



## NATIONAL OFFICE OF VOCATIONAL EDUCATION AND TRAINING AND ADULT LEARNING

### **Information on the authentication of official VET documents for use abroad**

The use abroad of official VET documents issued by institutions authorised to issue official VET documents requires their authentication. Such authentication serves to certify the authenticity of documents. The interim authentication procedure for official VET document is as follows.

#### **Authentication of documents issued by institutions authorised to issue official VET documents**

Section 122 of Act LXXX of 2019 on Vocational Education and Training stipulates the following on authentication: Unless otherwise provided by an international treaty, the use of official VET documents abroad requires their authentication and endorsement. Authentication is carried out by the state vocational training administration body, and endorsement by the Minister responsible for foreign policy.

Pursuant to Section 305(1) of Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training, the Government designated the National Office of Vocational Education and Training and Adult Learning as the state vocational training administration body.

Pursuant to Section 34(1) of Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training (VET Decree), certificates and vocational certificates and the forms (record sheet) that are the basis for issue qualify as public documents.

Based on the above, the interim authentication procedure of official VET documents is as follows:

1. The institution authorised to issue official VET documents issues the document and affixes an original stamp and an official signature (hereinafter: “**original document**”). For institutions dissolved with a legal successor, the legal successor is competent in issuing an authenticated copy of the official VET document.
2. For institutions that have ceased to exist without a legal successor, data related to studies (e.g. copies of master sheets, failing that, copies of other archived documents which credibly prove that the holder of the certificate pursued his/her studies at the given institution) must be requested from the territorially competent archives within whose territory the institution operated. Then, the competent Government Office (department responsible for education) must be contacted for authentication, that is, for a signature and a stamp, which are also affixed on the original document.
3. The original document authenticated by the maintainer is authenticated by the original stamp and official signature of the **National Office of Vocational Education and Training and Adult Learning** (postal address: 1437 Budapest Pf. 760, customer opening hours: Mo-Fri 10:00 to 12:00, address exclusively for personal takeover of original documents: 1065 Budapest, Bajcsy-Zsilinszky u. 53. 4th floor, room 402/2). The procedure requires no fee or duty payment.

Please be advised that only the issuing body, i.e. the institution authorised to issue official VET documents, may produce an authenticated copy of the given document for authentication purposes. The so-called certified copy by a notary public is not suitable to be used in the procedure.

Authentication is carried out after a credible verification of the original document.

Authentication is technically done on the blank surface of the **original document**, with a legible stamp and the signature of the person authorised to do so.

Further information related to the authentication of official VET documents is available here:

<https://konzuliszolgalat.kormany.hu/felulhitelesites>

Information related to certified translation is available here: <http://www.offi.hu/hiteles-forditas>

National Office of Vocational Education and Training and Adult Learning