and Montenegrin language.

In _____ (city), _____ (date).

(signature of the candidate)

¹ Exceptionally, if at the moment of starting the recognition procedure the diploma of the candidate is not issued, he or she needs to submit certificate or other relevant document that proves successful graduation from the higher education studying program, which is of a temporary value. Candidate is obliged to submit two certified copies of diploma and diploma original within the period of one year.

² Exceptionally, the documentation will be accepted in English language, but the candidate will be asked to submit Serbian translation for the inscription process, or the latest by the beginning of the academic year.

³ Exceptionally, the documentation will be accepted in English language, but the candidate will be asked to submit Serbian translation for the inscription process, or the latest by the beginning of the academic year.

⁴ Exceptionally, the documentation will be accepted in English language, but the candidate will be asked to submit Serbian translation for the inscription process, or the latest by the beginning of the academic year.

INSTRUCTION FOR PAYMENT OF THE FEE FOR RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS FOR THE PURPOSE OF FURTHER EDUCATION (for payments done in Serbia)

Amount: 20.000,00 dinars

Recipient's account: **840-32908845-96**

Reference number: **65-108**

Purpose of payment: Fees for recognition of foreign higher education documents for the purpose of further education

Recipient: University of Arts in Belgrade, Kosančićev venac 29

INSTRUCTION FOR PAYMENT OF THE FEE FOR RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS FOR THE PURPOSE OF FURTHER EDUCATION (for payments done outside of Serbia)

Amount: 170€

Instructions for money transfer in Euro:

Bank Account Holder's Name:	UNIVERSITY OF ARTS BEOGRAD
Account number in Euro:	840-79790-57
Bank name:	National Bank of Serbia
Bank Address:	Kralja Petra 12, 11000 Belgrade, Serbia
S.W.I.F.T. Code:	NBSRRSBG
Correspondent \Bank:	Deutsche Bank Frankfurt am Main DEUTDEFF
IBAN	
Beneficiary:	/RS3584000000007979057 University of Arts