**THE LIST OF THE NECESSARY DOCUMENTS**

**for the recognition of a diploma issued by the foreign country in Turkmenistan**

The list of the necessary documents for carrying out the work on the recognition of the document issued by the higher and vocational educational establishment of the foreign country in the territory of Turkmenistan is as follows:

1) in accordance with the international agreements of Turkmenistan, application for the recognition of the Document of the citizen of Turkmenistan sent to the targeted training by the Ministry of Education of Turkmenistan or

in accordance with the international agreements of Turkmenistan, the letter on the recognition of the Document of the ministries, sectoral governing bodies of Turkmenistan, which sent the citizen of Turkmenistan to the targeted training, or

application for the recognition of the Document of the person who studied privately outside the territory of Turkmenistan;

2) two copies of the document on the higher and vocational education (the document issued in the countries that are not members of the Commonwealth of the Independent States should be legalized) officially translated into the state language of Turkmenistan;

3) in case of the recognition of the document on the second higher education, the document on the master’s degree, the Documents obtained in the shortened form of studies on the basis of the professional education or academic certificate, two copies of the document on the previous education officially translated into the state language of Turkmenistan;

4) in case of the recognition of the Documents on the second stage of the higher education (Master’s degree), two copies of the Document on the Bachelor’s Degree officially translated into the state language of Turkmenistan (if it was recognized, the Certificate of Recognition too);

5) two copies of the enclosure to the document (transcript of academic records) officially translated into the state language of Turkmenistan with the indication of the subjects, amount of academic hours and the marks given for the knowledge of each subject;

6) the two certified copies of the document on the state or international accreditation of the educational establishment of the member countries of the Commonwealth of the Independent States, which issued the Documents concerning the subparagraphs “b” – “d” of the 2nd item of the sixth part of this Directory (if it is provided in that country) officially translated into the state language of Turkmenistan, these copies should be certified by the educational establishment;

7) the official letter or archival certificate of the foreign state’s educational establishment or body exercising administration in the field of education with the indication of following information:

a) the date of admission and graduation from the higher and vocational educational establishment (if there are several of them, the higher and vocational educational establishments) and the orders issued by the higher and vocational educational establishment, type of training (if it is provided by the educational establishment);

b) the standard term of studies in the specialty (field of training) (if it is not specified in the enclosure to the Document);

c) serial number of the document;

d) organizational and legal form of the educational establishment.

An official letter or archival certificate (original) should be written on the letterhead of the foreign state’s educational establishment or body exercising administration in the field of education, approved by the signature of its head (for the state educational establishments of the member countries of the Commonwealth of the Independent States - with the state official seal), original should be submitted with its official translation into the state language of Turkmenistan.

In accordance with the international agreements of Turkmenistan, the official letter or archival certificate of the foreign state’s educational establishment or body exercising administration in the field of education can be replaced by the certificate of the Ministry of Education of Turkmenistan, ministries of Turkmenistan and sectoral governing bodies which sent to the foreign states for targeted training that confirm the fulfillment of the requirements to the documents issued to the citizens of Turkmenistan sent to targeted training by the Ministry of Education of Turkmenistan, other ministries and sectoral governing bodies of Turkmenistan.

The holder of the document may submit other documents confirming the fulfillment of the requirements which are in force in accordance with the legislation of the appropriate state and specified in the fifth part of this Directory;

8) the copy of his/her passport or another document that replaces it and, if available, a copy of the passport of the citizen of Turkmenistan for the departure from Turkmenistan and arrival in Turkmenistan;

9) personal information about the holder of the Document according to a set form.