



Ministry of  
Education, Science  
and Innovation

Department for the Recognition of Foreign Educational Credentials  
ENIC/NARIC center

# **INSTRUCTIONS ON INITIATING PROCEDURE OF THE RECOGNITION OF FOREIGN EDUCATIONAL CREDENTIALS OF HIGHER EDUCATION**

Podgorica, 2026



# **SUBMISSION OF THE APPLICATION FORM FOR THE RECOGNITION OF FOREIGN EDUCATIONAL CREDENTIALS**

## **Legal basis:**

- The Lisbon Recognition Convention
- Law on the Recognition of Foreign Educational Credentials and Qualifications Equivalence
- Rulebook on the content of the application form and documentation required in the recognition procedure

**Procedure of the recognition of foreign educational credentials comprises the following steps:**

- 1 ELECTRONIC SUBMISSION OF THE APPLICATION FORM**
- 2 ELECTRONIC SUBMISSION OF THE REQUIRED DOCUMENTATION (scanned copies in PDF format)**
- 3 IN-PERSON COLLECTION OF THE DECISION ON THE RECOGNITION OF A FOREIGN EDUCATIONAL CREDENTIAL**

## **Explanation:**

- An interested party submits the application form for the recognition and then the required documentation by scanning the documents in PDF format;
- If the submitted documentation is incomplete, the applicant will be duly notified about the need for submitting the missing documents. If the applicant fails to provide the missing documents within the set deadline, the application will be rejected, in compliance with the Article 60 paragraph 3 of the Law on Administrative Procedure.
- Upon completion of the procedure, the applicant will be notified about the change of status of their application ("Decision on the recognition has been issued"). The applicant and/or their parent, adoptive or foster parent or any third party authorized by the applicant, is then required to collect the Decision on the recognition in the premises of the Ministry of Education, Science and Innovation and, on that occasion, to submit three certified copies of the Diploma or Certificate of Graduation, in A4 format (for educational credentials in the Republic of Serbia, Republic of Croatia and Bosnia and Herzegovina), or three copies of the Diploma or Certificate of Graduation translated and certified by an official court interpreter, in A4 format (for educational credentials acquired in other countries).

## **Note:**

- Educational credentials issued in the republics of the former Socialist Federal Republic of Yugoslavia (SFRY) are not subject to the recognition procedure if these were obtained prior to the day of the international recognition of the abovementioned republics.
- Educational credentials obtained in the Republic of Serbia before 25 January 2008 are not subject to the recognition procedure.
- Deadlines for keeping the records of the documents of the Ministry are determined by the List of registry materials categories, in accordance with the Law on Archival Material, and in compliance with the abovementioned, the documentation referring to the recognition of a foreign educational credentials is kept for five years from the day the Decision on the recognition was issued.
- Decision on the recognition and the clause written on the back of a foreign educational credential have the status of a public document and, for this reason, we recommend that you copy the Decision and the clause, have these copies verified by the notary public, a court or municipality, and submit them to the employer while always keeping the original for yourself.
- In case an applicant wants to submit application forms for different level of studies, they will be required to fill in separate application form for every level of study, submit the necessary documentation and pay a tax for each level.

## **1 ELECTRONIC SUBMISSION OF THE APPLICATION FORM**

The applicant fills in the electronic application for the recognition of a foreign educational credential by inserting the required data and while assuming responsibility for the accuracy thereof.

## **2 ELECTRONIC SUBMISSION OF THE REQUIRED DOCUMENTATION (scanned in PDF format)**

Applicant of the electronic request for the recognition of a foreign educational credential on the acquired higher education shall electronically submit the following documents:

**For educational credentials acquired in the Republic of Serbia, Republic of Croatia and Bosnia and Herzegovina:**

- Three certified copies of a Diploma or Certificate of graduation, in A4 format
- One copy of Diploma supplement (if the applicant submitted a Diploma) or Transcript of Records ( if the applicant submitted Certificate of Graduation for recognition)
- Receipt of the payment of administrative tax amounting to 100,00 EUR

Administrative tax shall be paid to the following account: 832-3161080-65;

Purpose of payment: recognition of a foreign educational credential

**For educational credentials acquired in other countries:**

- One copy of a credential in the original language translated by a certified court interpreter in Montenegro (A4 format):
- Transcript of records certified by a court interpreter in Montenegro;
- Educational credential (in the original language);
- Transcript of records (in the original language);
- Receipt of the payment of administrative tax amounting to 100,00 EUR

Administrative tax shall be paid to the following account: 832-3161080-65;

Purpose of payment: recognition of a foreign educational credential

### **Note:**

- If the education credential which the application for recognition is submitted for, is obtained on the basis of the transcript of an educational credential, it is necessary to also submit a copy of the acquired and/or initiated education or a part of the education acquired at the transferring higher education institution.
- For the recognition of doctoral studies (PhD) it is necessary to submit the document that contains the title of the PhD dissertation in the original language.

## **3 IN-PERSON COLLECTION OF THE DECISION ON THE RECOGNITION OF A FOREIGN EDUCATIONAL CREDENTIAL**

Upon the completion of the recognition procedure, the applicant will be notified about the change of status of their application („Decision on the recognition has been issued“). The applicant and/or their parent, adoptive or foster parent or any third party authorized by the applicant, is then required to collect the Decision on the recognition in the premises of the Ministry of Education, Science and Innovation and, on that occasion, to submit three certified copies of the Diploma or Certificate of Graduation, in A4 format (for educational credentials in the Republic of Serbia, Republic of Croatia and Bosnia and Herzegovina), or three copies of the Diploma or Certificate of Graduation translated and certified by an official court interpreter, in A4 format (for educational credentials acquired in other countries). Decision on the recognition shall be collected within 30 days from the day of its issuance.

### **CERTIFICATION AND TRANSLATION OF DOCUMENTS:**

- Translation of foreign documents is done by a court interpreter in Montenegro, certified for the foreign language in which the education credential was issued.
- Copies of educational credentials translated by a court interpreter do not need to be certified by notary public since a court interpreter had already done so by his/her seal.
- List of certified court interpreters can be found on the Internet page of the Ministry of Justice of Montenegro <https://www.gov.me/mpa/tumaci>.
- Copies of public documents in Montenegro shall be verified/certified in a court, in the municipality or in the notary public office.
- List of notary public offices in Montenegro can be found on the following link <https://notarskakomora.me/notari/>



**Ministry of  
Education, Science  
and Innovation**