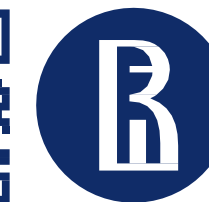


# RECOGNITION of academic credentials

## FAQ



admissions.hse.ru



# What is the recognition procedure?

**Recognition is an official confirmation of foreign education required for admission.**

*In this step the university assesses an applicant's academic credentials against his/her capability (admission) for study for a degree of a certain level.*

# What documents are required?

All documents are accepted for review in PDF format only

## BACHELOR'S DEGREE applicants

- **School certificate**
- **Transcript or mark sheet** *(if applicable)*

All documents executed in languages other than Russian must be notarially translated into Russian\*

*\*except for the documents executed only in Russian or officially duplicated in the Russian language*

## MASTER'S DEGREE applicants

- **Bachelor's degree diploma**
- **Official transcript** (supplement with grades) for 3-4 years

All documents executed in languages other than Russian must be notarially translated into Russian\*

*\*except for the documents executed only in Russian or officially duplicated in the Russian language*

# My academic credentials need the legalization. How can it be done?

## Consular legalization

Accomplished in **2 steps**:

**Step 1.** Stamping by the Ministry of Foreign Affairs **of the country where the credentials were issued**;

**Step 2. Notarization** by a consular office of the Russian Federation **in the country where the credentials were issued**

Consular legalization may be placed on the originals of academic credentials or their notarially certified copies.

## Apostille

Simplified type of legalization

**Apostille** is attached or stamped on the academic credentials by a designated authority in the country where they were issued (i.e. a state secretary, department of education, ministry of education, etc.)

Apostille may be attached to the originals of academic credentials or their notarially certified copies.



# My documents are not issued in Russian or duplicated in Russian? Do I need them translated?

**Translate the documents and notarize them in your country**

\*

**\*if the country is in the list:**

Azerbaijan  
Armenia  
Belarus  
Georgia  
Kazakhstan  
Kyrgyzstan  
Moldova  
Turkmenistan  
Tajikistan  
Uzbekistan  
Ukraine

**Translate the documents via one of the recommended online agencies**

<https://2u.com.ru>  
<https://translation-s.com>

Originals of the translations can be received upon your arrival for study

**Translate the documents in a Russian embassy or consulate general in your country \***

\* the translation services might not be available or offered and depend on the country

# Basic requirements for scans of the academic credentials

1. Scans of all documents are accepted **in PDF format only. The PDFs must be in colour**
2. Scan must include **all pages of the documents**
3. If a documents is of more than one page – it must be uploaded as **one multipage pdf**. School or degree certificate must be uploaded together with relevant transcript/mark sheet. The same is applicable for their notarized translations.
4. Pages on the scans **must not be bended, blurred, or distorted**.
5. Scans must be taken from **the documents in original**.
6. Pages of the documents **must be fully seen, no cropped pages allowed**.
7. There must not be **foreign objects** on the scans.
8. Stitched documents **must not be unstitched** for scanning.
9. It's allowed to use a smartphone app for scanning, but we recommend using a multifunction printer or scanner for ensuring good quality of scans.

# How to scan the documents properly?

## Using a scanner

- check if there are no small debris on the surface of the scanner, and that the glass is clean and without streaks
- arrange documents evenly
- make sure OCR is turned off (it reduces image quality a lot)
- set the quality from 300 to 600 dpi (if the size exceeds 15mb, then compress the file without losing image quality, this can be done online)
- check the final document and make sure that the page numbering matches the original, the colour rendition is not distorted, and all text can be easily read

## Using a smartphone app

- wipe the camera so that the image is not blurry
- use special scanning apps or your phone camera and then combine the files into a PDF (iPhone and some Android models have the scanning function in the Notes app)
- only the document should be visible in the image (any foreign objects should not fall into the frame)

**Important:** take pictures only in daylight so that the color reproduction is not distorted and the image is not overexposed. Scans must exactly match the original documents.

# How to fill out the section «Recognition»?

**LKIIVANOV250**  
Иван Иванов  
26.05.2007

Personal data

Undergraduate Personal account page

- [Register](#)
- [Select the date and time of testing](#)
- [Entrance tests](#)
- [Offer of Admission](#)
- Recognition**
- [Enrolment documents](#)
- [Visa](#)
- [Date of arrival](#)
- [Accommodation](#)
- [Application guidelines](#)
- [Send a message to the moderator](#)

## Application for recognition

**Registration number: 1538**

Incomplete applications will not be accepted.

\* Required fields

If you wish to complete this form in Russian, please use the Russian application.

Please be sure that the information that you enter on this page correctly corresponds with the information on your original documents and any translations.

You have to upload scanned copies of the following documents:

1. Original foreign degree or qualification (school certificate/diploma degree) and supplement with marks
2. Original identity document/passport
3. Russian translation of foreign degree or qualification and supplement with marks

The scanned documents must be in color and uploaded in PDF file (15Mb). Be sure that on scanning the OCR-function is switched-off.

Low-quality and non-readable document scans are not accepted and will delay the recognition process. If this is the case, we will notify the applicant by email.



**Passport**

Citizenship:\*

United Kingdom

Type of identification document:\*

Passport of Foreign Country

Passport number:

FA456378

Date of issue (DD.MM.YYYY):\*

23.02.2022

Date of expiration (DD.MM.YYYY):\*

22.02.2027

Scan of the main passport pages (with your photo,  
name, etc.):\*

[Select another file..](#)  
 successfully uploaded

Save and continue

Check if the passport info is correct and up-to-date

If the info is not correct – you can change it in the section “Register” in your personal account for international applicants

If all is correct – press Save and continue



Information about education	
Country where the educational document was awarded: *	<input type="text" value="United Kingdom"/>
Information about legalization of your diploma:	<b>You need to make an apostille of your diploma and transcript in the country of its issuance (example, State Secretary, Department of Education, Ministry of Education, educational institutions and others).</b>
Country of the educational institution or school: *	<input type="text" value="United Kingdom"/>
Name of the educational institution or school: *	<input type="text" value="Westminster school"/> <small>Characters remaining: 110</small>
Type of your educational document: *	<input type="text" value="Bachelor's Degree"/>
Degree awarded:	<input type="text" value="Bachelor"/> <small>If you have bachelor or master degree. Characters remaining: 120</small>
Series:	<input type="text" value="Series"/> <small>Characters remaining: 10</small>
Number: *	<input type="text" value="123456"/> <small>Characters remaining: 44</small>
Date of issue (DD.MM.YYYY): *	<input type="text" value="01.08.2023"/>

Fill out all required fields according to the information about recently finished level of education / obtained degree

After choosing the country where your academic credentials were issued, you'll see the information about requirement for their legalization





Length of study programme (specified and actual in ECTS if applicable):   
Please include length of time (example: four years) and number of credits earned (example: 120 ECTS credits)  
Characters remaining: 121

Type of study:

Document language: \*

Scan of the original educational document and supplement with marks: \* [Select another file..](#)  
 successfully uploaded

Russian translation of foreign educational documents and any supplements: \* [Select another file..](#)  
**20240308163205981.pdf [3.0 Mb]** successfully uploaded

Academic and professional rights: **Academic rights (continued study)**

Saved Files

Files Uploader

Valid file format: **pdf**  
Valid file size, Mb: **15**

Characters remaining: 50

Файл не выбран

#	Type	File Name	Size
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You may also submit any additional evidence of training by attaching scanned documents that confirm your participation. These documents should also be accompanied by a Russian translation. If your original documents are in English, you do not have to have them translated into Russian. Upon your arrival to HSE, however, you may be required to have them translated into Russian.:

If you have a certificate of recognition issued by the Russian Federal Service for Supervision in Education and Science: [Example](#)

[Select file...](#)

Step 1 > Step 2 > Step 3 > Step 4

Fill out all required fields according to the information about recently finished level of education / obtained degree

Choose the language of the academic credentials – if they are executed in Russian only or duplicated in Russian, choose “Russian”

Click here for uploading a scan of academic credentials in original – the scan of both school certificate or degree diploma and transcript has to be **in color** and uploaded as **one multipage pdf**

Click here for uploading a scan of **notarized translations** of the academic credentials– the scan has to be **in color** and uploaded as **one multipage pdf**

After filling out all required fields, please check if the info is correct and **click Save and continue**



**Submit application to moderation**

**Congratulation, your application is ready!**  
Please check all parts of application and change data if needed. After submitting, you can't change anything.

Note! Forgery of the certificate or other official document providing the rights or exempting from duties, with the purpose of its use... – is punished by freedom restriction for a period of up to three years, or arrest for a period of four to six months, or imprisonment for a period of up to two years.

...

The use of knowingly forged document is punished by a penalty in the amount from one hundred to two hundred minimum wages... or compulsory works for a period of one hundred eighty to two hundred forty hours, or corrective works for a period of up to two years, or arrest for a period of three to six months.

Submit application

Step 1

>

Step 2

>

Step 3

>

Step 4

After filling out all required fields and checking that's everything is correct **don't forget to click Submit application**



# I've submitted application. What's next?

As a result of your documents' review, you'll get one of the following statuses:

- **Final recognition.** The provided academic credentials have passed the review and accepted. Now you can get down to filling out the following section of your personal account.
- **Preliminary recognition.** The provided documents should be revised, read carefully a comment from expert in your Personal account..
- **Application for recognition is returned.** Read a comment from our expert carefully, update and re-submit your application.

**Important!** *Don't forget that you're to bring and submit the originals of your academic credentials and their notarized translations to the study office upon arrival at the University.*



## How to pass the recognition step if I do not have a certificate / diploma yet?

If your academic credentials have not been issued yet – leave it till you get them.

As soon as you get your credentials issued – fill out the section and submit application for recognition. The section will be open for filling out **through August 18, 2024**



# HAVE A QUESTION?

## CONTACT US!



[admissions.hse.ru/en/recognition](https://admissions.hse.ru/en/recognition)



[recognition@hse.ru](mailto:recognition@hse.ru)

