

Description:

*Recognition of secondary education certificate according to documents issued by schools of foreign countries (validation of secondary education certificate)*

Authority providing the service

*Regional Department of Education - Pleven*

Information about the Administrative Service Center (ASC) of RUO-Pleven:

*The ASC is located in the building of the Regional Department of Education - Pleven*

Address: Pleven, #23 Dimitar Konstantinov st., 3rd floor, room 328.

Contact phone: 064/ 800 954

Email address: ruo@ruopleven.bg

Working hours: from 09.00 to 17.30 Mon to Fr.

**I. Service provision procedure. Required documents.**

1. An application form. The application form can be downloaded in Bulgarian from the website of RUO - Pleven below as well as received on site:

[https://www.ruopleven.bg/service-docs/files\\_15/916\\_zayavl\\_klas\\_2020.docx](https://www.ruopleven.bg/service-docs/files_15/916_zayavl_klas_2020.docx)

2. The original document of secondary school education. The secondary education document must be provided in original for reference, after which it is returned back to the owner. The document for completed secondary education should contain the studying results (subjects and grades) or the same should be attached to the original document.

3. Translation into Bulgarian of all the documents by a sworn translator and a notarization of the translation.

Documents must be certified with an Apostille stamp when required. Apostille is placed on the original document by the authorities of the foreign country which issued the document. Countries for which an Apostille stamp is required (mandatory) are the following:

Andorra, Argentina, Australia, Belgium, Brazil, Burkina faso, Canada, Chile, Costa Rica, Denmark, Dominican Republic, Ecuador, Egypt, El Salvador, Estonia, Finland, Germany, Great Britain, Honduras, Iceland, India, Ireland, Israel, Japan, Jordan, Kazakhstan, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mauritius, Mexico, Moldova, Monaco, Montenegro, Morocco, Namibia, New Zealand, Nicaragua, North Macedonia, Norway, Panama, Paraguay, Peru, Philippines, Portugal, Saudi Arabia, Singapore, South Africa, South Korea, Sri Lanka, Suriname, Sweden, Switzerland, Thailand, The Netherlands, Tunisia, Turkey, United States of America, Uruguay, Venezuela, Zambia

4. Document (receipt) for paid state fee to RUO-Pleven (BGN 35).

## **II. Service Fee**

A total fee of BGN 35 is collected for the recognition of the document for a completed degree of secondary education/professional qualification, issued by schools of foreign countries, together with the issuance of the certificate.

The fee can be paid in one of the following ways:

1. On location in RUO-Pleven, with a credit/debit card, through a POS terminal device working with Visa, Visa Electron, MasterCard and Maestro cards (the payment cards must be issued by a Bulgarian bank).
2. By a bank transfer (including EasyPay), with the state fee being paid to the following account of RUO-Pleven:

IBAN BG82UBBS80023106161300

BIC: UBBSBGSF

UBB – AD branch Pleven

## **III. Deadline for issuance**

Up to one month from the date of submission of the documents. The deadline of one month can be extended in cases where the submitted documents are insufficient for a decision and additional information is required.

At the address: <https://ruopleven.bg/legalisations> a protocol with the results of the recognition is uploaded, and the result of the commission's decision can be checked using an incoming registry number which is given to the person submitting documents for recognition. When the secondary education is recognized (as stated in the protocol) the certificate is issued and it is ready for picking up.

## **IV. Information about the service and ways of requesting it**

1. In person (with an ID for data/identity verification).
2. By other persons - with a written power of attorney, with notarization of the signature or by a lawyer with an express power of attorney.

The application with the attached documents can be submitted on-site at the RUO - Pleven at the ASC.

## **V. The commission refuses recognition in cases where:**

1. The submitted documents do not comply with the requirements;
2. Differences were found between the data in the presented document and the criteria for completed secondary education.

The refusal is motivated by the commission and the interested person is notified in writing of the reasons for the refusal.

## **VI. Receiving the finished documents**

On-site at ASC - room 328 of RUO-Pleven by the applicant or through a legally authorized person. A handwritten signature is required when the applicant receives the issued certificate.

**VII. Term of validity of the document**

The validity of the issued certificate is indefinite.

It can be issued by any Regional Department of Education (the certificate is not bound to a specific RUO geographic location) and it is valid throughout the whole Republic of Bulgaria granting the same rights.