

Info

Information on getting foreign qualifications recognized in Hesse



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→ You have a qualification from abroad?

You want to work in your profession or prove your level of school education?

We can give you guidance!

In the course of the IQ recognition counselling we talk about:

- Your qualification: Which German qualification comes closest to your own qualification?
- Your goals: What would you like to do in Germany?
- The procedure: Is recognition mandatory? Who is in charge of recognition? What do you need to do? How much does it cost?
- Your documents: Which documents do you need? Which documents have to be translated?

We offer our counselling services in various languages. Please ask us which languages we speak when you make an appointment. You may also bring another person along to the appointment.

On our homepage

www.hessen.netzwerk-iq.de/anerkennungsberatung

you will find an overview of places in Hesse where we offer recognition counselling.

Here is some basic information for you on how to get the following qualifications recognized:



→ school certificates



→ vocational qualifications



→ university degrees

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You have a school certificate?

You want to get your school certificate recognized in order to start vocational training?

- During counselling we will talk about everything you may need for the recognition procedure.

You want to prove your level of school education in order to study at a university?

- You do not need to apply for recognition of your school certificate. The universities themselves decide whom they will admit and offer you advice.



You have a vocational qualification?

Depending on your profession, you either *must* or *may* have the equivalence of your qualification to a German qualification assessed.

In Germany there are two groups of professions learned through vocational training:

Regulated professions

If your profession is part of the group of **regulated professions** you are not allowed to work without permission. You must apply for recognition of your profession. Regulated professions concern the safety, education or health of other people.

- *Examples: nurses for the elderly, childcare educators, driving instructors*

Non-regulated professions

If your profession is part of the group of **non-regulated professions** you do not need to get permission in order to work in your profession. You may simply start looking for work. However, it is possible to apply for recognition. It helps to make your skills transparent and improves your opportunities on the job market.

- *Examples: mechanics, bakers, office management assistants*



You graduated from university?

Depending on your profession, you *must* or *may* have the equivalence of your qualification to a German qualification assessed.

In Germany there are two groups of professions learned at universities:

Regulated professions

If your profession is part of the group of **regulated professions** you are not allowed to work without permission. You must apply for recognition of your profession. Regulated professions concern the safety, education or health of other people.

- *Examples: doctors, teachers, architects*

Non-regulated professions

If your profession is part of the group of **non-regulated professions** you do not need to get permission in order to work in your profession. This is the case for most university degrees. You may simply start looking for work. However, in many cases you may apply for a statement of comparability with a German university degree.

- *computer engineers, economists, political scientists*



→ Who can assess the equivalence of your qualification?

There are different institutions in Germany that can assess the equivalence of different qualifications. Which institution is in charge of your qualification depends on your profession and your place of residence.

The institution is called **zuständige Stelle** (responsible authority) or **anerkenkende Stelle** (competent authority).

If you want to know which institution can assess your qualification, you can come to our counselling.



i This website offers some basic information in a number of different languages:
www.anerkennung-in-deutschland.de/html/en/index.php

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→ How does the recognition procedure work?

If you must or want to get your qualification recognized you need to send an application to the respective institution. You need to fill in a form and send it with your documents to the correct competent authority for the recognition procedure.

The responsible authority will compare your qualification with the corresponding German qualification:

- Are there differences concerning the length of your education?
- Are there differences concerning the contents of your education?



For this comparison, documents are important that prove your qualification, indicate what you learned and what grades you received. Even if some of your documents are missing or if you have no documents at all it may be possible for the responsible authority to conduct a recognizing procedure.

Usually, documents that are in a language other than German have to be translated. The translations may only be done by special translators who have permission from court. They are called **vereidigte Übersetzer** (sworn translators).

i These are some websites where you will find an overview of sworn translators in Germany:
www.justiz-dolmetscher.de or www.bdue.de

At the end of the recognizing procedure you will receive a paper from the responsible authority which is called **Bescheid** (official assessment notice).

This document may say that:

- Your qualification is fully recognized (equivalent): i.e. there are no significant differences between your qualification and the German qualification.
- Your qualification is not fully recognized (partially equivalent): i.e. there are significant differences between your education and the education in Germany. In this case you will need to complete certain qualification measures such as adaptation courses or aptitude tests.
- Your qualification cannot be recognized. The differences are too grave. Your application has been rejected.

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► How much does the recognition procedure cost?



The recognition procedure takes time and costs money. Before you apply for recognition, ask about the costs.

Translations, certified photocopies, obtaining missing documents etc. also cost money. In certain cases *Jobcenter* or *Agentur fuer Arbeit* may pay for these expenses. However, you must talk to them before you apply for recognition.

► Then what?

If you receive a notification of the full equivalence of your qualification you may apply for work right away.

If not, the IQ Network Hesse offers a lot of different kinds of support such as the IQ qualification consulting. This counselling provides you with information about your possibilities of gaining qualifications both within and without the IQ Network Hesse.

i www.hessen.netzwerk-iq.de/qualifizierungsberatung

We support you at all stages of the recognition procedure.



→ We are not eligible to recognize your qualification. → The counselling service is free of charge and confidential.