



Bundesministerium
für Bildung
und Forschung

Bundesamt
für Migration
und Flüchtlinge

What documents do I need?

- Tabular overview of training and previous work (in German language)
- Proof of identity (identity card or passport)
- Proof of qualification obtained abroad
- Proof of relevant work experience and advanced training
- Declaration that no previous application for equivalence evaluation has been made
- Proof that you intend to work in Germany (not applicable to citizens of the European Union, the European Economic Area and Switzerland as well as residents of these countries)

For some regulated professions, you will require additional documents. Please find out in advance from the responsible office, which documents these are.

Important: As a rule, all documents must be submitted in German translation. Please find out in advance if you need to order a translation from an officially appointed interpreter or translator.

Where can I obtain information?

You can find out online whether your profession is regulated in Germany, and if it is, which laws regulate it, and which authority you should contact to have your qualifications checked. This information and the location of your nearest information centre can be found at www.anererkennung-in-deutschland.de.

For initial information, please call the hotline for the recognition of foreign professional qualifications at the Federal Agency of Migration and Refugees on: **+49 30-1815-1111**.

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Recognition of foreign professional qualifications



ENGLISCH 032012 Anerkennung

www.bamf.de

 **ANERKENNUNG**
IN DEUTSCHLAND

Why should I have my foreign professional qualification assessed?

Since 1 April 2012, it is possible to have your professional qualification, obtained abroad, compared with the German requirements for the particular profession. This is particularly important for you if you want to pursue a regulated profession in Germany.

“Regulated” means that you may not work in the profession without a state admission procedure and without your qualification being recognised. In Germany, professions in the health and education sectors (e.g. doctor, nurse or teacher) are regulated. In addition, special rules apply to some professions for self-employment (e.g. baker or hairdresser).

However, in non-regulated professions you do not require official recognition of your qualification in order to work (for example as an employee in retail or as an IT specialist). In these sectors you can apply on the job market without an assessment of your qualification. Having your qualifications checked can still be useful, as it will allow the employer to appreciate your qualifications better.

Important: Your nationality is not important for this process. Also, you do not need a residence permit. You can even apply if you do not live in Germany. All you need is a professional qualification, obtained abroad, and to demonstrate that you intend to work in Germany.

How does the process work?

On application, your foreign professional qualification is compared with a German qualification. In order to apply, you need to contact the office responsible for your professional group. Information about the offices responsible for the individual groups is available on the Internet (www.anerkennung-in-deutschland.de) or call (+49 30-1815-1111).

As a first step, you need to decide which specific German professional qualification you would like your qualification compared with. The responsible office will gladly assist you.

Once you have submitted your documentation, it is checked whether any significant differences exist between the qualification obtained abroad and the German qualification. Should this be the case, it is checked whether the differences can be compensated by additional certificates or work experience. Should your documentation not be comprehensive enough to evaluate your professional qualification, a qualification analysis, e.g. by the means of work samples or specialist interviews can be performed.

What results are possible?

If no significant differences between your qualification and the German qualification are determined, you will receive

a certificate of full equivalence or – if you also meet all the other requirements – you will be granted a license. This allows you to practice your profession as if you had a German professional qualification.

Should significant differences between your qualification and the German professional qualification be determined in the process, for non-regulated professions, you will receive notification which explains the differences in detail. You can then apply directly to employers or obtain further individually appropriate training. In the regulated professions, you can compensate for the differences. Depending on the profession, you will have to participate in a qualification course or undergo a specialist examination.

How long does the process take?

If all documents are complete, from 1 December 2012 onward, the process should not take longer than 3 months.

How much does the process cost?

The fees are determined by the relevant responsible office. Please find out about the costs prior to submitting and application. If you are registered as unemployed or receive social benefits, under certain circumstances, the costs can be borne by state authorities.

