

## **LEGALISATION OF A DIPLOMA OBTAINED IN FLANDERS**

Legalisation of a Flemish diploma is required for:

- foreign students who obtained a degree from a Flemish university and who return to their home country or any other third country
- Belgians who wish to work or study abroad with their Flemish degree.
- ✓ Legalisation is a required step in the procedure for a declaration of equivalence of a Flemish degree abroad.
- ✓ Legalisation means that the signature on a degree of a person from the educational institution (rector, chairman, examination officer, ...) is being declared 'truthful'.
- ✓ Legalisation does not confer authenticity to the content of the document.
- ✓ For some countries, additionally, the degree needs to be legalised by the Embassy of that country in Belgium. Contact your own Embassy to find out whether that is required!

### **PROCEDURE**

You have to complete the procedure by e-mail.

1. Send your original diploma and original diploma supplement in 2 separate PDF documents (colour copies) to [naric.legalisaties@vlaanderen.be](mailto:naric.legalisaties@vlaanderen.be) (= legalisation office of the Department of Education), mentioning the country for which the documents are destined, an e-mail address through which payment can be settled and a photocopy of your Belgian residence permit (back and front). This legalisation office will declare the signature on the documents 'truthful'.
2. The legalisation office will forward the documents to the Legalisation department of the Federal Public Service Foreign Affairs where the Apostille of The Hague will be applied. The legalisation department will contact you by e-mail to settle the payment (20€ per document).
3. Once the payment is settled, the documents with the Apostille will be sent back by e-mail.
4. The procedure takes a few days provided the correct documents are submitted. In some cases, the procedure can take up to 10 days.

### **Important remarks**

- Each document needs to be sent in a separate PDF, i.e. diploma and diploma supplement in 2 different PDF documents. If you want photocopies to be legalised: same procedure.
- Each document costs 20€

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Detailed information on legalisation procedure:

- The Hague Treaty: [http://www.hcch.net/index\\_en.php?act=conventions.text&cid=41](http://www.hcch.net/index_en.php?act=conventions.text&cid=41)
- Legalisation of documents by the Belgian Ministry of Foreign Affairs: [http://diplomatie.belgium.be/en/services/legalisation\\_of\\_documents/](http://diplomatie.belgium.be/en/services/legalisation_of_documents/)