

**HELLENIC REPUBLIC**  
**Hellenic National Academic**  
**Recognition and Information**  
**Center**

**(D.O.A.T.A.P.)**

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**THESSALONIKI OFFICE**

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**Application Submission-Information-Receipt of recognized titles: 09:00 – 12:00 pm Mon-Fri**

## **I. Documents required for degree recognition**

1. Application form (can be provided by the DOATAP secretariat or downloaded from our website).
2. Fee of 230.40 € (225€ + 2.4% additional charges) (undergraduate titles) or 184.32 (180 + 2.4% additional charges) (postgraduate titles) payable to the Bank of Greece (SWIFT CODE: **BNGRGRAA**, IBAN: **GR05 0100 0240 0000 0002 6072 595**). On the deposit slip should be referred as depositor the citizen requesting recognition.
3. Copy of passport or identity card certified by Greek Official Embassies/Consulates/Greek Lawyers
4. An official statement of law (N. 1599/86) stating that:
  - a. all submitted documents are original.
  - b. there has been no other application for accreditation to DOATAP or any other Public Authority.
  - c. the place of study (for all the years of study)
  - d. all the studies required for the award of the title to be recognized have been completed
5. A certified copy of High School Diploma. For non E.U. countries, the U.S.A., the former U.S.S.R. and Canada, one must also submit a certificate issued by a qualified authority of the country (i.e. cultural Attache of the relative Embassy in Greece) stating that the holder of the specific High School diploma has the right to enter higher education.
6. A certified copy of the degree to be recognised. The degree must also be verified for authenticity reasons according to the Hague Convention (APOSTILLE). For countries not participating in the Hague Convention, both the degrees and the official transcript should be certified by the Consular Authorities of Greece at the country in which the degree has been obtained. Alternatively, if the degree is not verified as described above, then the official transcript must be sent directly from the University to DOATAP.
7. An official transcript (grades from all subjects and from all the years of study, signed and stamped by the University, stating the date of award). If the transcript is not stamped according to the Hague Convention or verified by the Consular Authorities of Greece (for countries not participating in Hague Convention), it must come directly from the University to DOATAP.

8. A certificate for the location of studies must be sent by the Institution directly to DOATAP. If the certificate is not written in Greek, English or French, then, additionally, it should, be submitted stamped according to the Hague Convention. The certificate should verify that all applicant's studies, from ..... to ....., took place and were completed in ..... (country, city, campus) and ..... nowhere else. For PhD degrees with no coursework required, instead of the abovementioned certificate, the Institution should send directly to DOATAP a confirmation letter referring to student's personal data, study program's duration and type, graduation date, research supervision and thesis defense. For distance learning studies, instead of the abovementioned certificate, the relevant questionnaire will be completed by the Institution and sent directly to DOATAP.
9. A Syllabus / Bulletin of the Institution if either the Institution or the faculty has not been accredited by DOATAP.
10. Dissertation / thesis (for postgraduate degrees) along with a greek summary in the case of a doctorate thesis (returned at the end of the recognition procedure).

### **Clarifications**

1. If documents are submitted by someone else, an authorization or a validation of the applicant's signature by the Police is required.
2. All documents must be officially translated if they are not in English or French. Translation should be made at the Ministry of Foreign Affairs / the Greek Consular Authorities in Greece or by an authorized lawyer.
3. If there are intermediate titles before a degree is issued, these must be submitted as well.
4. For doctorate titles from Albania, Romania, Bulgaria and Serbia, more documents are needed (information at the Information Department in DOATAP).
5. For medical degrees from E.U countries, a professional license is also required.
6. In the case of co-examination of titles a fee of 414,72€ is necessary.

### **Attention**

1. DOATAP is free to ask for any further evidence concerning one's studies.
2. No application is examined if all required documents have not been submitted



## ΥΠΕΥΘΥΝΗ ΔΗΛΩΣΗ / SOLEMN DECLARATION

(άρθρο 8 Ν.1599/1986) / (article 8 of Greek Law 1599/1986)

Η ακρίβεια των στοιχείων που υποβάλλονται με αυτή τη δήλωση μπορεί να ελεγχθεί με βάση το αρχείο άλλων υπηρεσιών (άρθρο 8, παρ. 4 Ν. 1599/1986) / The accuracy of the information provided by this solemn declaration may be confirmed with data held by other authorities (article 8 par. 4 of Greek Law 1599/1986)

ΠΡΟΣ / TO:							
Ο – Η Όνομα / First Name :		Επώνυμο / Surname :					
Όνομα και Επώνυμο Πατέρα / Father's Name and Surname:							
Όνομα και Επώνυμο Μητέρας / Mother's Name and Surname :							
Ημερομηνία γέννησης / Date of Birth <sup>(1)</sup> :							
Τόπος Γέννησης / Place of Birth :							
Αριθμός Δελτίου Ταυτότητας / ID or Passport Number:		Τηλ / Tel :					
Τόπος Κατοικίας / Residence:		Οδός / Street:		Αριθ / Nr:		TK/ PC:	
Αρ. Τηλεομοιοτύπου (Fax):		Δ/ση Ηλεκτρ. Ταχυδρομείου (E-mail):					

Με ατομική μου ευθύνη και γνωρίζοντας τις κυρώσεις <sup>(2)</sup>, που προβλέπονται από της διατάξεις της παρ. 6 του άρθρου 22 του Ν. 1599/1986, δηλώνω ότι / On my own responsibility and being fully aware of the sanction <sup>(2)</sup> stipulated by article 22 par. 6 of Greek Law 1599/1986, I hereby declare that :

***i. All submitted documents are original***

***ii. There has been no other application for accreditation to DOATAP or any other public authority***

***iii. I have completed all the studies required for the award of the title to be recognized***

***iv. The place of study (for all the years of study) was in .....***

.....  
.....

Ημερομηνία / Date : ../. / 20...

Ο – Η Δηλών / The undersigned

(Υπογραφή / Signature)

(1) Αναγράφεται ολογράφως / To be filled out in words.

(2) «Όποιος εν γνώσει του δηλώνει ψευδή γεγονότα ή αρνείται ή αποκρύπτει τα αληθινά με έγγραφη υπεύθυνη δήλωση του άρθρου 8 τιμωρείται με φυλάκιση τουλάχιστον τριών μηνών. Εάν ο υπαίτιος αυτών των πράξεων σκόπευε να προσπορίσει στον εαυτόν του ή σε άλλον περιουσιακό όφελος βλάπτοντας τρίτον ή σκόπευε να βλάψει άλλον, τιμωρείται με κάθειρξη μέχρι 10 ετών / Anyone that knowingly declares false facts to be true or denies or conceals true facts by virtue of a written solemn declaration under article 8, may be sentenced to imprisonment for at least three months. If the same person intended to obtain proprietary benefit for himself/herself or for another person to the detriment of a third party, or if said person intended to harm a third party, s/he may be sentenced up to ten years imprisonment.

## Consent form

I hereby authorize DOATAP to request from .....  
..... any information regarding my academic  
degree(s).....  
in order for DOATAP to process the recognition of the above mentioned  
degree(s).

Name:

Student I.D. number:

Signature:

Email: