**REUQEST FORM**

**for the preliminary recognition of a degree as a master’s degree obtained in a country other than hungary**

**for doctoral applications submitted to the Doctoral School, Liszt Ferenc Academy of Music, Budapest, Hungary**

To: Head of Doctoral School, Liszt Ferenc Academy of Music

1. PERSONAL INFORMATION

Applicant’s name:

Nationality:

Place of birth (city, country):

Date of birth:

Number of ID card / passport:

ID card / passport valid until:

Registered address:

Postal address:

Phone:

E-mail:

2. MASTER’S DEGREE (OR EQUIVALENT) TO BE RECOGNIZED

Name of issuing institution:

Registered address (city and country only):

Website:

Date of issue:

Number of degree certificate (if applicable):

Level of study (in the country of issue):

Field of study:

Number of semesters completed in the program:

Number of credits obtained in the program:

3. BACHELOR’S DEGREE (OR EQUIVALENT)

(information to be provided only if the degree to be recognized was obtained in a one- or two-year master’s program)

Name of issuing institution:

Registered address (city and country only):

Website:

Date of issue:

Number of degree certificate (if applicable):

Level of study (in the country of issue):

Field of study:

Number of semesters completed in the program:

Number of credits obtained in the program:

4. DOCUMENTS ATTACHED TO THE REQUEST FORM

5. FURTHER INFORMATION

Date: ...........................................................

 ..................................................................

 Applicant’s signature

**REQUEST GUIDELINES**

You may request the recognition of your master’s degree (or equivalent) obtained in a country other than Hungary for the purposes of submitting an application to the Doctoral School at the Liszt Ferenc Academy of Music only if

1. your degree was obtained in a one-tier master’s program (or equivalent) of at least four years of study, or
2. it was obtained in a master’s program (or equivalent) of at least one year of study, following a bachelor’s program (or equivalent) of at least three years of study, and
3. your degree makes you eligible for doctoral study in the country of its issue, and
4. it is possible to determine its equivalence to a master’s degree.

The request for recognition must be submitted in person or by post to the Doctoral Office (Room 105, Liszt Ferenc tér 8., 1061 Budapest, Hungary) one month before the deadline of doctoral applications. You may send your request via e-mail to the Doctoral Office, but the electronic submission must be followed by the hard copies of the documents. The request is free of charge.

The following documents must be submitted:

1. request form filled in and signed by the applicant;
2. if the request for recognition is submitted by post, a Xerox copy of your ID card / passport;
3. an officially attested copy\* of your original degree (if the original degree has been lost, it is possible to request an officially attested copy of a true copy);
4. officially attested copies\* of your transcripts of all the years of study in the degree program, which prove the length of study and the completion of all the study requirements;
5. if the transcripts do not show the length of study and the completion of the study requirements, an official letter of confirmation (in English or German) by the college/university that issued the degree, stating that the degree makes you eligible for doctoral study in the country of its issue;
6. officially attested Hungarian translations\*\* of the documents in point 3 and 4. In case the original documents in point 3 and 4 are in English, Czech, French, German, Russian, Romanian, Serbian, Slovakian, or Ukrainian, their Hungarian translations do not have to be officially attested.

\*Officially attested copies of your original documents may be requested at a registered notary public’s office in Hungary, the Hungarian Office of Translation and Attestation Ltd. (OFFI, [www.offi.hu](http://www.offi.hu)), the Hungarian embassies, or the Liszt Ferenc Academy of Music.

\*\*Officially attested translations and/or the official attestation of translations of your original documents may be requested at the Hungarian Office of Translation and Attestation Ltd. (OFFI, [www.offi.hu](http://www.offi.hu)), the Hungarian embassies, a registered notary public’s office in Hungary, or respective authorities/offices authorized to issue official attestations by the pertaining laws and regulations of EU member countries.

Non-official translations may be prepared by any translation office.

In case you finish your studies and receive your degree after the deadline of doctoral applications but before the commencement of the doctoral entrance exams, you must still submit the request form before its submission deadline and supply the rest of the documents before the commencement of the entrance exams.

If you submit your request for recognition in person, please provide your ID card or passport at the Doctoral Office. In case your request is submitted by proxy, please provide a copy of your ID card or passport with your request package.

For further information on the recognition procedure, please contact Márta Kőrösi at the Doctoral Office at korosi.marta@zeneakademia.hu.