

Application Form
For the Evaluation of Foreign Graduation Certificates

Ms/Mrs Mr *(please check the correct box!)*

Last Name: _____

First Name: _____

Street Address: _____

Zip Code: _____ City: _____

Email: _____

Aufsichts- und Dienstleistungsdirektion
Referat 32
Willy-Brandt-Platz 3
54290 Trier

Application for the Recognition and Equivalence of my diploma/certificate obtained
in _____ (*Country*) with a German **general education certificate**.

I need this recognition for:

- Starting or continuing my education for the following job:

- Finding a job
- Other (*please explain below*):

With my application I have included:

- A curriculum vitae with a detailed explanation of my education including dates
- **An official copy** of my diploma, certificate, or transcript for the years requiring evaluation, including any years in college, if applicable
 - ▶ Documents from Afghanistan and Syria should be attached in the original ◀
- **An official copy** of the translation of my diplomas, certificates, or transcript obtained abroad through a translator recognized by the German government
 - ▶ You can find an overview of translators recognized by the German government at www.justiz-dolmetscher.de. ◀
- **An official copy** of personal identification:
 - A passport with an EU residence permit or personal identification card (for EU residents)

- Certification of marriage or a similar document if your name has changed
- For ethnic German immigrants an officially certified copy of the certificate by the Federal Law on Refugees and Exiles (German: Bundesvertriebenengesetz, BVFG)

(*Officially certified documents are documents issued by city and municipal administrations)

Confirmation: *(Please check applicable fields)*

- I have not handed in my application for the recognition of my foreign certificate or diploma at any other certificate recognition center.
- I have handed in my application for the recognition of my foreign certificate or diploma at another certificate recognition center:

(Please provide the name of the center, the street, zip code, city, and file number)

(If you have already received a recognition in a different state, then please include an official copy of that recognition in this form)

Explanation:

I understand that my personal data will be shared with the Central Office for Foreign Education in Bonn and that this data can be used, if necessary, to inquire about my educational status in my home country.

I have been informed that this process costs money.

City, Date

Signature

For minors:

City, Date

Signature

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First and Last Name

- Parent
- Guardian

(Please check the applicable box)

Important:

1. Please refrain from sending us your request until you have provided the necessary documents.
2. Applicants from Poland send your documents to this address instead:

**Aufsichts- und Dienstleistungsdirektion
- Außenstelle Schulaufsicht -
Referat 32
Postfach 20 05 55
56005 Koblenz**