



# Application



for foreign professional qualifications equivalence  
according to the German Professional Qualifications Assessment Act (BQFG)  
in accordance with sections 81a German Residence Act, Sec. 14a BQFG

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

## 1. Details on the person with professional qualification acquired abroad

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. Details on the authorised representative

Title: Mr      Ms
Surname:
Given Name:
Company/Institution:
Function:
Street, house number:
Postal code, city:
Country:
 Email:
 Phone:

## 3. Competent (central) Immigration Authority

Title: Mr      Ms
Surname:



**6. 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						

**7. 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					

## 8. Declaration of intention to work in Germany

I hereby declare that the person with professional qualification acquired abroad intends to work in Germany according to his/her professional qualification.

Yes

No

## 9. Other application

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

No

Yes

If yes: enclose application/decision

## 10. 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)

The authorised representative declares, that he/she and the person holding a professional qualification acquired abroad mentioned under number 1 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.

The authorised representative declares that he/she and the person holding a professional qualification acquired abroad mentioned under number 1 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 authorised representative

## 11. 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 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.

The authorised representative assures that the information given is correct and complete.  
Upon submission of the application the authorised representative undertakes to pay the incurred fee.<sup>1</sup>



Place, date, signature of authorised representative

**Please enclose the following documents:**

- |  |                          |
|--|--------------------------|
| 1. In original: Completely filled out and signed application form  | <input type="checkbox"/> |
| 2. Colour copy: Authorisation in accordance with Sec. 81a German Residence Act   | <input type="checkbox"/> |
| 3. Colour copy: Foreign professional training graduation certificate including list of subjects                        | <input type="checkbox"/> |
| • 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: Certificates of relevant professional experience (e.g. job reference letter, employee's record book) | <input type="checkbox"/> |
| • in the language of the country of origin   | <input type="checkbox"/> |
| <b>and</b>   | <input type="checkbox"/> |
| • German translation by a public appointed or sworn interpreter or translator  |                          |
| 5. Colour copies: Other records of qualification (e.g. courses, retraining, further professional training)             | <input type="checkbox"/> |
| • 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"/> |
| 6. Colour copy: Proof of identity (e.g. national identity card, passport, name change)                                 | <input type="checkbox"/> |
| 7. Curriculum Vitae  | <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 public appointed or sworn interpreters or translators can be found under [www.justiz-dolmetscher.de](http://www.justiz-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 3 to 5 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 a factual and temporal structure. The document must be issued by an institution responsible for professional 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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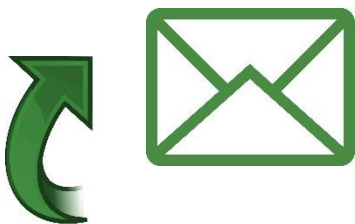
<sup>1</sup> Schedule of fees: <https://www.ihk-fosa.de/fuer-antragstellende/gebuehren-und-foerderung/>

<sup>2</sup> Data protection information: <http://www.ihk-fosa.de/die-ihk-fosa/impressum/informationspflichten-zum-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 persons of the male and female genders as well as person of multiple genders.

Status: 01/02/2020



Please place head first in an envelope with window

**IHK FOSA**  
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90443 Nuremberg  
Germany