

Please fill out the application form completely and in Latin script.

Personel Information

Name		First name
Former name		Further first names
Date of birth	Land of birth	Place of birth
Adresse (in case of foreign country please name government)		E-Mail
		Phone
		Fax

To be assessed Higher education qualification

Please enter the information exactly as on the original document. Names that do not use Latin alphabet are to transfer accordingly.

Qualification title (please enter all designations that are mentioned on the certificate)		State in which the degree was earned	
Subject area			
Job title			
Name of the Institution			
Place of Institution			
Date of degree	Issue of certificate	Number of certificate	
Form of study <input type="checkbox"/> Fulltime <input type="checkbox"/> Halftime <input type="checkbox"/> Distance learning	Regular study period in years (Enter the time, which takes the study of mind legal, but not your personal study time)	If a thesis prepared? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have the studies completed at different institutions? <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify state, institution, place and period of time)			
State	Institution	Place	Period of time
			From
			Till
			From
			Till

Educational background

Secondary school (Is the one degree that opens the access to the university)	State of institution
	Date of degree

Leaflet "Recognition of foreign educational qualifications".

To achieve recognition of your foreign educational attainment in Germany, two things are required:

1. The quality of your educational qualifications must be at least correspond to the quality of a comparable degree in Germany (for this purpose, there is an extensive database to which we have access).
2. It must be submitted a number of documents.

Two groups can be distinguished:

A. Officially certified photocopies:

1. The original language of the degree certificate to be valued higher education qualification with subjects and grades overview of the entire study.
2. The Diploma Supplement in the European standardized form (if issued)
3. If it comes to the valuation of a foreign vocational qualification, the original diploma is required, together with the training plan from which the extent of training is evident.

The agreement of the photocopies with the original must be officially certified. And by the competent authorities in Deutschland (such as a notary public or a city council).

Yet there is no fixed rule for the certification abroad. I recommend that you have them do this either by a foreign notary, by a German Embassy or a German Consulate.

To make it clear once again, the above section deals with the documents in a foreign language.

B. In einfacher Fotokopie:

1. The diploma that has you allowing access to college.
2. Your passport or identity card.

All these documents must be transmitted in addition by an officially authorized translator in the German language.

The list contains the usual requirements. Unfortunately, the recognition is done in Germany - depending on the occupational group - from different authorities. It may well be in a particular case that an authority has a higher or lower requirements also. This must be your lawyer to negotiate for you.

If all required documents to the Authority, it must decide within 3 months.