

WHY IS APOSTILLE OR LEGALISATION NECESSARY?

Many documents (e.g. a school leaving diploma, a school transcript, a university diploma) that were not issued in Poland and are intended to be used in Poland must first be "authenticated" or "legalized." This is a process which allows these documents to be recognized as legal document in the other country/-ies. Different countries have different procedures concerning this matter. There are two different procedures for legalizing documents – apostille or authentication/legalization.

Apostille - for countries which are members of Hague Convention

An apostille is a special form of notarial certification in the international authentication procedure. It was adopted in the Hague Convention on the Exemption from Legalisation of Foreign Public Documents during the Hague Conference on Private International Law (HCCH) in 1961. Documents which issued in any Convention country and certified by a Convention certificate called an "Apostille" are entitled to recognition in any other Convention country without any further authentication. Poland has been a member state of the treaty since 1984. If your country is also a member, your documents need to be apostilled.

Apostille - how can I check if the country that issued my diploma is a member of Hague Convention?

Apostille certification is issued by designated authorities for each member state. For the list of competent authorities of a country that has issued your educational documents, please go to:

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

Legalization/ authentication - for countries which are NOT members of Hague Convention

Documents from countries which are not part of this convention must follow a legalization (or authentication) procedure which is normally done by diplomatic mission authorities of the country the document is intended to be used in. The legalised or authenticated document can be presented to authorities of a target country.

For the list of Polish diplomatic missions abroad please go to:

<https://www.gov.pl/web/diplomacy/polands-missions-abroad>

Polish Matura certificates, IB and EB diplomas do not require Apostille certification.