**UNIVERSITY OF EAST SARAJEVO**

**RULE BOOK**

**ON THE PROCEDURE FOR RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS, QUALIFICATIONS AND STUDY PERIODS FOR THE CONTINUATION OF EDUCATION**

**AT THE UNIVERSITY OF EAST SARAJEVO**

**February 2018**



Based on Article 64. Paragraph 2. Item. c) and Article 127, paragraph 1. of the Law on Higher Education ("Official Gazette of Republic of Srpska" No: 73/10, 104/11, 84/12, 108/13, 44/15 and 90/16) and Art. 34 and 182 of the Statute of the University of East Sarajevo, the Senate of the University, at XLIII session held on February 22, 2018, approved

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**I GENERAL PROVISIONS**

**Article 1.**

The Rulebook on the Procedure for Recognition of Foreign Higher Education Documents, Qualifications and Study Periods for the Continuation of Education at the University of East Sarajevo (hereinafter: the Rulebook) determines general conditions, methods, procedure, minimum criteria, as well as bodies for conducting the recognition procedure of foreign higher education documents, qualification, period of studies acquired/attended outside Bosnia and Herzegovina for the purpose of continuing education at the University of East Sarajevo (hereinafter: the University).

**Article 2.**

1. The Rulebook uses terms with the following meaning:

* *An educational document* is any degree, diploma or other certificate issued by the competent authority, training centers and other institutions confirming that the holder of the educational document has completed, in whole or in part, appropriate education, acquired appropriate knowledge, skills and competencies or a certain educational document in accordance with the regulations of the country in which it was issued.
* *Recognition of a foreign educational document* is a formal confirmation of the level of education, acquired knowledge, skills and competencies of the applicant for the purpose of student access to further studies.
* *Recognition of periods of study* is the recognition of short periods of education abroad with the aim of continuing education at the University.
* *The Office of the Vice-Rector for Education* is the office which, within its scope of its work, also performs the activities of the University Recognition Office referred to in Article 178. of the University Statute.
* *An administrative officer in the Office of the Vice-Rector for Education* is an employee of the University who, within his/her scope of work, performs tasks related to the recognition of qualifications.

**Article 3.**

1. The subjects of recognition are educational documents on started or completed education abroad for the purpose of continuing studies of the same level/degree, and for enrollment at a higher level/degree of studies.

(2) The recognition procedure shall not be carried out:

a) when the public document was acquired on the territory of the former SFRY by April 6, 1992;

b) for public documents and documents referred to in Art. 4. and 5. of the Agreement on Mutual Recognition of Documents in Education and Regulation of Status Issues of Pupils and Students ("Official Gazette of Republic of Srpska" No. 79/05), obtained at accredited higher education institutions in the Republic of Serbia.

**II RECOGNITION PROCEDURE OF FOREIGN HIGHER EDUCATION DOCUMENTS**

**Article 4.**

1. A person who has obtained a higher education document or has conducted part of his/her studies within a higher education program at a foreign higher education institution, and wishes to continue his/her education at the University of East Sarajevo, submits a request for recognition of a foreign higher education document, qualification, period of study.
2. The request referred to in paragraph 1. of this Article shall be submitted no later than three months before the beginning of the new academic year.

**Article 5.**

1. The request is submitted on Template no. 1 which is an integral part of this Rulebook (Annex 1).
2. The following documents shall be attached to the request for recognition of a foreign higher education document:

а) foreign higher education document in the original or other proof of acquired education, ie knowledge, skills and competencies proving education abroad or acquired knowledge, skills and competencies,

b) certified translation of a foreign higher education document or other evidence, if the document is not in one of the languages in official use in Bosnia and Herzegovina,

c) diploma supplement in the original or a certified copy if issued by a foreign higher education institution,

d) transcript of passed exams and achieved ECTS credits (if any), if the institution does not issue a diploma supplement,

e) official curriculum in the original or downloaded from the website of the educational institution or its summary and, if the program is available, link where the program can be found, translated or in English, which must correspond to the curriculum according to which the applicant studied,

f) certified copies of previously acquired higher education documents,

g) CV,

h) a copy of the document of citizenship or a statement by the applicant that he/she does not possess citizenship,

i) a document proving the change of name and/or surname,

j) final work if it preceded the acquisition of an educational certificate, in original, copy or electronic format,

k) confirmation of payment of the fee for the costs of the procedure (payment slip).

1. The following documents shell be attached to the request for recognition of the study period:

а) index or other document proving the completed period of study, acquired knowledge, skills and competencies, issued by a higher education institution which confirms that the holder of the educational document has partially mastered/completed the appropriate education program, ie acquired appropriate knowledge, skills and competencies,

b) transcript of passed exams and achieved ECTS credits (if any) issued by the higher education institution,

c) official curriculum in the original or downloaded from the website of the educational institution with a link where the program can be found, translated or in English, which must correspond to the curriculum according to which the applicant has mastered/completed appropriate education program,

d) certified copies of previously acquired higher education documents,

e) CV,

f) a copy of the document of citizenship or a statement by the applicant that he/she does not possess citizenship,

g) a document proving the change of name and/or surname,

h) confirmation of payment of the fee for the costs of the procedure (payment slip).

**Article 6.**

1. After the candidate submits a request for recognition of a foreign higher education document or period of study, the teaching-scientific/artistic council of the faculty/academy forms a commission for the implementation of the procedure for recognition of a foreign educational document (hereinafter: the Commission).
2. The Commission from the previous paragraph consists of at least three teachers who, considering the narrow scientific field in which they have been elected in the academic title, teach or can teach the course(s) of the study program in which the applicant wants to continue his/her education.
3. In the case of a multidisciplinary study program, the Commission consists of five teachers who, considering the narrow scientific field in which they have been elected in the academic title, teach or can teach the courses of the study program in which the applicant wants to continue his/her education.
4. The Commission has a secretary appointed by the teaching-scientific/artistic council of the faculty/academy from among the administrative staff of the faculty/academy.
5. Within 3 days from the day of appointment, the decision on appointment and request for recognition with accompanying documentation shall be submitted to the Commission.

**Article 7.**

1. Upon receipt of the request for recognition, the Commission determines whether the formal-legal preconditions for recognition have been met, ie. whether the submitted request is correct, allowed, submitted by an authorized person and whether the University is competent to act.
2. In case the request is not correct or unclear, the applicant is given a maximum period of 30 days to eliminate the deficiencies.
3. In case he/she does not eliminate the observed deficiencies within the set deadline, the candidate's request will be rejected.
4. If the applicant estimates that, through no fault of his/her own, it will take him/her more than 30 days to eliminate the deficiencies, he/she may request the Commission to extend the time limit for eliminating the deficiencies.
5. In the case referred to in paragraph 4 of this Article, the Commission may approve the extension of the deadline for a maximum of 30 days from the day of approval.
6. In case of incompetence, non-existence of the conditions prescribed by law and this Rulebook for initiating the procedure, and if the request has been submitted by an unauthorized person, a conclusion on the rejection of the request shall be issued.
7. The decision on the rejection of the request is made by the dean of the faculty/academy on the proposal of the Commission.

**Article 8.**

1. If the request is complete, allowed, submitted by an authorized person and if the University determines that it is competent, the Commission, with the assistance of an administrative officer at the Office of the Vice-Rector for Education, obtains information relevant for evaluation.
2. The Office of the Vice-Rector for Education may obtain the information referred to in paragraph 1. of this Article from a foreign institution that awarded the qualification, ie from the institution where the requested education was completed, as well as from the competent BiH authorities and competent international organizations.
3. The information referred to in paragraph 1. of this Article shall include:

* information on the (higher) education system, the status of the higher education institution, the national qualifications framework of the country and its relationship with the European Qualifications Framework for Lifelong Learning (EQF-LLL) and, if applicable, the Qualifications Framework of the European Higher Education Area (QF-EHEA),
* information on the level and type of foreign higher education document, ie on the period of study, acquired knowledge, skills and competencies, position of the document, ie. mastered study program in the qualification system of the country in which it was acquired, and information on the level of completed educational program, period of study, acquired knowledge, skills and competencies according to the UNESCO International Standard Classification of Educational Programs, ISCED.
* information on the rights deriving from the acquired foreign higher education document or the period of study in respect of continuing education in the country of origin.

**Article 9.**

1. After collecting the information referred to in Article 8. of this Rulebook, the Commission shall proceed to the evaluation of the foreign higher education document, qualification, and period of study.
2. In the evaluation, the Commission shall take into account:

* the level of the foreign higher education document and the study program at which it was acquired, ie the level of the period of study attended abroad,
* type of study program in which a foreign higher education document was acquired or mastered part of the program (academic or professional),
* the scope of studies conducted at a foreign higher education institution expressed through ECTS credits or through classes or in some other way,
* the credibility of the higher education institution where the education was acquired,
* learning outcomes in the completed study program and their comparability with the learning outcomes of the corresponding study program at the University.

1. The Commission will recognize a foreign higher education document, ie a period of study spent abroad, except in the case when there are significant differences between the foreign and the corresponding domestic higher education document, ie the appropriate period of study, which prevent recognition.
2. Significant differences referred to in paragraph 3 of this Article shall mean differences in knowledge, skills and competencies and/or essential features of the program that are such as to prevent recognition.

**Article 10.**

1. The Commission submits a minutes of its work to the teaching-scientific council of the faculty/teaching-artistic council of the academy with a proposal for the adoption of the request and approval of the continuation of studies, or a proposal for the rejection of the request.
2. The minutes with the proposal of the Commissions have to be submitted to the teaching-scientific council of the faculty/teaching-artistic council of the academy within 30 days from the day of receiving the decision on appointment and the request for recognition with accompanying documentation, cases from Article 7. paragraphs 2. and 5. of this Rulebook, within 30 days from the day of receipt of a proper request.
3. The proposal of the Commission contains data on the applicant and the study completed by the applicant, the established factual situation whether the applicant meets or does not meet the conditions for recognition, as well as a reasoned proposal to continue studies or a proposal to reject the application for recognition of foreign higher education document, qualification, period of studying.

**Article 11.**

1. If the Commission determines that the conditions for recognition are not met, but recognition is possible with the fulfillment of additional obligations (taking exams, seminar papers, research practice, etc.), the Commission may propose conditional, partial or alternative recognition.
2. Conditional recognition recognizes the applicant's education at the level of the educational document and allows enrollment in the study program with the fulfillment of additional conditions for access to the study program.
3. Only individual credits or learning outcomes are recognized by partial recognition and the applicant has the opportunity to enroll in a study program of a lower level than required without obligation to take again recognized exams, ie. learning outcomes.
4. Alternative recognition recognizes an educational document or learning outcomes of a lower level than the one requested or the same level is recognized, but instead of enrolling in the required study program, enrollment is approved in a program that is more similar or corresponding to the one recognized to the applicant.

**Article 12.**

1. At the proposal of the commission, the teaching-scientific council of the faculty/teaching-artistic council of the academy may make a decision on:

а) recognition of a foreign higher education document or period of study,

b) conditional recognition of a foreign higher education document or period of study,

c) partial recognition of a foreign higher education document or period of study,

d) alternative recognition of a foreign higher education document or period of study,

e) non-recognition of a foreign higher education document or period of study.

1. Based on the decision from paragraph 1. of this Article, the dean of the faculty/academy within seven days from the day of the session of the teaching-scientific council of the faculty / teaching-artistic council of the academy makes a decision on recognition, or a decision on rejecting the request for recognition.
2. The decision approving the request for recognition of a foreign higher education document or study period determines the cycle of studies and years of study in which the applicant continues his/her education and the number of ECTS credits awarded to the applicant.
3. The decision on conditional recognition, in addition to the data referred to in paragraph 3. of this Article, shall also state the conditions that the applicant is obliged to fulfill, the deadline and the manner for their fulfillment for the purpose of continuing education.
4. The decision on partial and alternative recognition states in which part the foreign educational document or period of study is recognized and at what level, study program and year of study, and with which number of ECTS credits the applicant is allowed to continue his/her education.
5. The decision rejecting the request for recognition shall state the reasons for rejecting the application (significant differences) and, if possible, recommend what the applicant should do in order for his/her repeated application to be accepted.

**Article 13.**

1. An objection against the decision referred to in Article 12. of this Rulebook may be submitted to the University Senate within 15 days from the day of receipt of the decision.
2. The decision of the Senate on the objection referred to in paragraph 2. of this Article is final.

**Article 14.**

1. Faculties/academies are obliged to submit to the Office of the Vice-Rector for Education a decision on the recognition of a foreign higher education document, qualification, period of study.
2. The Office of the Vice-Rector for Education keeps a register of recognized (fully, conditionally, partially, alternatively) foreign higher education documents, qualifications, periods of study.

**Article 15.**

1. The costs of the academic recognition procedure shall be borne by the applicant.
2. The amount of costs referred to in paragraph 1 of this Article shall be determined by the Steering Board of the University, at the proposal of the University Senate.

**III TRANSITIONAL AND FINAL PROVISIONS**

**Article 16.**

1. The provisions of the Law on General Administrative Procedure shall apply to issues not regulated by this Rulebook.
2. In the recognition procedure, other principles and rules are applied in accordance with the recommendations of the Center for Information and Recognition of Documents in the Field of Higher Education, the Council of Europe/UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Official Gazette BiH No. 16/03-International Agreements) and its accompanying documents, the UNESCO Recommendation on the Recognition of Studies and Qualifications in Higher Education (27th session, Paris, 13.11.1993), the UNESCO Guidelines for the Recognition, Validation and Accreditation of Informal Learning Results, Revised Standards and Guidelines for Quality Assurance in the European Higher Education Area (Conference of Ministers Responsible for Higher Education of the European Higher Education Area, Yerevan, May 2015) and other domestic and international regulations in the field of higher education.

**Article 17.**

This Rulebook shall enter into force on the eighth day from the day of its publication on the University website.

**No: 01-S-\_\_\_-1-\_\_\_\_\_/18 CHAIRMAN OF THE SENATE**

**Date:\_\_\_\_\_\_2018. Acting Rector**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prof. Dr. Stevo Pasalic**

**Annex 1**

**UNIVERSITY OF EAST SARAJEVO**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACULTY/ACADEMY**

**ЗАХТЈЕВ**

**ЗА ПРИЗНАВАЊЕ СТРАНЕ ВИСОКОШКОЛСКЕ ИСПРАВЕ, КВАЛИФИКАЦИЈЕ И ПЕРИОДА СТУДИРАЊА**

**/**

**REQUEST**

**FOR RECOGNITION OF HIGHER EDUCATION DOCUMENT, QUALIFICATION AND STUDY PERIOD**

**I ПОДАЦИ О ПОДНОСИОЦУ ЗАХТЕВА/INFORMATION ABOUT APPLICANT**

1. Име и презиме (Name and Surname) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Име једног родитеља (Full name of one of the parents) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Пол (Sex): женски (Female) мушки (Male)

4. Датум рођења (Date of Birth) \_\_\_.\_\_\_.\_\_\_\_\_\_\_\_\_

5. Место, општина и држава рођења (Place, Municipality, Country of birth) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Држављанство (Citizenship) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Адреса на коју подносилац жели да му буду достављани акти Универзитета у поступку признавања (Address):

Улица и број (Street and Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Поштански број и место (Postal code, Place/City)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Електронска адреса1 (E-mail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Број телефона (Phone number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II ПОДАЦИ О СТЕЧЕНОЈ СТРАНОЈ ВИСОКОШКОЛСКОЈ ИСПРАВИ / КВАЛИФИКАЦИЈИ ЗА КОЈУ СЕ ТРАЖИ ПРИЗНАВАЊЕ/ DATA ON THE OBTAINED HIGHER EDUCATION DOCUMENT / QUALIFICATION FOR WHICH RECOGNITION IS REQUIRED**

1. Назив високошколске установе (Name of the higher education institution) Универзитет (University) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Факултет (Faculty/School/College) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Град и држава (City, Country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Ниво студија (Level of Studies):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Пун назив студијског програма (Full name of the study programme) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Званично трајање студијског програма (године/семестри/број ЕЦТС бодова) Official length of study program (Years/semesters/ECTS) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

5. Година уписа (Year of enrollment) \_\_\_\_\_\_\_\_\_

6. Датум завршетка студија (Date of completion of studies) \_\_\_.\_\_\_.\_\_\_\_\_\_\_\_.

7. Датум издавања исправе (Date of issuance of the document) \_\_\_.\_\_\_.\_\_\_\_\_\_\_\_.

8. Начин студирања (Form of study)

- студије у седишту установе (Full-time)

- студије на даљину (Distance learning)

- друго (прецизирати) (Other (please specify)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Назив стечене квалификације на изворном језику (Acquired title, original language) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III ПОДАЦИ О ПЕРИОДУ СТУДИРАЊА ЗА КОЈЕ СЕ ТРАЖИ ПРИЗНАВАЊЕ/ DATA ON THE STUDY PERIOD REQUIRED FOR RECOGNITION**

1. Назив високошколске установе (Name of the higher education institution) Универзитет (University) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Факултет (Faculty/School/College) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Град и држава (City, Country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Ниво студија (Level of Studies):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Пун назив студијског програма (Full name of the study programme) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Званично трајање студијског програма (године/семестри/број ЕЦТС бодова) Official length of study program (Years/semesters/ECTS) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

5. Година уписа (Year of enrollment) \_\_\_\_\_\_\_\_\_

6. Трајање периода студирања за који се тражи признање (Length of the study for which the recognition is required)\_\_\_\_\_\_\_\_\_\_\_\_

**IV ИЗЈАВА О САГЛАСНОСТИ ПОДНОСИОЦА ЗАХТЈЕВА ЗА ПРОВЈЕРУ ИНФОРМАЦИЈА О СТЕЧЕНОМ ОБРАЗОВАЊУ/** **DECLARATION OF APPROVAL OF THE APPLICANT FOR CHECK OF INFORMATION REGARDING OBTAINED EDUCATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\* НАПОМЕНА:

1. Захтјев се попуњава ШТАМПАНИМ СЛОВИМА на српском или енглеском језику

2. Подносилац захтјева обавезно попуњава податке из тачки I и V, те податке из тачке II или тачке III или тачке IV у завсиности од предмета захтјева за признавање

\* NOTE:

1. The аpplication is to be filled in CAPITAL LETTERS, either Serbian or English language.

2. The applicant shall compulsorily fill in the data referred to in items I and V, and the data referred to in point II or point III or point IV in relation to the subject-matter of the application for recognition.