

Transfer and recognition of previous study

The faculty may admit a student by transfer only from the same study programme of another university and not before the end of the first year of study (successful completion of the current enrolled year). **Transfer is carried out in the form of admission procedure.**

Transfer requests are not accepted from students whose studies are interrupted, terminated and from students who are expelled at the time of submitting the request.

A student who studied at another university or was re-admitted to the study, may apply for the recognition of the study subjects on which successful completion has not expired more than five years.

Required documents in case of transfer:

- written request for transfer to the Dean of the Faculty with the Application for course recognition,
- study certificate from the applicant's current faculty,
- Transcript of Records (original or officially verified copy – in Slovak or in English, from the Czech Republic in Czech language),
- syllabus of completed courses or Course Information Sheets (ECTS) – in Slovak or in English, from the Czech Republic in Czech language).

Required document in case of recognition of previous study:

- completed and signed Application for course recognition,
- Transcript of Records (original or officially verified copy – in Slovak or in English, from the Czech Republic in Czech language),
- syllabus of completed courses or Course Information Sheets (ECTS).

Further documents required:

- signed and completed Application for admission to university study,
- secondary school leaving certificate (official certificates on a successful completion of entire secondary education accompanied with an authorized translation into the Slovak language),
- decision on recognizing the equivalence of the secondary school leaving certificate obtained abroad (submit until the day of entrance examination, at the latest on the day of enrolment) - this document is issued by “Okresný úrad v Bratislave, odbor školstva” – District Office in Bratislava, Section for Education, Tomášikova street 46, Bratislava
- copy of payment made for the admission procedures,
- medical certificate of health condition fitting the study at university and performance of profession within the chosen programme of education (in Slovak or in English),
- structured curriculum vitae (in English),
- birth certificate (authorized translation into the Slovak language),
- copy of passport / ID card,

After passing the entrance exam and submitting all the required documents, the Dean of the Faculty will decide on the transfer and the recognition of completed courses and the year into which the student will be accepted.