

LIST OF REQUIRED DOCUMENTS E-DOATAP

RECOGNITION OF 1ST CYCLE DEGREE

MANDATORY DOCUMENTS	
1. FEE	Receipt of fee payment of 180€ to the Bank of Greece (SWIFT CODE: BNGRGRAA, IBAN: GR05 0100 0240 0000 0002 6072 595). Payment via web banking is also accepted. The name of the applicant 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 by the applicant. You must fill in the form for every institution where the studies were carried out. Available in "Documents".</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 ST CYCLE DEGREE	<p>Copy of the first cycle degree, for which the recognition is requested, that should be</p> <p>either</p> <p>A) certified according to The Hague Convention (APOSTILLE) *(See Explanations p.2) in a legally certified copy by a lawyer in Greece</p> <p>Additionally, official translation of the document **(see Explanations p.2) is required if the degree is issued in language other than Greek, English or French.</p> <p>or</p> <p>B) In case it is not certified according to The Hague Convention (APOSTILLE) 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 protocol_A@doatap.gr or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.</p> <p>Explanations Apostille* – Official Translation** p. 2</p>
5. OFFICIAL TRANSCRIPT OF RECORDS	<p>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</p> <p>either</p>

A) certified according to **The Hague Convention (APOSTILLE)** * (See [Explanations](#) below) in a legally certified copy by a lawyer in Greece

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

or

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 or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

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. For more information: [Citizens and Greeks Abroad Service and Information Centre \(KEPPAE\) – Authentication Department of the Ministry of Foreign Affairs](#).

In cases where the foreign supporting document bears the Hague Convention Apostille (**Apostille / e-Apostille**) and it can be verified through the electronic register (**e-Register**) of the issuing country's competent authority, the submission of a certified copy by a lawyer in Greece is not required. A necessary prerequisite is that the member state supports the **e-APP** (Electronic Apostille Programme) and maintains an active digital verification register. You can find information regarding the services available per country via the following links.

[Implementation Chart of the e-APP](#)

[Current list of operational e-Registers](#)

** The official translation of the above documents (Translation is not required if the documents are 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** a lawyer in Greece who certifies that he/she has sufficient knowledge of the language from and into which he/she has translated **or** a graduate translator of the Department of Foreign Languages, Translation and Interpretation of the Ionian University **or** the Greek Consular Authorities in the country where the document is issued.

MANDATORY DOCUMENTS IN CERTAIN CASES

1. DIPLOMA SUPPLEMENT	Mandatory if provided by the institution.
2. a) CERTIFICATE FOR THE LOCATION OF STUDIES (for physical attendance study programs) b) CERTIFICATE FOR THE MODE OF STUDIES (for distance learning programs) <i>is required for ALL distance learning programs.</i>	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 whose programs are delivered in Greece by private institutions . 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 or by post to 54 Ag. Konstantinou St., Athens 10437, Greece. 2. b) The CERTIFICATE FOR THE MODE OF STUDIES <i>is required for ALL distance learning programs.</i>

	<p>The form is available in “Documents”.</p> <p>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 or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.</p> <p>If any of the above mentioned certificates are issued in other language than English or French, the official translation is required (see Explanations p.2).</p>
3. DIPLOMA THESIS	Mandatory if it was required by the study program.
4. SUMMARY OF DIPLOMA THESIS	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.
5. CERTIFICATE OF PRACTICAL TRAINING	<p>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:</p> <ul style="list-style-type: none"> a. Organizations / Institutions where the practical training took place. b. Total hours and / or ECTS credits corresponding to the practical training that took place. c. Time periods covered (dates from... to...). d. Distribution of hours per time period (i.e. weekly, monthly, etc.). e. Cognitive Objects of the practical training. f. Supervision framework and process.
6. TRANSFERRED CREDITS	<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>A) The degree and the official transcript of records from the Institution, from which the units have been transferred in case the program has been completed or only the official transcript or records in case the program has not been completed.</p> <p>B) Certificate from the awarding institution 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 protocol_A@doatap.gr 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 (see Explanations p.2).</p>

ATTENTION

a) If there are recognized/transferred credits from previous degree(s), from an institution included in the [List of foreign institutions whose programs are delivered in Greece by private institutions](#), 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 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.**

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 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 (see [Explanations](#) p.2).

7. OTHER DOCUMENT

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 1ST CYCLE DEGREE (BACHELOR) TO A GREEK DIPLOMA OF A **5-YEAR** STUDY DURATION WITH **CO-SUBMISSION** OF A 2ND CYCLE DEGREE (MASTER)

8. 2ND CYCLE DEGREE - CO-SUBMISSION

To be co-submitted **ONLY** if all of the following hold: (a) you are requesting the academic equivalence to a 5-year Greek degree/diploma (level 7 of the European and National Framework of Qualifications), (b) the study program of your 1st cycle degree (bachelor) did NOT require a thesis, and (c) you accept to co-submit a 2nd cycle degree (master degree).

Copy of the 2nd cycle degree (master), that should be

either

A) certified according to **The Hague Convention (APOSTILLE)** *(See [Explanations](#) p.2) in a legally certified copy by a lawyer in Greece

Additionally, **official translation** of the document ******(see [Explanations](#) p.2) is required if the degree is

Caution: if a 2nd cycle degree is co-submitted with the 1st cycle degree then the 2nd cycle degree CANNOT BE RECOGNIZED SEPARATELY.

issued in language other than Greek, English or French.

or

B) In case it is not certified according to **The Hague Convention (APOSTILLE)** 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 protocol_A@doatap.gr or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

**9. OFFICIAL TRANSCRIPT OF RECORDS
2ND CYCLE DEGREE**

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

Copy of the official transcript of records of the 2nd 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 [Explanations](#) p.2) in a legally certified copy by a lawyer in Greece

Additionally, **official translation** of the document ** (see [Explanations](#) p.2) is required if it is issued in language other than Greek, English or French.

or

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 or by post to 54 Ag. Konstantinou St., Athens 10437, Greece.

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- 10. a) CERTIFICATE FOR THE LOCATION OF STUDIES (for physical attendance study programs)**
10. b) CERTIFICATE FOR THE MODE OF STUDIES (for distance learning programs) is required for ALL distance learning programs.

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 whose programs are delivered in Greece by private institutions](#). 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 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. 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 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 (see Explanations p.2).
11. 2ND 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.
12. SUMMARY OF THE 2ND CYCLE DEGREE THESIS MANDATORY IN CERTAIN CASES (To be submitted only in case of co-submission)	If the submitted 2 nd 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.
13. CONSENT FORM 2ND CYCLE DEGREE (To be submitted only in case of co-submission)	To be completed and signed by the applicant . You must fill in the form for every institution where the studies were carried out. Available in " Documents ". 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.