



REPUBLIC OF CYPRUS
MINISTRY OF JUSTICE AND PUBLIC ORDER

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| REPUBLICA SLOVENIJA MINISTRSTVO ZA PRAVOSODJE IN JAVNO UPRAVO LJUBLJANA | |
| Prejeto: | 2 9. 05. 2012 |
| Vredn.: | 133000N |
| Številka zadeve: | 560-229/2012/3 |

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29 May 2012

BY POST & FAX (+386 1 369 52 33)

Ministry of Justice of Slovenia
Župančičeva 3
1000 Ljubljana
Republic of Slovenia

Dear Ms Longar

Request for Legal Assistance – Information on Cyprus law

In furtherance to our correspondence ending with our letter with ref. no. 12.03.002.12 dated 13/2/2012 (your ref. no. 560-41/2010/29) and the information contained therewith, I have instructions to refer to your request for legal assistance dated 9/6/2012 and to additionally inform you as follows:

2. The legalisation and certification by apostille of Certificates, Diplomas or Degrees of public or private *Higher and Highest Education Institutions* of the Republic of Cyprus (including the University of Cyprus, the Cyprus Higher Hotel Institute, the Mediterranean Institute of Management (MIM), the Forest College, the Nursing School, the Police Academy and the Tours Guides School), for further use in the Republic of Slovenia, is **not obligatory** but carried out merely on an optional basis and upon request of the student concerned and/or on the educational institution abroad.

It should be noted that although the aforementioned degrees do not, as a general rule, bear the official stamp and signatures of the competent Ministries (with the exception of MIM degrees) but, instead, bear the embossed stamp and signatures of the Institute itself, they call for no further legalisation by the competent state authorities.

3. On the other hand, degrees and diplomas issued by *private Universities* in the Republic *should always* be certified by apostille by the Ministry of Justice and Public Order, which is, as a result of the bilateral Agreement between the Republic of Cyprus and the FPR



of Yugoslavia, the competent Authority in Cyprus for certification by apostille of documents for further use in Slovenia. In particular, a true copy of the degree/diploma should first be certified by a registered certifying Officer and then by the District Administration Officer before its final certification by apostille by the Ministry of Justice and Public Order.

4. As far as the *elementary* and *secondary* school certificates are concerned, we reiterate our position expressed in our letter dated 13/2/2012. Certification by apostille is a precondition for the document's use in the Republic of Slovenia. Thus once the certificate is legalised by the competent issuing authority, certification by apostille should follow suit.

5. Certificates of Public Schools of Secondary Education and of Secondary Schools of Crafts or Technology (Applied Sciences) in particular, need to be legalised by the Administration Department of Secondary/Secondary Technical Education of the Ministry of Education and Culture followed by certification by apostille by the Ministry of Justice and Public Order. The same applies to Private Schools of Secondary Education although legalisation by the Ministry of Education and Culture is only optional upon request of the education institution abroad.

6. It was inadvertently misstated in our letter dated 13/2/2012 that the apostille of elementary and secondary school certificates is carried out by the Ministry of Education and Culture. Please note that certification by apostille is processed by the Ministry of Justice and Public Order.

7. We remain at your disposal for any clarification or further assistance.

8. Given the opportunity, the Ministry of Justice and Public Order of the Republic of Cyprus expresses to the Minister of Justice of the Republic of Slovenia the assurances of its highest consideration.

Yours sincerely


(Yioulika Hadjiprodrumou)
for Permanent Secretary



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΔΙΚΑΙΟΣΥΝΗΣ ΚΑΙ ΔΗΜΟΣΙΑΣ ΤΑΞΕΩΣ

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| Prejeto: 21. 02. 2012 | Sig. z: |
| | Pril: |
| Številka zadeve: 560-41/2010/29 | Vred: |

13 February 2012

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Republic of Slovenia

Request for Legal Assistance – the information on foreign law

Referring to your request under ref.560-41/2010/29, dated 9.6.2011 and our exchanged correspondence dated 17.8.2011 and 30.1.2012, please accept our sincere apologies for the delay noted in furnishing a reply. Your request had been forwarded to the Ministry of Education and Culture, which is the competent authority under the law and reforwarded for further clarifications. Nonetheless, please bear in mind the following:

2. An official public *elementary* school certificate does not bear the signature or the official stamp of the Ministry of Education and Culture, which is the competent authority, but the signatures of the teachers and Head Master of the school along with the emblem of the Republic, the inscription "Republic of Cyprus Ministry of Education and Culture" and the official stamp of the school.

3. Hence, in case of a child which intends to continue its education in Slovenia the above - mentioned certificate must be certified by the District Office of Education and Culture of the area where the child has its schooling and then be certified with apostille by the Ministry of Education and Culture, as a result of the Treaty between FPR Yugoslavia and the Republic of Cyprus.

4. The certificates of Public Schools of *Secondary* Education and Secondary Schools of Crafts or Technology bear the characteristics refer to in para. 2 above. A clarification as to whether they should



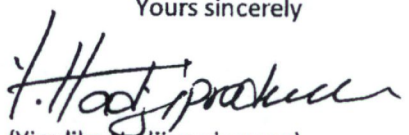
be certified with apostille by the Ministry of Education and Culture is expected from the competent Ministry.

5. We shall revert with an answer to the above and to your question regarding the necessity of certification by apostille in relation to *private* elementary and secondary schools as well as to Private/Public *Universities and Colleges*.

6. It should be born in mind that the graduate is always at liberty to request certification by apostille by the Ministry of Education and Culture. In that case, the certificate shall bear the official stamp and signature of the relevant Department of the Ministry.

7. The Ministry of Justice and Public Order of the Republic of Cyprus avails itself the opportunity to renew to the Minister of Justice of the Republic of Slovenia its assurances of its highest consideration.

Yours sincerely


(Yioulika Hadjiprodromou)
for Act. Permanent Secretary