

## LIST OF REQUIRED DOCUMENTS E-DOATAP

### RECOGNITION OF 1<sup>ST</sup> CYCLE DEGREE

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#### MANDATORY DOCUMENTS

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1. FEE	<b>Receipt of fee payment of 180€</b> to the Bank of Greece (SWIFT CODE: BNGRGRGA, IBAN: <b>GR05 0100 0240 0000 0002 6072 595</b> ). The <b>name of the applicant</b> should be indicated as depositor on the receipt.
2. IDENTITY DOCUMENTS	Copy of passport or identity card.
3. CONSENT FORM	<p>To be completed and signed <b>by the applicant</b>. You must fill in the form for every institution where the studies were carried out. Available <a href="#">here</a>.</p> <p>This form authorizes DOATAP (Hellenic NARIC) to request from the institutions of study additional information regarding the academic(s) degree(s).</p>
4. 1 <sup>ST</sup> CYCLE DEGREE	<p><b>Copy of the first cycle degree, for which the recognition is requested</b>, that should be either</p> <p><b>A)</b> certified according to <b>The Hague Convention (APOSTILLE)</b> *(See explanation below) <b>and then</b> officially validated by one of the following Greek authorities:</p> <ul style="list-style-type: none"><li>• the translation service of the Ministry of Foreign Affairs of Greece</li><li>• <b>or</b> a Greek lawyer</li><li>• <b>or</b> the Embassy/Consulate of Greece in the country where the document is issued</li></ul> <p>Additionally, <b>official translation</b> of the document <b>**</b>(see explanation below) is required if the degree is issued in language other than Greek, English or French.</p> <p>either</p> <p><b>B)</b> In case it is not certified according to <b>The Hague Convention (APOSTILLE)</b> and if the degree is issued in Greek, English or French, the applicant should upload a simple copy of the degree in the application and inform the University to send a copy directly to DOATAP either by e-mail to <a href="mailto:protocol_A@doatap.gr">protocol_A@doatap.gr</a> or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.</p>

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## EXPLANATIONS

\* The verification of the above documents according to The Hague Convention (APOSTILLE) is done by **the relevant authority in the country where they were issued**. More information [here](#). For those countries that have not ratified The Hague Convention (i.e Apostille cannot be obtained) or Greece has raised objections, and only for them, the verification is done by the Consular Authorities of Greece in the country where the documents have been issued.

\*\* The official translation of the above documents (If they are not issued in English or French) can be made by: the translation service of the Ministry of Foreign Affairs of Greece - [Register of Certified Translators \(mfa.gr\)](#) or the Embassy/Consulate of Greece in the country where the document is issued or a graduate translator of the Department of Foreign Languages, Translation and Interpretation of the Ionian University or a Greek lawyer who certifies that this is a translation of the specific document.

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## 5. OFFICIAL TRANSCRIPT OF RECORDS

Copy of the **official transcript of records** (grades of all subjects for all years of study, signed and stamped by the University, stating the date of award) that should be

either

**A)** certified according to **The Hague Convention (APOSTILLE)** \*(See explanation below) and then officially validated by one of the following Greek authorities:

- the translation service of the Ministry of Foreign Affairs of Greece
- or a Greek lawyer
- or the Embassy/Consulate of Greece in the country where the document is issued

Additionally, **official translation** of the document \*\* (see explanation below) is required if it is issued in language other than Greek, English or French.

either

**B)** In case it is not certified according to **The Hague Convention (APOSTILLE)** and if it is issued in Greek, English or French, the applicant should upload a simple copy of the transcript in the application and inform the University to send a copy directly to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

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## MANDATORY DOCUMENTS IN CERTAIN CASES

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### 1. DIPLOMA SUPPLEMENT

Mandatory if provided by the institution.

2a) CERTIFICATE FOR THE LOCATION OF STUDIES  
(for physical attendance study programs)

2b) CERTIFICATE FOR THE MODE OF STUDIES  
(for distance learning programs)

*is required for ALL distance learning programs.  
(except for those registered in the programs prior to 06/10/2022, in which case, the certificate is required ONLY if the awarding institution is included in the [List of foreign institutions with franchising agreements in Greece.](#))*

2. a) The CERTIFICATE FOR THE LOCATION OF STUDIES (for physical attendance study programs) is required only if the awarding institution is included in the [List of foreign institutions with franchising agreements in Greece](#). The form is available in "[Documents](#)".

The applicant should inform the University to complete and sign the form and send it directly to him/her for uploading **AND** to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

2. b) The CERTIFICATE FOR THE MODE OF STUDIES is required for **ALL distance learning programs**.

*(except for those registered in the programs prior to 06/10/2022, in which case, the certificate is required ONLY if the awarding institution is included in the [List of foreign institutions with franchising agreements in Greece.](#))*

The form is available in "[Documents](#)".

The applicant should inform the University to complete and sign the form and send it directly to him/her for uploading **AND** to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

If any of the above mentioned certificates are issued in other language than English or French, the **official**

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	<p><b>translation</b> is required. It can be made by: the translation service of the Ministry of Foreign Affairs of Greece - <a href="#">Register of Certified Translators (mfa.gr)</a> <b>or</b> the Embassy/Consulate of Greece in the country where the document is issued <b>or</b> a graduate translator of the Department of Foreign Languages, Translation and Interpretation of the Ionian University <b>or</b> a Greek lawyer who certifies that this is a translation of the specific document.</p>
<b>3. DIPLOMA THESIS</b>	Mandatory if it was required by the study program.
<b>4. SUMMARY OF DIPLOMA THESIS</b>	If the submitted diploma thesis is in language other than Greek, English or French and does not include a summary in one of these languages, a summary in Greek or English is required.
<b>5. CERTIFICATE OF PRACTICAL TRAINING</b>	<p><b>If the practical training is required by the study program the applicant must upload a relevant certificate of the awarding institution with the following information:</b></p> <ul style="list-style-type: none"> <li>a. Organizations / Institutions where the practical training took place.</li> <li>b. Total hours and / or ECTS credits corresponding to the practical training that took place.</li> <li>c. Time periods covered (dates from... to....).</li> <li>d. Distribution of hours per time period (i.e. weekly, monthly, etc.).</li> <li>e. Cognitive Objects of the practical training.</li> <li>f. Supervision framework and process.</li> </ul>
<b>6. TRANSFERRED CREDITS</b>	<p>In case of recognized/transferred credits from previous degree(s) or from part of the study program, the following documents must be additionally submitted (in one PDF file):</p> <p><b>A) The degree and the official transcript of records</b> from the Institution, from which the units have been transferred in case the program has been completed or <b>only the official transcript</b> or records in case the program has not been completed.</p> <p><b>B) Certificate from the awarding institution</b> stating the courses that were recognized in relevance to the courses of the study program</p> <p>The applicant should upload the above documents in the application and inform the University to send them directly to DOATAP either by e-mail to <a href="mailto:protocol_A@doatap.gr">protocol_A@doatap.gr</a> or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.</p> <p>If the above documents are issued in other language than English or French, the official translation is required. It can be made by: the translation service of the Ministry of Foreign Affairs of Greece</p>

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[Register of Certified Translators \(mfa.gr\)](#) **or** the Embassy/Consulate of Greece in the country where the document is issued **or** a graduate translator of the Department of Foreign Languages, Translation and Interpretation of the Ionian University **or** a Greek lawyer who certifies that this is a translation of the specific document.

**ATTENTION**

a) If there are recognized/transferred credits from previous degree(s), from an institution included in the [List of foreign institutions with franchising agreements in Greece](#) it is required to submit additionally:

- **A certificate for the location of studies**

The form is available in “[Documents](#)”.

The applicant should inform the University to complete and sign the form and send it directly to him/her for uploading **AND** to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

b) If there are recognized/transferred credits from previous distance learning degree(s) it is required to submit additionally:

- **a certificate for the mode of studies, required for ALL distance learning programs. (except for those registered in the programs prior to 06/10/2022, in which case, the certificate is required **ONLY** if the awarding institution is included in the [List of foreign institutions with franchising agreements in Greece.](#))**

The form is available in “[Documents](#)”.

The applicant should inform the University to complete and sign the form and send it directly to him/her for uploading **AND** to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

If any of the above mentioned certificates are issued in other language than English or French, the **official translation** is required. It can be made by: the translation service of the Ministry of Foreign Affairs of Greece - [Register of Certified Translators \(mfa.gr\)](#) **or** the Embassy/Consulate of Greece in the country where the document is issued **or** a graduate translator of the Department of Foreign Languages,

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	Translation and Interpretation of the Ionian University <b>or</b> a Greek lawyer who certifies that this is a translation of the specific document.
<b>7. OTHER DOCUMENT</b>	You may upload any additional documents for the recognition of your title. Please provide a relevant description as a comment.

THE FOLLOWING DOCUMENTS CONCERN **ONLY** THE ACADEMIC EQUIVALENCE OF THE 1<sup>ST</sup> CYCLE DEGREE (BACHELOR) TO A GREEK DIPLOMA OF A **5-YEAR** STUDY DURATION WITH **CO-SUBMISSION** OF A 2<sup>ND</sup> CYCLE DEGREE (MASTER)

<b>8. 2<sup>ND</sup> CYCLE DEGREE - CO-SUBMISSION</b>	<p><b>Copy of the 2<sup>nd</sup> cycle degree (master)</b>, that should be</p> <p>either</p> <p><b>A)</b> certified according to The Hague Convention (APOSTILLE) *(See explanation below) and then officially validated by one of the following Greek authorities:</p> <ul style="list-style-type: none"> <li>• the translation service of the Ministry of Foreign Affairs of Greece</li> <li>• <b>or</b> a Greek lawyer</li> <li>• <b>or</b> the Embassy/Consulate of Greece in the country where the document is issued</li> </ul> <p>Additionally, <b>official translation</b> of the document ** (see explanation below) is required if the degree is issued in language other than Greek, English or French.</p> <p>either</p> <p><b>B)</b> In case it is not certified according to <b>The Hague Convention (APOSTILLE)</b> and if the degree is issued in Greek, English or French, the applicant should upload a simple copy of the degree in the application and inform the University to send a copy directly to DOATAP either by e-mail to <a href="mailto:protocol_A@doatap.gr">protocol_A@doatap.gr</a> or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.</p> <p><b>EXPLANATIONS</b></p> <p>* The verification of the above documents according to The Hague Convention (APOSTILLE) is done <b>by the relevant authority in the country where they were issued</b>. More information <a href="#">here</a>. For those countries that have not ratified The Hague Convention (i.e Apostille cannot be obtained) or Greece has raised objections, and only for them, the verification is done by the Consular Authorities of Greece in the country where the documents have been issued.</p>
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**9. OFFICIAL TRANSCRIPT OF RECORDS**

**2<sup>ND</sup> CYCLE DEGREE**

(To be submitted only in case of co-submission)

**Copy of the official transcript of records of the 2<sup>nd</sup> cycle degree (master)** (grades of all subjects for all years of study, signed and stamped by the University, stating the date of award) that should be

either

**A)** certified according to The Hague Convention (APOSTILLE) **\***(See explanation below) and then officially validated by one of the following Greek authorities:

- the translation service of the Ministry of Foreign Affairs of Greece
- **or** a Greek lawyer
- **or** the Embassy/Consulate of Greece in the country where the document is issued

Additionally, **official translation** of the document **\*\***(see explanation below) is required if it is issued in language other than Greek, English or French.

either

**B)** In case it is not certified according to The Hague Convention (APOSTILLE) and if it is issued in Greek, English or French, the applicant should upload a simple copy of the official transcript of records in the application and inform the University to send a copy directly to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

**EXPLANATIONS**

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**10a) CERTIFICATE FOR THE LOCATION OF STUDIES**  
(for physical attendance study programs)

**10b) CERTIFICATE FOR THE MODE OF STUDIES**  
(for distance learning programs)

is required for ALL distance learning programs.

*(except for those registered in the programs prior to 06/10/2022, in which case, the certificate is required ONLY if the awarding institution is included in the [List of foreign institutions with franchising agreements in Greece.](#))*

**10. a) The CERTIFICATE FOR THE LOCATION OF STUDIES (for physical attendance study programs)** is required only if the awarding institution is included in the [List of foreign institutions with franchising agreements in Greece](#). The form is available in "[Documents](#)".

The applicant should inform the University to complete and sign the form and send it directly to him/her for uploading **AND** to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

**10. b) The CERTIFICATE FOR THE MODE OF STUDIES is required for ALL distance learning programs.**  
*(except for those registered in the programs prior to 06/10/2022, in which case, the certificate is required ONLY if the awarding institution is included in the [List of foreign institutions with franchising agreements in Greece.](#))*

The form is available in "[Documents](#)".

The applicant should inform the University to complete and sign the form and send it directly to him/her for uploading **AND** to DOATAP either by e-mail to [protocol\\_A@doatap.gr](mailto:protocol_A@doatap.gr) or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

If any of the above mentioned certificates are issued in other language than English or French, the **official translation** is required. It can be made by: the translation service of the Ministry of Foreign Affairs of Greece - [Register of Certified Translators \(mfa.gr\)](http://mfa.gr) or the Embassy/Consulate of Greece in the country where the document is issued or a graduate translator of the Department of Foreign Languages, Translation and Interpretation of the Ionian University or a Greek lawyer who certifies that this is a translation of the specific document.

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**11. 2<sup>ND</sup> CYCLE DEGREE THESIS**

(To be submitted only in case of co-submission)

Master thesis as it was submitted to the institution of study. \*If the thesis was not required by the study program, submit a PDF document where you will state that the thesis was not required by the study program.



<b>12. SUMMARY OF THE 2<sup>ND</sup> CYCLE DEGREE THESIS</b> <b>MANDATORY IN CERTAIN CASES</b> (To be submitted only in case of co-submission)	If the submitted 2 <sup>nd</sup> cycle degree thesis is in language other than Greek, English or French and does not include a summary in one of these languages, a summary in Greek or English is required.
<b>13. CONSENT FORM 2<sup>ND</sup> CYCLE DEGREE</b> (To be submitted only in case of co-submission)	To be completed and signed <b>by the applicant</b> . You must fill in the form for every institution where the studies were carried out. Available <a href="#">here</a> .  This form authorizes DOATAP (Hellenic NARIC) to request from the institutions of study additional information regarding the academic(s) degree(s).

### **CLARIFICATIONS:**

1. The recognition procedure will start only after the submission of all the required documents, including those sent by the University to DOATAP, according to the DOATAP guidelines.
2. The competent bodies of DOATAP may request additional information and invite the applicant for additional explanations.
3. The certificate of good knowledge of the language of the study program conferred before your enrollment in the study program may be requested at any stage of the recognition process.