

# Application

for foreign professional qualifications equivalence  
according to the German Professional Qualifications Assessment Act (BQFG)

- Please find a list of documents to be enclosed on page 7 of this application form.
- The procedure is subject to cost. See the [IHK FOSA schedule of fees](#)<sup>1</sup>

## 1. Personal details

Surname:

Surname at birth:

Given name:

Citizenship:

Gender: male          female          multi-gender          undisclosed

Date of birth:

Place of birth:

Country of birth:

Current address:

Street, house number:

c/o

Postal code, city:

Country:

 Email:

 Phone:

## 2. Contact person's details (You may name a contact person for support in the procedure; this is recommended, e.g. if you do not live in Germany)

Title: Mr          Ms

Surname:

Given name:

Company/Institution:

Street, house number:

Postal code, city:

Country:

 Email:

 Phone:

### 3. Reference qualification according to the Chamber of Industry and Commerce (IHK)

Assessment of equivalence to the following [IHK-profession](#) is requested:

**Note:** In case the procedure reveals that a different reference qualification is to be compared to the professional education acquired abroad, IHK FOSA will contact you.

### 4. Foreign professional training information

Name of the professional qualification (in original language and in German translation):

Country of training:

Name of the training institution including postal address, email, internet address:

Name of the issuing institution including postal address, email, internet address:

Type of training:	Theory	Practice
		- at school
		- at company

Start of training (in MM/YYYY):

End of training (in MM/YYYY):

Duration of practical part of the training (in months):

Prescribed training period (in months):

Prior school degree:

Completion date:

**5. Relevant professional experience information**

	<b>Job Title</b>	<b>Activities carried out</b>	<b>Working time in hours per week</b>	<b>Start (DD/MM/YYYY) and end (DD/MM/YYYY) of the activity</b>	<b>Proof of activity (e.g. job reference letter, employee's record book)</b>	<b>Employer including address, phone number, email address</b>
1						
2						
3						
4						
5						
6						

**6. Other certificates of competence information (e.g. courses, retraining, further professional training, university studies)**

	<b>Type of qualification</b>	<b>Start (DD/MM/YYYY) and end (DD/MM/YYYY)</b>	<b>Duration in hours</b>	<b>Name of the issuing institution including address, phone, email</b>	<b>Name of the training institution including address, phone, email</b>
1					
2					
3					
4					
5					
6					

## 7. Declaration of intention to work in Germany (non-EU/EEA)

I hereby declare that I intend to work in Germany according to my professional qualification.

Yes  No

## 8. Other application

An application for recognition has already been filed/a decision has been received (e.g. according to BQFG or Federal Expellees Act)

Yes  No  If yes: enclose application/decision

## 9. Data protection – Declaration of consent<sup>2</sup>

### a) Information on data storage:

IHK FOSA, as one of the competent bodies according to Sec. 8 BQFG, has the statutory task to conduct the recognition of equivalence of training certificates acquired abroad and any related further professional qualifications with corresponding German professions. For the fulfilment of this task, personal data are stored and transferred to other competent bodies within the scope of legal regulations.

### b) Consent to the transfer of data<sup>3</sup>:

Eventually a need for consultation on advanced training possibilities or adjustment qualification may arise after having received an official notification about full or partial equivalence. Consent to the use of the data for research purposes is given, as well as to the transfer of the application data and of the results of the procedure to the competent Chamber of Industry and Commerce for the purposes of consulting and assistance.

Yes  No

### c) Research

(please check-mark as applies)

I declare that I agree that IHK FOSA will obtain information from the competent institutions in the event of a necessary authenticity check. In that case, these institutions will be authorised to provide corresponding information to IHK FOSA.

I declare that I do not agree that IHK FOSA will obtain information from the competent institutions in the event of a necessary authenticity check.



Place, date, signature of applicant

## 10. Final declaration and signature

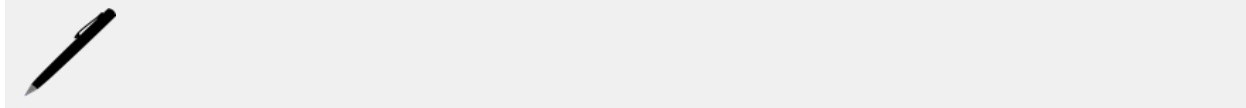
The decision on the application legally requires this information and cooperation.

The submitted documents are intended for use in the procedure and they will not be returned.

Please do not send us any original documents without request (except for the application form).  
We do not accept any liability for these.

I assure that the information given is correct and complete.

Upon submission of the application I undertake to pay the incurred fee.<sup>1</sup>



Place, date, signature of applicant

**Please enclose the following documents:**

- |   |                          |
|---|--------------------------|
| 1. Completely filled out and signed application form  | <input type="checkbox"/> |
| 2. Colour copy: Foreign professional training graduation certificate including list of subjects   |                          |
| • in the language of the country of origin  | <input type="checkbox"/> |
| <b>and</b>  |                          |
| • German translation by a public appointed or sworn interpreter or translator   | <input type="checkbox"/> |
| 3. Colour copies: Certificates of relevant professional experience (e.g. job reference letter, employee's record book, Insurance records of employment history) |                          |
| • in the language of the country of origin  | <input type="checkbox"/> |
| <b>and</b>  |                          |
| • German translation by a public appointed or sworn interpreter or translator   | <input type="checkbox"/> |
| 4. Colour copies: Other records of qualification (e.g. courses, retraining, further professional training)  |                          |
| • in the language of the country of origin  | <input type="checkbox"/> |
| <b>and</b>  |                          |
| • German translation by a public appointed or sworn interpreter or translator   | <input type="checkbox"/> |
| 5. Colour copy: Proof of identity (e.g. national identity card, passport, name change)  | <input type="checkbox"/> |
| 6. Curriculum Vitae   | <input type="checkbox"/> |
| 7. Declaration of intention to work in Germany  | <input type="checkbox"/> |
| 8. Copy: Description of contents of the professional training (syllabus/curriculum)   | <input type="checkbox"/> |

**Please do not send us the application until the documents are complete.**

**Notes:**

- A directory of publicly appointed or sworn interpreters or translators can be found under [www.iustiz-dolmetscher.de](http://www.iustiz-dolmetscher.de). In individual cases, translations may be waived, e.g. if employees of IHK FOSA master the relevant language themselves. No translation is required if the documents according to points 2 to 4 and 8 were issued in English by the competent institution.
- Description of contents of the professional training: document defining the standards of the professional training and specifying the imparted knowledge and skills in factual and temporal structure. The document must be issued by an institution responsible for the training.
- Additional documents not listed here may be requested subsequently by IHK FOSA in the specific case in the course of the recognition procedure. This is usually depending on country-specific particularities.

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<sup>1</sup> Schedule of fees: <https://www.ihk-fosa.de/fuer-antragstellende/gebuehren-und-foerderung/>

<sup>2</sup> Data protection information: <https://www.ihk-fosa.de/die-ihk-fosa/impressum/informationspflichten-datenschutz/>

<sup>3</sup> The consent can be refused without negative consequences on the procedure. The consent to the storing and use of data for the purposes of consulting and assistance by local offices and for research purposes can be revoked at any time with effect for the future by notifying IHK FOSA. Upon receipt of the revocation, IHK FOSA will stop using the relevant data and delete them, respectively.

The male grammatical form always includes all persons, regardless of gender.

Status: 10/12/2021



Please place head first in an envelope with window

