



## **APOSTILLE AND LEGALIZATION IN NAWA (POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE)**

### **Why do you need Apostille/legalization?**

International students, after graduation, but before leaving Poland, need to legalize their diplomas. The education documents which were issued in Poland, but are intended for circulation in other countries, need to be authenticated and legalized.

### **Apostille or full legalization – which procedure should I choose**

Check here: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

whether the country where you're going to use your diploma is the party to **the Hague Convention, abolishing the requirement of legalization for foreign public documents.**

If yes – you can get the authentication of the document in the form of Apostille, if not – legalization is necessary.

PLEASE NOTE! We do not provide Apostille for documents intended for legal circulation in Burundi, Kosovo and China (the exceptions are Hong Kong and Macau).

### **How to obtain Apostille**

1. Collect all the necessary documents (originals, duplicates or certified copies (including those in a foreign language) of diplomas, supplements, originals of graduation certificates).
2. Fill in the application form for Apostille – **Attachment 1**
3. Prepare the payment confirmation (60 zloty for each document), after making the transfer to the following bank account:

**Name of Beneficiary:** Urząd m.st. Warszawy, Dzielnica Śródmieście,  
ul. Nowogrodzka 43

**Bank account No.:** 60 1030 1508 0000 0005 5001 0038

**For the payments made from abroad:**

SWIFT CODE: CITIPLPX

IBAN: PL60 1030 1508 0000 0005 5001 0038

Tytułem: opłata skarbową za wydanie apostille

4. Make an appointment at NAWA, by calling the number **+48 22 390 35 00** (available 9 - 12 a.m.). When you call you should mention a number and a type of documents which need to bear the Apostille. Another option is to submit the documents to the registry office (biuro podawcze) or to send them by post to the following address:

**Narodowa Agencja Wymiany Akademickiej  
ul. Polna 40  
00-635 Warszawa**

5. If you submit the documents in person or through a third party (authorization letter is not required) you can collect documents with the Apostille on the same day. If you send them by post or deliver to the registry office, we will send them back by means of registered mail, and you should receive them within 30 days from their delivery to NAWA.

Note!

If the application is **not complete** – you will get the notice for completing the documentation within the prescribed period.

If you submit **more than 5 documents** – we notify you can collect the documents.

**It is not possible to make payment in the NAWA building. It is also not possible to send the money by post, together with the application form.** Such applications will not be considered and the money will be sent back by postal order, after deducting the costs of such order.

### How to obtain legalization

**I. Before getting the documents legalized by the Ministry of Foreign Affairs, authentication by NAWA is necessary.**

The steps are the following:

1. Collect all the necessary documents (originals, duplicates or certified copies (including those in a foreign language) of diplomas, supplements, originals of graduation certificates).
2. Fill in the application form for authentication – **Attachment 2**
3. Prepare the payment confirmation (19 zloty for each document) after making transfer to the following bank account:

**Name of Beneficiary:** Narodowa Agencja Wymiany Akademickiej

**Bank account No.:** 68 1130 1017 0020 1510 7020 0009

(Bank Gospodarstwa Krajowego)

**For the payments made from abroad:**

BIC/SWIFT CODE: GOSKPLPW

IBAN: PL68 1130 1017 0020 1510 7020 0009

(Bank Gospodarstwa Krajowego)

Tytułem: opłata za uwierzytelnienie

4. Make an appointment at NAWA, by calling the number **+48 22 390 35 00** (available 9 - 12 a.m.). When you call you should mention a number and a type of documents which need to be authenticated. Another option is to submit the documents to the registry office (biuro podawcze) or to send them by post to the following address:

**Narodowa Agencja Wymiany Akademickiej  
ul. Polna 40  
00-635 Warszawa**

5. If you submit the documents in person or through a third party (authorization letter is not required), you can collect documents with the Apostille on the same day. If you send them by post or deliver to the registry office, we will send them back by means of registered mail, and you should receive them within 30 days from their delivery to NAWA.

Note!

If the application is **not complete** – you will get the notice for completing the documentation within the prescribed period.

If you submit **more than 5 documents** – we notify you about the date when you can collect them.

**It is not possible to make payment in the NAWA building. It is also not possible to send the money by post, together with the application form.** Such applications will not be considered and the money will be sent back by postal order, after deducting the costs of such order.

## II. Further legalization procedure is carried out in the Ministry of Foreign Affairs in Poland.

It includes the following steps:

1. Collect all the authenticated documents (originals, duplicates or certified copies (including those in a foreign language) of diplomas, supplements, originals of graduation certificates).
2. Fill in the application form for legalization of documents intended for legal circulation abroad – **Attachment 3**
3. Prepare the payment confirmation (26 zloty for each authenticated document). You can pay this stamp duty in two ways;

a) by bank transfer:

**Name of Beneficiary:** Urząd m.st. Warszawy, Dzielnica Śródmieście,  
ul. Nowogrodzka 43

**Bank account No.:** 60 1030 1508 0000 0005 5001 0038  
(Bank Handlowy w Warszawie S.A.)

**For the payments made from abroad:**

BIC/SWIFT CODE: : CITIPLPX

IBAN: PL60 1030 1508 0000 0005 5001 0038

Tytułem: opłata skarbową za legalizację

b) in cash, at the cash office of Urząd M. St. Warszawy, at the Legalization Department of Ministry of Foreign Affairs, Al. Szucha 21, 00-580 Warszawa (open 9 a.m. – 2 p.m.)

It is possible to submit the documents:

- **in person or through a third party** (authorization letter is not required), during the visit to the Legalization Department of the Ministry of Foreign Affairs, Al. Szucha 21, 00-580 Warszawa, the entrance from the side of Litewska Street. Office hours: Monday-Friday (9 a.m. – 2 p.m.).
- **by post** – the documents can be sent by post to the aforementioned address, also from abroad. In this case, the package with the documents needs to include:
  - confirmation of payment (copy of bank transfer)
  - application for legalization of documents
  - return address and contact details.

## **Note!**

**It is not possible to send the money by post, together with the application form.** Such applications will not be considered and the money will be sent back by postal order, after deducting the costs of such order.

**If you submit the documents in person to the Department of Legalization of Ministry of Foreign Affairs, the legalization will be completed on the same day.**

If you submit more than 20 documents, it may not be possible to collect them on the same day.

If you send the documents by post, we legalize them and send them back by post, also abroad. **Such procedure may take from 2 to 3 weeks.**

The other documents issued by higher education institutions should be authenticated by the institution that issued them and then the proper ministry.

The documents legalized in the Ministry of Foreign Affairs can be submitted to appropriate authorities, offices and institutions of the other country **only after additional legalization in the proper Embassy or Consular Office** of a given country, accredited in the territory of the Republic of Poland.

