

An Association of German Chambers of Industry and Commerce under German public law, which has the function of assessing and recognising the equivalence of vocational qualifications.

Please note:

- *The requested information is required by the provisions of the Vocational Qualification Assessment Act ("BQFG Act") so that an appropriate decision may be taken with regard to your application. If you were to fail to comply with your obligation to cooperate in this respect, you are running the risk that your application may be rejected for this sole reason (Section 15 of the BQFG Act.*
- *A fee of between 100 and 600 Euro is charged for these proceedings in accordance with IHK FOSA's current scale of fees. If any other proceedings were yet to be required in line with the provisions of Section 14 of the BQFG Act for the purpose of determining your vocational qualifications, this will give rise to additional costs which would have to be paid by you. Such proceedings under Section 14 of the BQFG Act would, however, in each and every case not be initiated until and unless you would have been contacted and you would have given your consent to the same.*

Application for Foreign Professional Qualifications Equivalence

according to the Vocational Qualification Assessment Act ("BQFG Act")

1. Personal Data (required data)

Name, birth name, if applicable:

First or given name(s):

Nationality:

Sex:

Date of birth:

Place and country of birth:

2. Address and contact information (required data)

Street, house number:

Postal code, city or town:

Country:

E-Mail:

Telephone:

3. Address and contact information of an additional contact person *(for correspondence purposes you may name yet another contact person; this is recommended if you submit your application from abroad or if you do not master the German language)*

Name, first or given name(s):

Sex:

Street, house No.:

Postal code, city or town:

Country:
E-Mail:
Telephone:
4. Information concerning the corresponding German profession <i>(the name of the German profession which is comparable to your completed foreign vocational training)</i>
<p>I request foreign professional qualification equivalence of my vocational training to the German corresponding profession</p> <p style="text-align: center;"><i>[please insert]</i></p>

Note: If you are not certain which German profession it is with which your qualification is to be compared, it is recommended that you consult either your local Chamber of Industry and Commerce or some other pertinent agency. This decision is not final, this means that, if IHK FOSA will, in the process of its preliminary verification, find out that some other German profession suits better, IHK FOSA will contact you in order to precisely define your corresponding profession.

5. Information about your foreign vocational training
Name of vocational qualification (original title and German / English translation, if it is known):
Country of vocational qualification:
Name of vocational training institution, with postal address, e-mail and/or web address:
Name and address of issuing institution, if different from vocational training institution
Type of vocational training (mark applicable line with an „x“)
<p>theoretical / school-type</p> <p>practical / in-company training</p> <p>theoretical / school-type and practical /in-company training</p>
Beginning of vocational training (in month/year):
End of vocational training (in month/year):
Term of practical part of vocational training during full training period (in months):
Regular term of vocational training (in months):
Preceding school leaving qualification:

6. Information about relevant professional experience

	Type of work and activity	Job title and contents of the activity	Extent of work or activity	Period of work or activity	Type of certificaton	Employer
	<ul style="list-style-type: none"> • Job • Work placement • Minijob etc. 	<ul style="list-style-type: none"> • List of work priorities 	<ul style="list-style-type: none"> • ∅ Work hours per week 	<ul style="list-style-type: none"> • Beginning • End 	<ul style="list-style-type: none"> • Certificate of Employment • Work book etc. 	<ul style="list-style-type: none"> • Name • Street, house No. • Postal code, city or town • Country
Example	Job	<i>Electronic Technician: maintenance of electrical installations ; assembly of the electrical systems</i>	40	02.01.2006 - 07.12.2009	Certificate of Employment	<i>Elektronics XY, Świat 20, 00-945 Warsaw, Poland</i>
1						
2						
3						
4						

7. Information about other qualifications (e.g. training, seminar, vocational retraining, certificates, preceding vocational training, studies)

	Designation of other qualification	Type of other qualification	Subject/ Focus	Country of issuing	Exam date	Period	Issuing institution	Address of institution
	<ul style="list-style-type: none"> • Original title • German or English translation (if known) 	<ul style="list-style-type: none"> • Theoretical • Practical • Theoretical & Practical 				<ul style="list-style-type: none"> • Beginning • End 	<ul style="list-style-type: none"> • Name • Street, house No. • Postal code, city or town • Country 	<ul style="list-style-type: none"> • Name • Street, house No. • Postal code, city or town • Country
<i>Example</i>	<i>Sterowanie elektryczne (english.: electrical control systems)</i>	<i>theoretical</i>	<i>Programmable logic controller</i>	<i>Poland</i>	<i>07.06.2008</i>	<i>03.01.2008 bis 05.06.2008</i>	<i>Szkoła elektryczna Marszałkowska 1, 00-950 Warsaw, Poland</i>	<i>--</i>
1								
2								
3								
4								

8. Declaration of the Intention to work in Germany

Non-relevant for citizens of the EU/European Economic Area/Switzerland and for persons having their permanent residence or domicile in the EU/European Economic Area/Switzerland

I state and declare that I wish to practice gainful employment in Germany.¹

Yes (*if yes, please provide appropriate documents*)

No

9. Declaration concerning previous filing of an application

I have already submitted an application for foreign Professional Qualifications Equivalence of my vocational training under the **Vocational Qualification Assessment Act („BQFG Act“)**

No

Yes

If so:

Application date:

Submitted to:

For the German corresponding profession:

(Where available attach copy of application and decision/official answer.)

Note: The information's purpose is to avoid the submission to several different competent authorities of repeated applications with the same contents and the same facts. You only need to state such applications which were submitted with the entry into force of the BQFG Act on 1st April 2012. This information will not exclude new applications or a renewed consideration of your former proceedings if circumstances have changed.

Applicable for repatriates only:

I have already submitted an application for assessment of my vocational training under the **Federal German Refugees Act („BVFG Act“)**

No

Yes

If so:

Application date:

Submitted to:

For the German corresponding profession:

(Where available attach copy of application and decision/official answer)

¹ **EU member states (2013) are:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Germany, Estonia, Eire, Finland, France, Greece, Hungary, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom
States of the European Economic Area are all members of the EU plus Iceland, Liechtenstein and Norway.

10. Data privacy statement

Information to data storage:

In line with the provisions of Section 8 of the BQFG Act IHK FOSA is obliged by law to implement the foreign professional qualifications equivalence of qualifications and other qualifications which were acquired abroad with national German corresponding professions. In order to fulfill this function IHK FOSA stores personal data which are then forwarded to other competent authorities in line with legal provisions.

Consent to data transfer:

Once our notification concerning the full or partial equivalence of a vocational qualification will have been issued, there may be cases where candidates need to be counselled to advise them on further training options. I consent to the use of such data for research purposes and to the transfer of the data of my application and of the outcomes of pertinent proceedings to the Chamber of Industry and Commerce in the area of my domicile for service and counselling purposes

Yes

No

.....
Place, date, applicant's signature

Note: This consent may be refused without this having any detrimental consequences for your proceedings.

Your consent to the storage and use of such data for purposes of service and counselling by local agencies can be revoked by advising IHK FOSA accordingly at any time and with effect for the future.

Once such revocation will have been received IHK FOSA will either no longer use or process the pertinent data or it will cancel the same

11. Final declaration and Signature

I assure that my statements are correct and complete.

I am well aware that I undertake to pay the compulsory charges by submitting the application.²

.....
Place, date, applicant's signature

(Important: The application is only valid with the date and handwritten signature.)

² You may any time refer to IHK FOSA's current scale of fees by visiting www.ihk-fosa.de.

Please enclose the following documents with your application (legal requirement under Section 5 of the BQFG Act)

- Curriculum vitae in German (table listing vocational and further training measures in which you were engaged, and gainful employment – not applicable when tables 6 and 7 of this application form are used)
- Copy of identity document (ID card or passport); evidence of change of name, if applicable
- Evidence of diploma or certificate of vocational training as specified in No. 5 above and acquired abroad
- Evidence of relevant vocational experience as listed under No. 7 above
- Evidence of other qualifications as listed under No. 7 above
- Evidence to prove that you intent to practice gainful employment in Germany (e.g. application for an entry visa granted for purposes of engaging in gainful employment, papers proving contacts with potential employers, business concept or plan in case of self-employed work). This obligation to provide such evidence does not apply for citizens of the EU/the European Economic Area / Switzerland and for persons having their permanent residence or domicile in the EU / the European Economic Area / Switzerland
- EU member states (2013) are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Germany, Estonia, Eire, Finland, France, Greece, Hungary, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom
- States of the European Economic Area are all members of the EU plus Iceland, Liechtenstein and Norway.

Important notes:

- *IHK FOSA IHK FOSA will, as a rule, ask for a certified copy of your document(s) which evidence(s) that you completed some vocational training or further training (e.g. final certificate or diploma) such as it is specified under No. 5 above. As far as certificates of special knowledge, skills and aptitudes are concerned (e.g. former training measures for which no formal certificate or diploma is issued) simple copies will, as a rule, be sufficient. Simple copies will, as a rule, also be sufficient when it comes to evidence documentation concerning vocational experience (e.g. employment records and references).*
- *All documents which are written in a foreign language must, as a rule, be translated into German. Such translations must be prepared by interpreters or translators who are appointed as public or sworn translators. The translations must be filed together with certified (or simple) copies of the respective original documents.*
- *You can expedite the proceedings by attaching yet further documents to the copies of your certificates or references, which might be helpful for IHK FOSA in assessing your foreign qualification, such as e.g. timetables or schedules, curricula, rules of examination.*
- *It may be possible that further papers or documents will be required in the course of the proceedings, which will be necessary for the evaluation of the documentation of your qualifications.*
- *You have the obligation to cooperate during the proceeding (§ 15 BQFG Act).*
- *Please also have regard to the notes and further additional information provided on the internet site of IHK FOSA (www.ihk-fosa.de) concerning the filing of your application.*

Please send the completely filled-in and signed application along with the required documentation to the following address:

IHK FOSA

Ulmenstraße 52g
90443 Nuremberg

Please keep in mind that the administration proceedings which are subject to the payment of fees will commence with the submission of your application to IHK FOSA.